

# University of Tennessee at Chattanooga

## Notification of Policies/Procedures Regarding Unlawful Discrimination, including Sexual Harassment

For the full text of the official University statements, please see UT Policy HRO 220, "Equal Employment Opportunity and Affirmative Action" and UT Policy HRO 280, "Sexual Harassment". UT Policies and Procedures are accessible on the internet at: <http://www.utc.edu/Administration/HumanResources/>. Click on University Policies.

### A. General Discrimination Policy:

It is the policy of The University of Tennessee not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, disability, age, or being a disabled veteran or veteran of the Vietnam Era. This policy extends to recruitment, employment, promotion, demotion, transfer, lay-off, termination, compensation, training benefits, and all other terms and conditions of employment.

### B. Sexual Harassment Policy:

Sexual Harassment is prohibited under state and federal law as a form of unlawful discrimination. The University of Tennessee unequivocally opposes the sexual harassment of its employees and students. Sexual harassment will not be tolerated and will be grounds for disciplinary action. In accordance with federal regulations, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

### C. Complaint Procedure:

A civil rights complaint, including a complaint of sexual harassment may be filed by any present or former employee of the University of Tennessee at Chattanooga who believes that he/she has been subjected to discrimination on the basis of race, color, gender, religion, national origin, age, disability, or veteran status. The University prohibits any retaliatory action against an employee for opposing a practice he/she believes to be discriminatory, including the filing of an internal complaint or grievance or a charge with a state or federal civil rights enforcement agency.

Complaints of discrimination, including sexual harassment, should be directed to Dr. Barbara Wofford, Director of Affirmative Action, 104 Founders Hall, The University of Tennessee at Chattanooga, 615 McCallie Avenue, Chattanooga, TN 37403 (423-425-4124). The complaint must be filed within 300 calendar days of the alleged discrimination. In certain circumstances, at the discretion of the Director of Affirmative Action, complaints filed outside of this time limit or that are not submitted in writing, as provided in UT Policy HRO 220, may be investigated informally. Questions regarding University policies and procedures regarding unlawful discrimination should be directed to Dr. Wofford.