The University of Oklahoma does not discriminate or permit discrimination by any member of its community against any individual based on the individual’s race, color, religion, political beliefs, national origin, age (40 or older), sex (see Sexual Misconduct, Discrimination and Harassment policy http://www.ou.edu/content/eoo/policies/misc.html), sexual orientation, genetic information, gender identity, gender expression, disability, or veteran status in matters of admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.

Inquiries regarding non-discrimination policies may be directed to: Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator, (405) 325-3546, bjm@ou.edu, or visit http://www.ou.edu/eoo.html.
What are Equal Opportunity, Equal Employment Opportunity and Affirmative Action?

**Equal Opportunity** is the right of all persons to enter, study and advance in academic programs on the basis of merit, ability, and potential without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, religion, disability, or status as a veteran.

**Equal Employment Opportunity** is the right of all persons to work and to advance on the basis of merit, ability, and potential without regard to race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, religion, disability, age, or status as a veteran.

**Affirmative Action** requires the employer to do more than ensure employment neutrality. As the phrase implies, Affirmative Action requires employers to make additional efforts to recruit, employ, and promote qualified members of groups formerly limited or excluded.

What is the University's stance on grievances?

The University recognizes the right of applicants, students, staff, and faculty to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy which might occur between the University and its applicants, students, or employees. If a grievance cannot be resolved informally, a formal grievance procedure is available that guarantees a prompt and impartial review of all factors involved in the grievance, without fear of coercion, discrimination, or reprisal because of exercising rights under University policy. Below are listed the offices where one may obtain details on the University’s formal grievance procedures.

**Students:** Equal Opportunity Office, Office of Student Affairs, Student Government Association (SGA - Norman campus) and University of Oklahoma Student Association Health Sciences Center (UOSAHSC—Health Sciences Center).

**Staff:** Equal Opportunity Office, Office of Human Resources, Staff Senate (Norman, HSC, and Tulsa campuses).

**Faculty:** Equal Opportunity Office, Office of the Provost, College Deans, Department Chairs, Faculty Senate Office.

**Health Care Services:** Equal Opportunity Office, OU Clinics.

What is the University's stance on retaliation?

University policy prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state, or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

For more information regarding the University’s Non-Discrimination Policy, please see: www.ou.edu/eoo.

Reporting Options

**Informal Grievance Process**

An informal grievance is an unofficial action used to find possible solutions to your concerns. Please contact the Equal Opportunity Office by phone, email or in-person to schedule an appointment to meet with the Equal Opportunity staff. In this meeting you will have the opportunity to:

- Discuss your concerns
- Provide any documentation
- Receive guidance and resources
- Discuss possible resolutions
- Discuss formal grievance process that may apply to you
- Discuss protection from retaliation

**Formal Grievance Process**

A formal grievance is an official action that must be filed within 365 days of the incident. This guarantees a timely, impartial review of your allegation. To request a formal grievance complete the Equal Opportunity Grievance form found at www.ou.edu/eoo/about.html or obtain a form in-person from the Equal Opportunity Office. This signed grievance form must be submitted by mail or in person. Once the grievance is received, it will be reviewed by the Equal Opportunity Office to determine if it meets the criteria for an investigation.

Investigation Procedures

- Be specific as possible when discussing the incident.
- Include dates(s) the incident(s) occurred, names of persons involved, as well as names(s) of those who may have witnessed incident(s).
- The investigator will interview all relevant parties and witnesses.
- The Investigator will gather and review all documentation necessary.
- Upon completion of the investigation, a decision is made whether a policy violation has occurred.
- Notification of the investigation outcome is given to appropriate parties.