

1 Non-Discrimination and Anti-Harassment

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4 Contact: [Office of Equal Opportunity \(OEO\)](#)

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15 Introduction

16 Iowa State University recognizes the fundamental importance of providing an inclusive and
17 welcoming environment for all members of our community. Indeed, the university's [Principles of](#)
18 [Community](#) include respect, richness of diversity, and freedom from discrimination. Consequently,
19 ISU is committed to assuring that its educational programs and activities and employment terms and
20 conditions are free from unlawful discrimination and harassment on the basis of age, color, creed,
21 disability, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual
22 orientation, and protected U.S. veteran status.

23 This policy and the accompanying procedures, applications, and guidance document (collectively
24 referred to hereafter as the "policy") defines discrimination, harassment, and other important terms;
25 sets forth the services and resources available to individuals impacted by discrimination and
26 harassment and/or involved in a complaint filed pursuant to this policy; and explains the internal
27 administrative procedures the university uses to respond to reports of discrimination and
28 harassment. As detailed in the policy, the university provides prompt, fair, and impartial resolution
29 processes for complaints filed under this policy and, where appropriate, administers reasonable
30 interim remedial measures. Individuals found responsible for violating this policy may be subject to
31 disciplinary action up to and including removal from the university. [top](#)

32 Policy Statement

33 In accordance with federal and state law, Iowa State University ("ISU" or the "university") does not
34 discriminate on the basis of age, color, creed, disability, gender identity, genetic information, national
35 origin, pregnancy, race, religion, sex, sexual orientation, and protected U.S. veteran status
36 (collectively referred to as "Protected Status") in its programs, activities, or employment.

37 This policy prohibits all forms of unlawful discrimination and harassment based on Protected Status.
38 In addition, this policy prohibits purposefully assisting in an act that violates this policy (i.e.,
39 complicity) and prohibits retaliation against any individual who in good faith participates in protected
40 activity pursuant to this policy. This policy also provides for the prompt and equitable resolution of
41 reports of discrimination, harassment, complicity, and retaliation. The university's [Office of Equal](#)
42 [Opportunity \(OEO\)](#) is responsible for administering this policy on behalf of the university.

43 All ISU administration, supervisors, faculty, staff, and students are responsible for successfully
44 completing the university's annual non-discrimination, anti-harassment, and anti-retaliation training
45 program. The training program is specifically designed for its target audience (e.g., students, staff,
46 faculty, supervisors, etc.) and is intended to assist university community members in understanding
47 this policy.

48 The university has a separate policy that governs concerns of T

49 itle IX sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These
50 concerns are governed by the university's [Title IX Sexual Harassment, Sexual Assault, Dating](#)
51 [Violence, Domestic Violence, and Stalking Policy](#). Nothing in this policy shall be deemed to conflict,
52 contradict, or supersede the Title IX Sexual Harassment Policy with respect to conduct governed by
53 that policy. The university also has a separate [Non-Retaliation Policy](#) that prohibits prohibited
54 retaliation against persons who engage in protected activity. [top](#)

55 **Scope of Policy**

56 This policy applies to all individuals affiliated with the university, including students, staff, faculty,
57 applicants for admission to or employment with the university, and individuals participating or
58 seeking to participate in university programs or activities. Vendors, independent contractors, visitors,
59 and others who conduct business with the university or on university property are also governed by
60 this policy, although the university's ability to address conduct by third-parties may be more limited.
61 In addition, recognized student and campus organizations are governed by this policy in accordance
62 with the [Student Code of Conduct](#). This policy applies to discrimination, harassment, complicity, and
63 retaliation that occurs on-campus; during or at official university programs or activities (regardless of
64 location); and off-campus conduct when the conduct unreasonably impacts a person's employment
65 or education with the university or ability to participate in or benefit from the university's programs or
66 activities. Even when the reported perpetrator of prohibited conduct is not within the university's
67 control, the university can provide reasonable resources and support to impacted parties, and where
68 appropriate, refer complaints to other entities.

69 To promote timely and effective review and response to reports of prohibited conduct, the university
70 strongly encourages individuals to come forward as soon as possible with their inquiries, reports,
71 and complaints and to seek assistance from the university. Delays in reporting may impact the
72 university's ability to respond fully to the matter, including pursuing disciplinary action. Consistent
73 with federal and state regulations governing the filing of complaints, the university may decline to
74 investigate claims in which none of the alleged discrimination or harassing conduct occurred within
75 the preceding 300 calendar days. [top](#)

76 **Resources and Reporting Options**

77 **In an emergency call 911.**

78 The university offers a range of resources to students, staff, faculty, and third-parties dealing with
79 incidents of discrimination and harassment. Individuals have options, including contacting and
80 making a report with the [Office of Equal Opportunity \(OEO\)](#), contacting and making a report with an
81 external governmental agency, and/or seeking assistance, services, and support from campus
82 resources. These resources are detailed below and are identified as either campus reporting
83 resources, confidential or campus confidential resources, or external reporting resources.

84 With respect to the university's processes and resources related to reports of discrimination and
85 harassment, it is important to consider the related issues of privacy and confidentiality. While these
86 terms sound similar, they are distinct concepts. It is also important to understand the different
87 reporting responsibilities that university employees and resources have. While all employees and

88 resources are committed to respecting the privacy of all individuals involved in reports of possible
89 policy violations, only certain specifically identified resources are able to discuss concerns of
90 discrimination and harassment confidentially (i.e., without notifying the Office of Equal Opportunity).
91 Additional information regarding privacy and confidentiality may be found in the online [Procedures,](#)
92 [Applications, and Guidelines document](#). [top](#)

93 **Campus Reporting Resources**

94 Individuals who wish to put the university on notice of potential violations of this policy should contact
95 ISU's [Office of Equal Opportunity \(OEO\)](#). The university encourages all individuals to report potential
96 incidents of discrimination and harassment to OEO. **Supervisory employees** (i.e., any ISU staff or
97 faculty member who supervises another employee) are **required** to contact OEO when they become
98 aware of potential violations of this policy. In addition, all ISU **Responsible Employees** are
99 responsible for contacting OEO when they become aware of potential violations of this policy.

100 Individuals can make a report and/or seek guidance from OEO in person, by telephone, or by email
101 at:

102 **Office of Equal Opportunity (OEO)**

103 Coordinates the university's comprehensive response to reports of discrimination,
104 harassment, and retaliation on the basis of Protected Status
105 3410 Beardshear Hall
106 Telephone: 515-294-7612
107 Hotline: 515-294-1222
108 Email: eooffice@mail.iastate.edu
109 Website: <http://www.eoc.iastate.edu/>

110 Individuals wishing to remain anonymous can make a report through OEO's hotline at 515-294-
111 1222, or through an anonymous email account to eooffice@iastate.edu, or by submitting a report
112 through the university's Compliance and Ethics Online Hotline. It is important to note that electing to
113 remain anonymous may greatly limit the university's ability to stop the reported conduct, collect
114 evidence, and take effective remedial action against individuals or organizations accused of violating
115 this policy. [top](#)

116 **Campus Support and Services Resources**

117 The [Office of Equal Opportunity \(OEO\)](#) has primary responsibility for administering this policy and
118 overseeing the response, investigation, and resolution of reports of discrimination and harassment.
119 As such, reports and concerns of discrimination and harassment should be directed to OEO. The
120 campus resources listed below are available to provide assistance and support to individuals
121 potentially impacted by discrimination and harassment.

122 ***Confidential and Campus Confidential Resources***

123 Confidential resources are identified as "confidential" or "campus confidential" below.
124 Confidential and campus confidential resources enable individuals to learn more about the
125 process and/or seek assistance without initiating a formal or informal complaint. Confidential
126 and campus confidential resources are not required to notify OEO of reports of discrimination
127 or harassment that they receive. Importantly, speaking with a confidential or campus
128 confidential resource does not initiate an investigation and will not, without additional action by
129 the reporting party, result in intervention or corrective action. However, upon written request
130 from the reporting party, confidential resources may notify OEO and/or assist the reporting
131 party in notifying OEO. [top](#)

132 **Employee Assistance Program** (confidential resource)
133 *EAP counselors are available to discuss any life situation that causes university*
134 *employees concern, with the goal of aiding personal and professional growth*
135 505 Fifth Avenue, Suite 600
136 Des Moines, IA 50309
137 Tel. 800-327-4692 or 877-542-6488 (TTY); Website: www.efr.org/myeap

138 **Ombuds Office** (confidential resource *except* for sexual harassment related concerns)
139 *Assists faculty and staff (including graduate student employees) with work-related,*
140 *academic, and/or administrative concerns, including interpersonal conflicts*
141 Website: <http://www.ombuds.iastate.edu/>
142 Tel. 617-895-4026

143 **Student Counseling Services** (confidential resource)
144 *Provides counseling and mental health services to ISU students free of charge*
145 Student Services Building, Third Floor
146 Tel. 515-294-5056; Website: <http://www.counseling.iastate.edu/counseling>

147 **Student Legal Services** (confidential resource)
148 Provides legal advice and assistance to students in a variety of areas. Not able to
149 represent students in controversies involving the university or other ISU students, but
150 may help students connect to other resources
151 Memorial Union, Office 0367
152 Tel. 515-294-0978; Website: <https://www.studentlegal.dso.iastate.edu/>

153 **Thielen Student Health Center** (confidential resource)
154 *Provides general medical treatment and psychiatry services to ISU students*
155 2647 Union Drive, Iowa State University
156 Tel. 515-294-5801; Website: <http://www.cyclonehealth.org/>

157 **Center for LGBTQIA+ Student Success** (campus confidential resource)
158 *Provides programs, services, referrals and resources focused on sexual orientation and*
159 *gender identity/expression for ISU students*
160 Student Services Building, Office 1064
161 Tel. 515-294-5433; Website: <http://center.dso.iastate.edu/>

162 **Margaret Sloss Center for Women and Gender Equity** (campus confidential
163 resource)
164 *Provides support and information through educational outreach, appropriate referral*
165 *services, and a safe space for the university community*
166 Sloss House on the ISU Campus
167 Tel. 515-294-4154; Website: <http://www.mswc.dso.iastate.edu/>

168 ***Non-Confidential Resources***

169 Information about or assistance with discrimination and harassment issues may be obtained
170 from a variety of university resources. Prior to or concurrent with initiating a complaint,
171 individuals may find it helpful to seek assistance from these resources. The following offices
172 can provide advice and support to individuals who believe they are experiencing
173 discrimination or harassment. The resources listed below will respect an individual's privacy
174 but are not confidential or campus confidential, meaning they are required to notify OEO of
175 reports of discrimination and harassment that they receive. [top](#)

176 **ISU Police Department** (respects privacy but not confidential)
177 *Assistance in emergency situations, help in investigating criminal charges, and*
178 *assistance in navigating the criminal process*
179 Armory Building, Room 55
180 Emergencies: 911
181 Tel. 515-294-4428; Website: <https://www.police.iastate.edu/>

182 **Office of Student Assistance** (respects privacy but not confidential)
183 *Provides assistance in navigating processes and procedures at the university, and*
184 *helps administer support and resources to students*
185 1010 Student Services Building, First Floor
186 Tel. 515-294-1020
187 Email: studentassistance@iastate.edu
188 Website: <https://www.studentassistance.dso.iastate.edu/>

189 **Office of Student Conduct** (respects privacy but not confidential)
190 *Provides information on the student code of conduct and adjudication processes, and*
191 *information regarding restricted contact notices*
192 1010 Student Services Building, First Floor
193 Tel. 515-294-1020; Website: <https://www.studentconduct.dso.iastate.edu/>

194 **Student Accessibility Services** (respects privacy but not confidential)
195 *Supports students with disabilities and promotes equal access to education and*
196 *university life. Administers the university's procedures for providing reasonable*
197 *academic accommodation for qualified students with disabilities*
198 1076 Student Services Building, First Floor
199 Tel. 515-294-7220
200 Email: accessibility@iastate.edu; Website: <https://sas.dso.iastate.edu/>

201 **University Human Resources** (respects privacy but not confidential)
202 *Assists employees and units with questions, conflicts, and issues that arise in the*
203 *workplace. Administers the university's procedures for providing reasonable workplace*
204 *accommodation for qualified individuals with disabilities*
205 3810 Beardshear Hall
206 Tel. 515-294-4800 or 877-477-7485; E-mail: hrshelp@iastate.edu

207 **External Resources**

208 External anti-discrimination and anti-harassment resources are also available. These external
209 agencies include:

210 **Iowa Civil Rights Commission (ICRC)**
211 *Enforces the Iowa Civil Rights Act which prohibits discrimination on the basis of race, age,*
212 *creed, national origin, color, gender identity, sex, sexual orientation, pregnancy, disability or*
213 *religion*
214 400 E. 14th Street, Grimes Building
215 Des Moines, Iowa 50319
216 Tel. (515) 281-4121, 1-800-457-4416
217 Website: <https://icrc.iowa.gov/>

218 **Equal Employment Opportunity Commission (EEOC)**
219 *Enforces federal laws that prohibit discrimination against a job applicant or an employee*
220 *because of the person's race, color, religion, sex (including pregnancy, gender identity, and*
221 *sexual orientation), national origin, age (40 or older), disability or genetic information*

222 500 West Madison St., Suite 2000
223 Chicago, Illinois 60662
224 Tel. 1-800-669-4000 or 312-869-8001 (TDD)
225 Website: <https://www.eeoc.gov/>
226 Email: info@eeoc.gov

227 **Office for Civil Rights – U.S. Department of Education (OCR)**
228 *Enforces federal civil rights laws that prohibit discrimination in programs or activities that*
229 *receive federal financial assistance from the Department of Education*
230 500 West Madison St., Suite 1475
231 Chicago, Illinois 60661
232 Tel. 312-730-1560 or 1-800-877-8339 (TDD)
233 Email: OCR.Chicago@ed.gov

234 **Procedures, Applications, and Guidance**

235 For important guidelines and procedures on the application of the Non-Discrimination and Anti-
236 Harassment Policy, see the online **[Procedures, Applications, and Guidance document](#)**. [top](#)

237 **Resources**

238 **Links**

- 239 • [Discrimination and Harassment website](#)
- 240 • [Religious Accommodation Statement](#)
- 241 • [Student Accessibility Services \(SAS\) - Accommodations](#)
- 242 • [Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and](#)
- 243 [Stalking](#)
- 244 • [Student Code of Conduct, §5 Prohibited Conduct](#)
- 245 • [Conduct Policy - Faculty \(FHB 7\)](#)
- 246 • [University Catalog - Appeal of Academic Grievances](#)
- 247 • [Grievance Procedures, Faculty \(FHB 9\)](#)
- 248 • [Grievance Policy, Undergraduate Student-Employees](#)
- 249 • [Non-Retaliation Policy](#)
- 250 • [Dean of Students Office](#)
- 251 • [Student Counseling Service](#)
- 252 • [Office of Equal Opportunity](#)
- 253 • [Employee and Family Resources; Employee Assistance Program](#)
- 254 • [University Human Resources \[UHR\]](#)
- 255 • [Women's Center](#)