

# 1 Non-Discrimination and Anti-Harassment

2 Effective: May 1, 2006

3 Updated/Revised: August 14, 2020

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.

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

## 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.

## 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](#).

93

94 **Campus Reporting Resources**

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

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

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

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

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

117 **Campus Support and Services Resources**

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

123 ***Confidential and Campus Confidential Resources***

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

133 **Employee Assistance Program** (confidential resource)

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

139

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

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

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

155 **Thielen Student Health Center** (confidential resource)  
156 *Provides general medical treatment and psychiatry services to ISU students*  
157 2647 Union Drive, Iowa State University  
158 Tel. 515-294-5801; Website: <http://www.cyclonehealth.org/>

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

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

#### 170 **Non-Confidential Resources**

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

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

184

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

192 **Office of Student Conduct** (respects privacy but not confidential)  
193 *Provides information on the student code of conduct and adjudication processes, and*  
194 *information regarding restricted contact notices*  
195 1010 Student Services Building, First Floor  
196 Tel. 515-294-1020; Website: <http://www.studentconduct.dso.iastate.edu/>

197 **Student Accessibility Services** (respects privacy but not confidential)  
198 *Supports students with disabilities and promotes equal access to education and*  
199 *university life. Administers the university's procedures for providing reasonable*  
200 *academic accommodation for qualified students with disabilities*  
201 1076 Student Services Building, First Floor  
202 Tel. 515-294-7220  
203 Email: [accessibility@iastate.edu](mailto:accessibility@iastate.edu); Website: <https://sas.dso.iastate.edu/>

204 **University Human Resources** (respects privacy but not confidential)  
205 *Assists employees and units with questions, conflicts, and issues that arise in the*  
206 *workplace. Administers the university's procedures for providing reasonable workplace*  
207 *accommodation for qualified individuals with disabilities*  
208 3810 Beardshear Hall  
209 Tel. 515-294-4800 or 877-477-7485; E-mail: [hrshelp@iastate.edu](mailto:hrshelp@iastate.edu)

## 210 **External Resources**

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

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

221 **Equal Employment Opportunity Commission (EEOC)**  
222 *Enforces federal laws that prohibit discrimination against a job applicant or an employee*  
223 *because of the person's race, color, religion, sex (including pregnancy, gender identity, and*  
224 *sexual orientation), national origin, age (40 or older), disability or genetic information*  
225 500 West Madison St., Suite 2000  
226 Chicago, Illinois 60662  
227 Tel. 1-800-669-4000 or 312-869-8001 (TDD)  
228 Email: [info@eeoc.gov](mailto:info@eeoc.gov)

229

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

## 237 **Procedures, Applications, and Guidance**

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

## 240 **Resources**

### 241 **Links**

- 242 • [Discrimination and Harassment website](#)
- 243 • [Religious Accommodation Statement](#)
- 244 • [Student Accessibility Services \(SAS\) - Accommodations](#)
- 245 • [Sexual Misconduct, Sexual Assault, and Sexual Harassment Involving Students](#)
- 246 • [Student Disciplinary Regulations §4.2.5 Prohibited Conduct](#)
- 247 • [Conduct Policy - Faculty \(FHB 7\)](#)
- 248 • [University Catalog - Appeal of Academic Grievances](#)
- 249 • [Grievance Procedures, Faculty \(FHB 9\)](#)
- 250 • [Grievance Policy, Undergraduate Student-Employees](#)
- 251 • [Non-Retaliation Policy](#)
- 252 • [Dean of Students Office](#)
- 253 • [Student Counseling Service](#)
- 254 • [Office of Equal Opportunity](#)
- 255 • [Office of Equal Opportunity Information Advisors](#)
- 256 • [Employee and Family Resources: Employee Assistance Program](#)
- 257 • [University Human Resources \[UHR\]](#)
- 258 • [Women's Center](#)

### 259 **Files**

- 260 • [Procedures, Applications, and Guidance: Non-Discrimination Policy 2020-08-14 \[PDF\]](#)
- 261 • [Discrimination and Harassment PRIOR VERSION 2019-10-15 \[PDF\]](#)

262