



## **NON-DISCRIMINATION POLICY AND PROCEDURES**

### **SUMMARY OF KEY PROVISIONS**

#### **Policy Statement**

This Policy prohibits discrimination on the basis of “protected classes.” Retaliation against any individual who files a complaint or participates in an investigation under this Policy is strictly prohibited. University programs, activities and facilities are available to all without regard to specific “protected classes” which include: *race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, or any other legally protected class.*

#### **Retaliation**

Retaliation is action(s) taken against an individual because they reported discrimination, filed a complaint of discrimination, or participated in an investigation or proceeding concerning a discrimination complaint.

#### **Discrimination**

Discrimination is unequal treatment *based on a legally protected status* that is serious enough to unreasonably interfere with or limit an individual’s ability to participate in or benefit from a University program or activity, or that otherwise negatively affects a term or condition of the individual’s employment or education.

#### **Harassment**

Harassment is discrimination in the form of unwelcome conduct *based on a person’s protected status* that negatively affects the particular individual and also would negatively affect a reasonable person under the same circumstances. Harassment in violation of this Policy depends on the totality of the circumstances, including the nature, frequency and duration of the conduct, the location and context in which it occurs, and the status of the individuals involved. Harassment can be verbal, physical, written, graphic, electronic or otherwise displayed or communicated.

#### **Who Does This Policy Apply To?**

This policy applies to students, faculty, staff, visitors, trainees, volunteers, applicants, vendors and contractors.

#### **Is There A Time Limit To Make A Complaint?**

Yes. Complaints should be made within 90 business days of the incident.

#### **Can I Make The Same Complaint Under another University Policy?**

No. Generally, a complaint about a specific incident cannot also be addressed under more than one University Policy. Complainants must choose which policy they want to file a complaint under, i.e. *Staff Grievance Policy, Student Arbitrary and Capricious Grading Policy, etc.*

#### **Where Do I Report Discrimination or Harassment?**

Report complaints of discrimination and harassment [here](#), or by calling 301-405-1142.

#### **Where Do I Report Hate Bias Incidents?**

Report hate/bias incident here. For more information about hate/bias incidents click here.