

Alabama College of Osteopathic Medicine



Title: EQUAL OPPORTUNITY Claims of Illegal Discrimination

Effective Date: 7/01/2011

Revision Date:

Review Date: 7/11, 2/15

Policy & Procedure

POLICY

The Alabama College of Osteopathic Medicine (ACOM) does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

This policy applies in recruitment and admission of students, employment of faculty and staff, and scholarship and loan programs. This policy is also followed in the operation of all other programs, activities, and services of the College.

ACOM subscribes to the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity, in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Age Discrimination Act of 1975, as amended

PURPOSE

The purpose of this policy is to ensure that ACOM is an equal opportunity employer. Additionally, it is and shall continue to be our policy to provide promotion and advancement opportunities in a non-discriminatory fashion.

EQUAL EMPLOYMENT OPPORTUNITY

- It is and shall continue to be the policy of ACOM that all persons are entitled to equal employment opportunity regardless of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability, as required by state and federal law. In compliance with the provisions of all applicable state and federal civil rights laws, every effort will be made to employ the individuals whose qualifications best meet the needs of open positions, without regard to the above factors. Additionally, it is and shall continue to be our policy to provide promotion and advancement opportunities in a non-discriminatory fashion.

- Complaints and inquiries regarding *sex discrimination* should be directed to Title IX coordinator designated by the Alabama College of Osteopathic Medicine. The Title IX Coordinator may be contacted as follows:
 - Karen Loftin Title IX Coordinator
 - 445 Health Sciences Boulevard, Dothan, AL 36303
 - 334-699-4005
 - kloftin@acomedu.org

Complaints and inquiries regarding compliance with the *sex discrimination* provisions of Title IX may also be directed to the Assistant Secretary for Civil Rights, Department of Education, Washington, D.C.

- Evidence of practices inconsistent with other elements of this policy should be reported to the Director of Human Resources, who is the designated coordinator of ACOM's non-discrimination program.

EQUAL EDUCATION OPPORTUNITY

- It is and shall continue to be the policy of ACOM that all persons are entitled to equal educational opportunity regardless of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability, as required by state and federal law.
- Complaints and inquiries regarding *sex discrimination* should be directed to Title IX coordinator designated by the Alabama College of Osteopathic Medicine. The Title IX Coordinator may be contacted as follows:
 - Karen Loftin Title IX Coordinator
 - 445 Health Sciences Boulevard, Dothan, AL 36303
 - 334-699-4005
 - kloftin@acomedu.org

Complaints and inquiries regarding compliance with the *sex discrimination* provisions of Title IX may also be directed to the Assistant Secretary for Civil Rights, Department of Education, Washington, D.C.

- Evidence of practices inconsistent with other elements of this policy should be reported to the Associate Dean of Student Services, who is the designated coordinator of ACOM's non-discrimination program.

CLAIMS OF ILLEGAL DISCRIMINATION

For purposes of this policy, a "complaint" is a formal notification (usually in writing) of the belief that prohibited discrimination has occurred. Prior to filing a formal complaint, an individual is strongly encouraged to resolve a discrimination allegation through an informal process.

Before filing a formal complaint of alleged discrimination, the relevant parties are encouraged to informal means of resolution, such as mediation. If one chooses to proceed with a

complaint, the complaint may be submitted in writing to one of the following, as appropriate:

Staff and Faculty

- Human Resources Consultant, Southeast Alabama Medical Center
- Title IX Coordinator, Alabama College of Osteopathic Medicine

Students

- Associate Dean of Student Services, Alabama College of Osteopathic Medicine
- Title IX Coordinator, Alabama College of Osteopathic Medicine

To the extent possible, all complaints will be handled confidentially and addressed in accordance with ACOM policy. The complaints will be referred to the appropriate area for review and investigations will be conducted in a timely manner.

Also, any inquiries or complaints concerning the application of the Americans with Disabilities Act (ADA); Title VII of the Civil Rights Act of 1964; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; or other legislation and its implementing regulations as they relate to the Alabama College of Osteopathic Medicine should be directed to one of the officials listed above.


APPROVAL



 Approval - Chief Academic Officer

1/21/2016

 Approval Date



 Approval - Chief Executive Officer

1-21-16

 Approval Date



 Approval - Board of Directors

1-21-2016

 Approval Date