EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE: To promote equal employment opportunities and provide a non-discriminatory workplace for employees.

POLICY: Franklin Pierce University, in recognition of its obligations under Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1984, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA), has established the following policy on non-discrimination:

Franklin Pierce University does not discriminate on the basis of sex, race, color, religion, age, disability, national or ethnic origin, sexual orientation, marital status or other legally protected classification in hiring, promotion and terms and conditions of employment and/or in the administration of its educational policies, admissions policies, scholarship or loan programs, and/or athletic and other University administered programs or activities.

In addition, employees and students with concerns/complaints regarding sexual and other unlawful harassment, and or retaliation related to harassment, should consult the University’s sexual harassment policy.

DATE APPROVED: August 2005

REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

I. Compliance Officers. The University has designated the following person(s) as the Coordinator in charge of compliance with Title VII, Title VI, Title IX, Section 504, ADEA and the University’s non-discrimination policies generally:

Dr. Jim Earle  
Vice President of Student Affairs  
Office of Student Affairs  
(603) 899-4162

Sharon Burke  
Manager, Human Resources  
(603) 899-4077

These persons are available to assist the University, its employees and students and the public with any inquiry or concern regarding the University’s non-discrimination policies.
II. **Complaint Procedure:**
A. Any *applicant for employment or employee* with any questions, concerns or complaints regarding the University's non-discrimination policy and/or its application should contact John Mims, Vice President for Finance and Administration, (603) 899-4244.
B. Any *applicant for admissions or student* with any questions, concerns or complaints regarding the University's non-discrimination policy and/or its application should contact Dr. James Earle, Vice President of Student Affairs, Office of Student Affairs, (603) 899-4162.
C. Regarding discrimination in employment, you may also wish to contact:

United States Equal Employment Opportunity Commission  
Boston Area Office  
475 JFK Federal Bldg., Government Center  
Boston, MA 02203-0506  
Tel.: (617) 565-3200  
Fax: (617) 565-3196

D. Regarding discrimination in programs and activities, you may also wish to contact:

Assistant Secretary for Civil Rights – New Hampshire  
Office for Civil Rights, Boston Office  
U.S. Department of Education  
J.W. McCormack Post Office and Courthouse  
Room 701, 01-0061  
Boston, MA 02109-4557  
Tel.: (617) 223-9662  
Fax: (617) 223-9695, TDD: (617) 223-9695

III. **Processing of Complaints/Resolution**
A. Upon receipt of a complaint of discrimination or other information which causes concern about possible discrimination, the University will promptly look into the situation and conduct an investigation as may be reasonable, and it will seek to address the matter promptly and take appropriate disciplinary and/or remedial action(s) if warranted. The University will conduct investigations discretely.
B. Franklin Pierce University does not tolerate retaliation against persons who report incidents of discrimination or sexual or other unlawful harassment, or against those who participate in investigations of discrimination or harassment. Any person(s) who believe that they have been subject to retaliation should report the matter as outlined in the complaint procedure above.

IV. In addition to the procedures described above, an employee may address issues under this policy through the Grievance Policy.