	POLICY	Motion No.	EXEC 1006-2023
PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE	**Equal Opportunity, Affirmative Action and Non-Discrimination**	Effective Date	4/18/2023
		Responsible Department	Human Resources
		Reviewed by an attorney	[Attorney Name]

SCOPE

This policy affirms the Pennsylvania Highlands Community College's commitment to equal opportunity and affirmative action in admissions and treatment of students, in educational programs and activities for students, employment, and in governance of the College in accordance with federal, state, and local laws and regulations and includes a prohibition of retaliation against those filing complaints.

Employment and educational opportunities at Pennsylvania Highlands Community College are available to all as required by Title VI, Title VII, Title IX, Executive Order 11246, as amended by Executive Order 11375; Revised Order No. 4; the Equal Pay Act of 1963, as amended; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; USERRA; Titles VII and VIII of the Public Health Service Act; the Americans With Disabilities Act (ADA) of 1990, as amended, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA)), and Article XX-G of the Pennsylvania Public School Code, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational Opportunities Act, the Pennsylvania Human Relations Act(43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P.S. § § 5001-5009) and all other applicable laws and ordinances of the Commonwealth of Pennsylvania and/or the United States.

POLICY

Equal Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Pennsylvania Highlands will be based on merit, qualifications, and abilities. Pennsylvania Highlands does not discriminate in employment opportunities or practices on account of race, color, religion, sex, veteran status, sexual orientation, national origin, age, disability, gender identity or expression, genetics, marital or family status, or other characteristic protected by law.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the College and its employees including but not limited to recruitment, employment, promotion, transfer, working conditions, wage and salary administration, and employee benefits and application of policy.

Pennsylvania Highlands Community College does not subject students to unlawful discrimination in the admission process, take any action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment

by a student of, a service, facility, activity or program at the College on the basis of race, color, religion, sex, veteran status, sexual orientation, national origin, age, disability, gender identity or expression, genetics, marital or family status, or other characteristic protected by law.

Pennsylvania Highlands Community College's governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

Pennsylvania Highlands Community College will make reasonable accommodations for qualified individuals with known disabilities.

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the College.

Affirmative Action

Affirmative Action in the recruitment and appointment of faculty, staff and administrative positions is a College-wide commitment. All administrators and search committees must take appropriate steps within the area of their responsibilities to ensure that an active and thorough recruitment effort is made for each full-time faculty, staff, or administrative position.

Complaint Reporting

The College will investigate every issue that is brought to its attention and will take appropriate disciplinary action, up to and including termination. Please refer to the related procedural document for more information on how to file a complaint.

No Retaliation

Pennsylvania Highlands Community College is committed to providing an environment free of all discrimination and harassment. To this end, the College has a zero tolerance for retaliation against any applicant, employee, or student filing a complaint or contributing in any way to the investigation of any complaint. This zero-tolerance policy applies to all individuals who may have access to or knowledge of a complaint and can include superiors, peers, students, vendor employees and others. Any allegations of retaliation should be brought to the chief human resources officer.

Effective Date	Motion Number	Document Author	Description of Change
4/18/2-23	EXEC 1006-2023	Human Resources	Language added regarding students

6/27/2017	EXEC 1013-2017	Human Resources	Addition to protected classes and Clarification to 'Dissemination of Policy'
05/06/16			Title Change
6/24/2014	EXEC 1012-2014	Human Resources	Added 'Sexual Orientation' to Equal Opportunity
5/01/2010	Policy # 202	Human Resources	Initial Release