Policy and Procedures on Complaints of Discrimination and Harassment	Procedure Number	490.2
	Effective Date	Sept 2026

1.0 PURPOSE:

The University of Arkansas System at University of Arkansas-Pulaski Technical College is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination. Such an environment is necessary to a healthy learning, working, and living atmosphere. The College expects students, applicants for admission, employees, applicants for employment, affiliates, subcontractors, on-site contractual staff, community members, and visitors to uphold the College's commitment to nondiscrimination and harassment by conducting themselves in a manner that is appropriate and consistent with this policy. Accordingly, all acts of discrimination, harassment, and retaliation are prohibited. The College will take prompt and equitable action in response to complaints about such conduct.

2.0 REVISION HISTORY:

Adopted On: January 2019
Revised: August 2025
August 2026
September 2026

3.0 PERSONS AFFECTED

Students, Applicants for Admission, Employees, Applicants for Employment, Affiliates, Subcontractors, On-Site Contractual Staff, Community Members, and Visitors

4.0 DEFINITIONS

"Discrimination" under this policy refers to action or conduct that (1) is based on race, color, sex, religion, antisemitic behavior against Jewish people motivated by antisemitic intent, national origin, service in the uniformed services (as defined in state and federal law), veteran status, age, pregnancy, physical or mental disability, gender identity, sexual orientation, or genetic information and (2) adversely affects a term, condition of an individual's employment, education, living environment, or participation in a program or activity.

"Harassment" under this policy means unwelcome conduct that is based on one of the foregoing categories and that is subjectively and objectively offensive and so severe and/or pervasive that it denies or limits a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities or when such conduct has the purpose or effect of unreasonably interfering with an individual's employment.

"Antisemitism" under this policy means the same as defined by the International Holocaust Remembrance Alliance in its working definition of antisemitism, including its contemporary examples, as it was adopted on May 26, 2016. Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. Criticisms of Israel similar to that leveled against any other country cannot be regarded as antisemitic.

Reports and complaints regarding sexual harassment, sexual assault, relationship violence, stalking, and similar conduct should first be made to the Title IX Coordinator under the University's separate policy on sexual assault and harassment. Other forms of discrimination and harassment may be the subject of an initial complaint under this policy. In addition, this policy may be used to address complaints of sexual harassment or assault that may

negatively affect the campus community but are dismissed by the Title IX Coordinator based on lack of jurisdiction.

The University reserves discretion on whether to commence an investigation under this policy or alternatively address conduct, as an administrative matter, that does not constitute a violation of this policy but nevertheless is inappropriate in a professional work or educational environment.

5.0 PROCEDURES

I. Offices Hearing Complaints

The Department of Human Resources is responsible for investigating complaints of discrimination and harassment against faculty, staff, and administrative employees. The Office of the Dean of Student Life and Wellness is responsible for investigating complaints of harassment and discrimination against students in accordance with procedures used for cases of student misconduct or, if no applicable procedures exist, as set out in this Policy.

A complaint to the appropriate office, using the Complaint Form, should be made within 30 days of the act of discrimination or harassment. The time limit may be waived or extended by the Department of Human Resources or the Office of the Dean of Student Life and Wellness if good cause is demonstrated.

II. Investigation

After receiving the complaint, the appropriate office will explore whether the matter can be resolved informally, without disciplinary action or a finding that discrimination or harassment has occurred. If the issue can be resolved informally, no further action will be taken.

If the complaint cannot be resolved informally, the individual against whom the complaint is filed (i.e., the "respondent") will be instructed to provide a written response to the allegations within 5 working days of the request from the investigator. The matter will then be investigated promptly.

At the conclusion of the investigation, the investigating office will issue a written determination of responsibility and provide the decision to the complainant and respondent. The determination shall also identify any sanctions or remedies that the investigator believes should be imposed. In the case of employee-respondents, the proposed sanctions and remedies shall serve as a nonbinding recommendation to the appropriate campus administrator.

III. Appeal

If a student-respondent is dissatisfied with the decision, the respondent may request that the Dean of Students convene a hearing. The request for a hearing must be made within 5 working days of the decision. After receiving the request, the Dean of Students will promptly schedule a hearing that generally follows the procedures used for cases of student misconduct.

If an employee-respondent is dissatisfied with the decision, the respondent may appeal the matter to the Chancellor or his/her designee. A respondent who chooses to appeal must, within 5 working days of receiving the decision, deliver a written statement to the Chancellor or designee that concisely explains why the decision should be overturned or modified. The Chancellor or his/her designee may elect to convene a committee to review the allegations, consider the evidence, and make a recommendation; alternatively, the Chancellor or designee may decide the matter in the absence of a committee. The final decision shall be rendered as soon as practicable and ordinarily no later than 10 working days after receiving the written appeal.

IV. Retaliation

It is a violation of this policy to take an action against an individual because that person has opposed any practices forbidden by this policy or because that person has filed a complaint, testified, assisted, or participated in an investigation or proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's opposition, complaint, or participation. Adverse action is retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

V. Confidentiality

The College requests confidentiality from all parties and witnesses involved in an investigation. During an investigation, it may be necessary for the investigator to provide details to individuals with a legitimate need to know about the allegations. This may include: (1) information provided to respondents to allow them to fully respond to the allegations; (2) information provided to witnesses or other people with whom investigators communicate in order to obtain or verify information; (3) where appropriate, information provided to management during or following an investigation to allow any necessary actions to be taken. In addition, the identity of the investigation participants and the details of the investigation may become known for reasons outside the control of the investigator.

VI. False Reports

Willfully making a false report of discrimination (including discriminatory harassment) is a violation of College policy and is a serious offense. Any person who willfully makes or participates in making a false report under this policy may be subject to disciplinary action up to and including termination or expulsion.

VII. Training

All new employees should receive training on preventing, reporting, and addressing discrimination (including discriminatory harassment) within 30 days of beginning employment or enrollment. Employees must receive refresher training at least every two years.

VIII. EEOC and NSF Reporting

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this policy, they may have the right to file a complaint directly with the appropriate agency. The contact information for the EEOC and NSF are as follows:

Equal Employment Opportunity Commission (EEOC)
820 Louisiana St., Suite 200
Little Rock, AR 72201
Toll Free: 1-800-669-4000
Telephone: 501-324-5060
TTY: 800-669-6820
Fax: 501-324-5991

National Science Foundation (NSF)
Office of Diversity and Inclusion
2415 Eisenhower Ave.

Alexandria, VA 22314
Telephone: 703-292-8020
Fax: 703-292-9072
Email: programcomplaints@nsf.gov

XI. Compliance

Per Ark. Code Ann. § 6-16-2101 et seq. and Arkansas Department of Education (ADE) Guidance, colleges and universities must report any incidents or complaints of Title VI discrimination or harassment to the ADE's Title VI Coordinator. This includes, without limitation, incidents involving discrimination or harassment based on race, color, and national origin or motivated by antisemitism. An authorized representative of the institution of higher education should submit the information through the ADE's digital AR Act 721: Data Collection Form.

XII. Free Speech or Expression Activity

This policy is not intended to inhibit or restrict free speech or expression protected by the First Amendment, state law, or any College policy.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Michelle Anderson, Dean of Student Life and Wellness Natalie Hibdon, Director of Human Resources	8/2/2026
Ratified by:	Joint Operations	9/25/26
Recommended by Chancellor (Signature)		9/29/26
UA Policy Alignment:	UA BOT Policy 275.1	