



University of Wisconsin Colleges and University of Wisconsin-Extension Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, and Retaliation

Reason for this policy

The [University of Wisconsin Colleges](#) and the [University of Wisconsin Extension](#) (hereafter referred to as UWC & UWEX) share a vision of providing maximum access to the University of Wisconsin educational resources and research for the benefit of Wisconsin's residents. Acts of discrimination, harassment, and retaliation undermine that shared vision, as well as the missions of the individual institutions, by threatening the careers, educational experience, and/or well-being of faculty, staff, students, applicants for employment, program participants, volunteers, and members of the public.

Policy statement

Pursuant to the authority of the UW System Board of Regents Policy, Section 14, and state and federal civil rights and employment laws, UWC and UWEX prohibit members of the university community from engaging in any form of unlawful discrimination or harassment in employment, education, or participation in programs or activities. UWC & UWEX is fully committed to equal opportunity and affirmative action, and to being in compliance with all applicable federal and state laws, executive orders, policies, plans, rules and regulations.

UWC and UWEX also prohibit any form of retaliation for engaging in a protected activity such as making a complaint of discrimination or harassment, taking part in an investigation related to unlawful activities or behavior, or performing mandatory reporting duties. Furthermore, UWEX & UWC will include provisions in all contracts that the contractor or subcontractor will comply with the non-discrimination provisions of University policies and federal and state laws as a condition of doing business with the University.

UWC & UWEX prohibit discrimination on the following basis, as required by relevant UW System Board of Regents policy, executive orders, policies, plans, rules and regulations, and state and federal law:

Employment:

Age, ancestry, arrest record, color, conviction record, creed, disability, ethnicity, gender identity, gender expression, marital status, genetic testing, honesty testing, military obligations (including membership in the national guard; state defense force or any other reserve component of the military forces of the United States or the state of Wisconsin), national origin, pregnancy (including childbirth or related conditions), race, religion, retaliation for making a complaint of discrimination or taking part in an investigation relating to discrimination, sex, sexual orientation, or use or nonuse of lawful products off the employer's premises during nonworking hours.

University Programs and Activities:

Age, color, disability, national origin, race, retaliation for opposing discrimination making a complaint of discrimination, taking part in investigations of discrimination, or sex.

Students:

Age, ancestry, color, creed, disability, ethnicity, marital or parental status, national origin, pregnancy race, religion, retaliation for making a complaint of discrimination, taking part in an investigation relating to discrimination, sex, or sexual orientation.

Who can file a complaint of unlawful discrimination, harassment, or retaliation?

Any member of the university community including faculty, staff (all appointment types), students, program participants, applicants for employment or educational programs, volunteers, and members of the public may file a complaint under this policy.

Reporting a concern or filing a complaint

In order to successfully prevent, address and /or remedy discrimination and harassment in all its forms, and protect the educational and working environments of the university community, the university community must take an active role in reporting actual or perceived discrimination, harassment or retaliation. Please visit the [Office of Inclusion website](#) for the most current version of complaint procedures related to this policy.

University administrators, faculty, department chairs, and supervisors¹ are considered designated officials for the purpose of this policy, and are responsible for accepting any informal complaint or concern of behavior or conduct that may violate or lead to a violation of this policy, take prompt action to address the behavior or conduct, remediate any effects that arise, and keep detailed notes of the concern and all actions taken. Any member of the university community may also contact the Office of Inclusion with questions or concerns.

If an individual wishes to file a formal complaint, the complaint must be filed with the Office of Inclusion within 300 days of the alleged act of discrimination, harassment, or retaliation. This timeframe will only be extended in unusual circumstances by the investigator, primarily when personal or family illness prevented an individual from filing in a timely manner, or when the complainant could not reasonably have known that he or she was being discriminated against within the 300 days. **NOTE!** The timeframes for filing under state or federal law may differ. Filing a complaint with the Office of Inclusion does not extend the timeframe for filing with external agencies.

Coordination of Response

If a complaint or grievance is filed by a complainant under multiple campus policies and involves the same or similar issues, the institution may process the complaint in accordance with the most applicable policy and procedure to assure a prompt review, investigation, determination and remedy, if applicable, of the of issues raised in an efficient and effective manner. The University will assure that all applicable procedural and substantive rights are provided to the complainant and respondent(s) in a reasonable and fair manner.

¹ For the purpose of this policy, an individual qualifies as a "supervisor" if the individual has the authority to recommend tangible employment decisions affecting the employee or if the individual has the authority to direct the employee's daily work activities, even if that individual does not have an official supervisory title (i.e., department chairs, unit leads who direct the work of student employees, volunteer coordinators, etc.)

Appeal Process

The complainant or respondent may appeal the outcome of complaint filed under this policy within 10 business days to the applicable Provost Office. If the appeal is rejected, you will be notified of the decision in writing in a timely manner (ideally within 10 business days).

If the appeal is accepted, any new evidence and/or previously presented documents will be reviewed and a decision will be rendered in writing in a timely manner (ideally within 45 days). If additional information is needed, you will receive a request for the information in writing. Failure to provide the information requested within 10 business days may be grounds for dismissing the appeal.

Any party disciplined as an outcome of the complaint or review process may resort to regular grievance procedures afforded by applicable personnel or governance policies. Discipline is not appealable through this process.

The decision of the Provost or his/her designee is final.

Contact information

If you have questions about anything contained in this document, if you would like to file a complaint, or if you need a copy of this policy in an alternative format as an accommodation for a disability, please contact the Office of Inclusion at:

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Policy updated and approved March, 2013 by Raymond Cross, Chancellor, UW Colleges and UW-Extension