

<b>College Procedure:</b>	<b>401.1 - Equal Employment Opportunity</b>
<b>Policy Reference:</b>	<b>401 - Non-Discrimination in Employment</b>
<b>Responsible Department:</b>	<b>Human Resources</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Human Resources</b>
<b>Effective Date:</b>	<b>8/11/2011</b>

**Version Number:** 3

**Legal Counsel Reviewed (yes/no):** No

**Legal Reference(s):** Equal Employment Opportunity (EEO)

**Scope:** College-wide

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## Reason for Procedure

Kirkwood Community College declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, veteran status, genetic information, socioeconomic status, and actual or potential parental, family or marital status in its educational programs, activities, admission procedures or employment practices. The College affirms its commitment to comply with all applicable federal, state, and local laws, regulations and orders.

## The Procedure

The College is firmly committed to prohibiting harassment or discrimination on any basis. It is the College's procedure to employ, retain, promote, terminate and otherwise treat any and all employees and job applicants on the basis of qualifications and competence. The College considers discrimination and harassment of any kind to be serious and will take prompt action when it is discovered.

Any person who believes they have been the recipient of a discriminatory or harassing act may file a complaint with:

- Vice President, Human Resources, Wes Fowler  
313 Kirkwood Hall, at (319) 398 - 5572, or email to [wes.fowler@kirkwood.edu](mailto:wes.fowler@kirkwood.edu); or
- Vice President, Student Services, Jon Buse,  
115 Iowa Hall, at (319) 398 – 5584, or e-mail [jon.buse@kirkwood.edu](mailto:jon.buse@kirkwood.edu); or
- Vice President, Academic Affairs, Bill Lamb,  
100 Iowa Hall, at (319) 398 5509, or e-mail to [bill.lamb@kirkwood.edu](mailto:bill.lamb@kirkwood.edu); or
- The Director of the Office for Civil Rights, U.S. Department of Education,  
Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)730-1560,

fax (312)730-1576.

If you witness or experience discrimination or harassment, we strongly encourage you to report the incident immediately.

If an investigation confirms that a violation has occurred, Kirkwood Community College will take corrective action with the offending employee, up to and including immediate termination of employment. Retaliation against persons filing a complaint or for assisting in the investigation following the filing of a complaint is strictly prohibited.

## References

Link: [Discrimination and Harassment Complaint Form](#)

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	8/11/2011	Jim Choate, Vice President, Finance	
2		Mick Starcevich, President	New template 5/10/2017
3		Cabinet	Procedure template 7/23/2019

