

08.01.01.E1 Civil Rights Compliance

Approved August 5, 2016
Next Scheduled Review: August 5, 2021

Supplements System Policy 08.01, Regulation 08.01.01

Rule Statement

The Texas A&M Engineering Experiment Station (TEES) will provide equal opportunity to all employees, applicants for employment and the public.

Reason for Rule

This rule is required by System Regulation 08.01.01, Civil Rights Compliance, and designates the official contacts for the receipt, investigation, and resolution of illegal discrimination, sexual harassment, and/or related retaliation complaints.

Procedures and Responsibilities

This rule outlines the process and requirements for reporting when an employee experiences, observes, or is made aware of a situation of illegal discrimination, sexual harassment and/or related retaliation.

The Director of Engineering Human Resources serves as the designated official, overseeing the TEES' civil rights protection program.

1. COMPLAINT REPORTING

- 1.1 An employee who experiences, observes, or becomes aware of illegal discrimination, sexual harassment and/or related retaliation must promptly report the incident(s) in accordance with this rule.
- 1.2 A report or complaint may be filed by an employee with their supervisor, other administrator, Engineering Human Resources, and/or any local, state or federal civil rights office, including the Equal Employment Opportunity Commission, the Texas Workforce Commission's Civil Rights Division, or the U.S. Department of Education's Office of Civil Rights. If received by a supervisor or administrator, he or she will promptly inform the designated official.
- 1.3 Following the receipt of a complaint or report, the designated official will notify the System Ethics and Compliance Office (SECO) and work in coordination with other Texas A&M System offices as appropriate.
- 1.4 The designated official will notify the agency Title IX Coordinator if the complaint alleges sex discrimination or sexual harassment.
- 1.5 As outlined in System Regulation 08.01.01 *Civil Rights Compliance*; Section 2.2, only certain employees may keep reports of alleged violations confidential. All other employees should advise the reporter that they cannot keep the information confidential, but that it will be kept private to the extent possible.

2. COMPLAINT PROCESSING

- 2.1 TEES complies with the civil rights complaint processing procedures outlined in Section 4 of System Regulation 08.01.01, *Civil Rights Compliance*.
- 2.2 Employees are required to cooperate fully during an inquiry or investigation pursuant to this rule.
- 2.3 Parties to the investigation, including witnesses, are protected from retaliation. Employees who retaliate against such persons will be subject to disciplinary action up to and including dismissal. This disciplinary action can be taken at any time during or following an investigation of an illegal discrimination, sexual harassment and/or related retaliation complaint.

3. INVESTIGATIONS

- 3.1 In consultation with executive leadership, the designated official will appoint the investigative authority and identify the designated administrator to decide the merits of the complaint.
- 3.2 Timelines for investigations are defined in System Regulation 08.01.01. Extensions may be obtained based on circumstances.

4. APPEALS

- 4.1 Appeal of Finding or Sanctions. The designated administrator's decision and any sanction(s) imposed, or the absence of sanctions, can be appealed by either the individual subjected to the alleged illegal discrimination, sexual harassment, and/or related retaliation or the respondent, in accordance with System Regulation 08.01.01. Appeals must be directed to the Agency Director or designee, whose decision with regard to the appeal will be final. The appeal does not create an entitlement to a new investigation of the complaint. The appeal should be filed within 10 business days of notification of the decision or sanction subject to the appeal.

Related Statutes, Policies, or Requirements

[System Regulation 08.01.01, Civil Rights Compliance](#)

Definitions

Unless otherwise stated, all terms used in this rule shall have the meaning assigned by System Regulation 08.01.01.

Contact Office

Engineering Human Resources
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