NOTICE TO ALL EMPLOYEES

This NOTICE is being posted pursuant to a Conciliation Agreement between TEXAS TECH UNIVERSITY and the U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION ("EEOC"). This NOTICE will be conspicuously posted for a period of four (4) years at all facilities and in all places where employment notices are posted. It must not be altered, defaced, or covered by any other material.

POLICY: Discrimination of any kind can and often will detract from an employee’s job performance, discourage employees from remaining on the job, keep employees from advancing in their careers, and can lower overall employee morale and productivity. It is the policy of TEXAS TECH UNIVERSITY that qualified employees with a disability as defined by the ADA will not be discriminated against because of their disability and that such conduct is unacceptable and will not be condoned.

PURPOSE: It is the purpose of this policy to reaffirm and amplify the position of Title I of the American with Disabilities Act of 1990, as amended, and the Equal Employment Opportunity Commission’s guidelines on disability discrimination and to reiterate our policy against discrimination and harassment.

SCOPE: This policy extends to all employees of Texas Tech University, including management, non-management, temporary and/or probationary employees.

RESPONSIBILITY: Each level of management is responsible for ensuring that all personnel policies, procedures, and activities are in full compliance with applicable federal, state, and local equal employment laws, statutes, rules, and regulations regarding disability based discrimination and retaliation. Employees are expected to read, understand, and follow the policies that Texas Tech University has established to prevent discrimination and retaliation.

REPORTING PROCEDURES: Any employee who believes that he or she has been subjected to any kind of discrimination and/or retaliation is expected to report the alleged act as soon as possible to that person’s immediate supervisor, any supervisor or manager, to the Human Resources Department or the Texas Tech University System Office of Equal Employment Opportunity. The Human Resources Department may be contacted at Texas Tech University Human Resources; 161 Doak Conference Center; MS 1093; Lubbock, TX 79409-1093 or by telephone at 806-742-3851. The Office of Equal Employment Opportunity may be contacted at Texas Tech University System Office of Equal Employment Opportunity; 210 Administration Bldg; MS 1073; Lubbock, TX 79409-1073 or by telephone at 806-742-3627. Supervisors and managers who are informed of an alleged incident of discrimination or retaliation must immediately notify the Human Resources Department and/or Office of Equal Employment Opportunity.

In addition to reporting a complaint of discrimination and/or retaliation to University officials, a person may also contact the U.S. Equal Employment Opportunity Commission and file a charge of employment discrimination. The address and telephone number of the nearest EEOC office is
300 E. Main, Suite 500; El Paso, TX 79901; (800) 669-4000. Information about employment rights and the procedures dealing with how to file a charge is available at www.eeoc.gov.

INVESTIGATION OF COMPLAINTS: A complete investigation of each complaint will be undertaken by the Human Resources Department and/or The Office of Equal Employment Opportunity. The investigation may include interviews of all employees and supervisors at the facility, the inspection of documents, including personnel records, and full inspection of the premises.

PUNISHMENT FOR VIOLATION: Employees engaged in discrimination or retaliation can expect serious disciplinary action. After appropriate investigation, any employee, whether management or non-management, who has been found to have engaged in discrimination or retaliation against another employee will be subject to appropriate sanctions, depending on the circumstances, from an oral or written warning in his or her personnel file up to and including termination of employment.

RETAIATION: There shall be no retaliation against any employee because that person has opposed what they believe to be unlawful employment practices, has filed a charge of discrimination, or has given testimony, assistance, or participated in any manner in any investigation, proceeding or hearing under Title I of the Americans with Disabilities Act of 1990, as amended. Texas Tech University will not punish you for reporting discrimination simply because you have made a complaint under the above guidelines.

EXCEPTIONS: There are no exceptions to this policy.

THIS IS AN OFFICIAL NOTICE AND MUST NOT BE REMOVED OR DEFACED BY ANYONE. THIS NOTICE WILL BE POSTED FOR A PERIOD OF FOUR YEARS.

Signed this ____________ day of ________________, 2013

Date

On Behalf of Texas Tech University

Interim President

On Behalf of the Commission

Date

Carolyn Cobb

Acting Area Director