

ADMINISTRATIVE DIRECTIVE

6.2 NONDISCRIMINATION POLICY

In accordance with the Equal Opportunity policy stated in PM-55 dated July 10, 2006, which indicates that the University System's equal opportunity policy is:

"The purpose of this memorandum is to state the LSU System's commitment to provide equal opportunity for all qualified persons in admission to, participation in, or employment in the programs and activities which the University operates without regard to race, creed, color, marital status, sexual orientation, religion, sex, national origin, age, mental or physical disability, or veteran's status."

LSU Health Sciences Center – Shreveport supports affirmative action and equal opportunity standards as set forth in this memorandum and its Affirmative Action plans. The requirements of this memorandum are carried out through campus-based Equal Employment Opportunity policies and the development and maintenance of Affirmative Action plans. These plans require that all employees and applicants receive fair consideration for employment and that all employees are treated fairly with regard to recruitment, promotions, demotions, transfers, layoffs, furloughs, terminations, rates of pay and other forms of compensation, tenure, training, and other employment practices.

With the advice of the Human Resource Management Department, Chancellors, Vice Chancellors, Deans, Directors, Department Heads, and other supervisory employees are responsible for assisting LSU Health Sciences Center - Shreveport in the implementation of this policy.

COMPLAINT PROCEDURE

No employee, student, witness or other participant or other individual who complains about a violation of this memorandum or participates in an investigation of a complaint made pursuant to this memorandum shall be subject to retaliation in any form. Further, no individual is required to report or make a complaint of discrimination and/or harassment to the person who is engaging in the alleged discriminatory/harassing conduct.

1. Any member of the LSU Health Sciences Center – Shreveport community who believes that he or she has been subjected to discrimination and/or harassment in violation of this policy has a right to report the conduct to any University official, supervisor, the Human Resource Management Department.

No student or employee is required to report or make a complaint of discrimination and/or harassment to the person who is engaging in the problematic conduct.

2. Any individual who receives a complaint or becomes aware of a possible violation of this policy will immediately notify the Human Resource Management Department to obtain advice and assistance in responding to the complaint.
3. The Associate Director for Human Resource Management or appropriate designee (s) has been designated as the individual or individuals to investigate the complaint. If the designee(s) is not an individual of the Human Resource Management Department, that office may assist the designee or individual in investigating the complaint.

4. The complainant and the individual who is the subject of the complaint will be notified about its resolution. Information obtained regarding the complaint will be treated as confidentially as possible with only those with a need to know being informed of the complaint.
5. The individual responsible for investigating the complaint, in conjunction with the Human Resource Management Department, shall report his/her findings and recommendations to the President (in case of complaints arising in the System Office), Chancellor, or his designee.
6. Substantiated violations of this memorandum will result in appropriate discipline or corrective action.

LSU Health Sciences Center – Shreveport, through its recruitment and employment policies, will recruit and employ qualified personnel for all its diverse activities and will provide equal opportunities during employment without regard to race, color, marital status, sexual orientation, creed, religion, sex, national origin, age, mental or physical disability, or veteran's status.

Guidelines for recruitment/hiring as described in Part III of this Louisiana State University System PM-55 will be followed to achieve recruitment and placement objectives set forth in this policy and to assure equal employment opportunity.