

1 Non-Discrimination and Anti-Harassment

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4 Contact: [Office of Equal Opportunity \(OEO\)](#)

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15 Introduction

16 Iowa State University recognizes the fundamental importance of providing a welcoming environment
17 ([Principles of Community](#)).

18 Consequently, ISU is committed to assuring that its educational programs and activities and
19 employment terms and conditions are free from unlawful discrimination and harassment on the basis
20 of age, color, creed, disability, gender identity, genetic information, national origin, pregnancy, race,
21 religion, sex, sexual orientation, and protected U.S. veteran status.

22 This policy and the accompanying procedures, applications, and guidance document (collectively
23 referred to hereafter as the “policy”) defines discrimination, harassment, and other important terms;
24 sets forth the services and resources available to individuals impacted by discrimination and
25 harassment and/or involved in a complaint filed pursuant to this policy; and explains the internal
26 administrative procedures the university uses to respond to reports of discrimination and
27 harassment. As detailed in the policy, the university provides prompt, fair, and impartial resolution
28 processes for complaints filed under this policy and, where appropriate, administers reasonable
29 interim remedial measures. Individuals found responsible for violating this policy may be subject to
30 disciplinary action up to and including removal from the university. [top](#)

31 Policy Statement

32 In accordance with federal and state law, Iowa State University (“ISU” or the “university”) does not
33 discriminate on the basis of age, color, creed, disability, gender identity, genetic information, national
34 origin, pregnancy, race, religion, sex, sexual orientation, and protected U.S. veteran status
35 (collectively referred to as “Protected Status”) in its programs, activities, or employment.

36 This policy prohibits all forms of unlawful discrimination and harassment based on Protected Status.
37 In addition, this policy prohibits purposefully assisting in an act that violates this policy (i.e.,
38 complicity) and prohibits retaliation against any individual who in good faith participates in protected
39 activity pursuant to this policy. This policy also provides for the prompt and equitable resolution of
40 reports of discrimination, harassment, complicity, and retaliation. The university’s [Office of Equal](#)
41 [Opportunity \(OEO\)](#) is responsible for administering this policy on behalf of the university.

42 All ISU administration, supervisors, faculty, staff, and students are responsible for successfully
43 completing the university's bi-annual non-discrimination, anti-harassment, and anti-retaliation
44 training program. The training program is specifically designed for its target audience (e.g., students,
45 staff, faculty, supervisors, etc.) and is intended to assist university community members in
46 understanding this policy.

47 The university has a separate policy that governs concerns of Title IX sexual harassment, sexual
48 assault, dating violence, domestic violence, and stalking. These concerns are governed by the
49 university's [Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and](#)
50 [Stalking Policy](#). Nothing in this policy shall be deemed to conflict, contradict, or supersede the Title
51 IX Sexual Harassment Policy with respect to conduct governed by that policy. The university also
52 has a separate [Non-Retaliation Policy](#) that prohibits prohibited retaliation against persons who
53 engage in protected activity. [top](#)

54 **Scope of Policy**

55 This policy applies to all individuals affiliated with the university, including students, staff, faculty,
56 applicants for admission to or employment with the university, and individuals participating or
57 seeking to participate in university programs or activities. Vendors, independent contractors, visitors,
58 and others who conduct business with the university or on university property are also governed by
59 this policy, although the university's ability to address conduct by third-parties may be more limited.
60 In addition, recognized student and campus organizations are governed by this policy in accordance
61 with the [Student Code of Conduct](#). This policy applies to discrimination, harassment, complicity, and
62 retaliation that occurs on-campus; during or at official university programs or activities (regardless of
63 location); and off-campus conduct when the conduct unreasonably impacts a person's employment
64 or education with the university or ability to participate in or benefit from the university's programs or
65 activities. Even when the reported perpetrator of prohibited conduct is not within the university's
66 control, the university can provide reasonable resources and support to impacted parties, and where
67 appropriate, refer complaints to other entities.

68 To promote timely and effective review and response to reports of prohibited conduct, the university
69 strongly encourages individuals to come forward as soon as possible with their inquiries, reports,
70 and complaints and to seek assistance from the university. Delays in reporting may impact the
71 university's ability to respond fully to the matter, including pursuing disciplinary action. Consistent
72 with federal and state regulations governing the filing of complaints, the university may decline to
73 investigate claims in which none of the alleged discrimination or harassing conduct occurred within
74 the preceding 300 calendar days. [top](#)

75 **Resources and Reporting Options**

76 **In an emergency call 911.**

77 The university offers a range of resources to students, staff, faculty, and third-parties dealing with
78 incidents of discrimination and harassment. Individuals have options, including contacting and
79 making a report with the [Office of Equal Opportunity \(OEO\)](#), contacting and making a report with an
80 external governmental agency, and/or seeking assistance, services, and support from campus
81 resources. These resources are detailed below and are identified as either campus reporting
82 resources, confidential or campus confidential resources, or external reporting resources.

- 83 • With respect to the university's processes and resources related to reports of discrimination
84 and harassment, it is important to consider the related issues of privacy and confidentiality.
85 While these terms sound similar, they are distinct concepts. It is also important to understand
86 the different reporting responsibilities that university employees and resources have. While
87 all employees and resources are committed to respecting the privacy of all individuals

88 involved in reports of possible policy violations, only certain specifically identified resources
89 are able to discuss concerns of discrimination and harassment confidentially (i.e., without
90 notifying the Office of Equal Opportunity). Additional information regarding privacy and
91 confidentiality may be found in the online [Procedures, Applications, and Guidelines](#)
92 [document](#). [top](#)

93 *Campus Reporting Resources*

94 Individuals who wish to put the university on notice of potential violations of this policy should contact
95 ISU's [Office of Equal Opportunity \(OEO\)](#). The university encourages all individuals to report potential
96 incidents of discrimination and harassment to OEO. **Supervisory employees** (i.e., any ISU staff or
97 faculty member who supervises another employee) are **required** to contact OEO when they become
98 aware of potential violations of this policy. In addition, all ISU Responsible Employees are
99 responsible for contacting OEO when they become aware of potential violations of this
100 policy. [Reporting and Confidentiality - Equal Opportunity](#)

101 Individuals can make a report and/or seek guidance from OEO in person, by telephone, or by email
102 at:

103 **Office of Equal Opportunity (OEO)**

104 Coordinates the university's comprehensive response to reports of discrimination,
105 harassment, and retaliation on the basis of Protected Status
106 2680 Beardshear Hall
107 Telephone: 515-294-7612
108 Email: eooffice@mail.iastate.edu
109 Website: <http://www.eoc.iastate.edu/>

110 *Anonymous Reporting*

111 It is important to note that electing to remain anonymous may greatly limit the university's ability to
112 stop the reported conduct, collect evidence, and take effective remedial action against individuals or
113 organizations accused of violating this policy. [top](#)

114 *Campus Support and Services Resources*

115 The [Office of Equal Opportunity \(OEO\)](#) has primary responsibility for administering this policy and
116 overseeing the response, investigation, and resolution of reports of discrimination and harassment.
117 As such, reports and concerns of discrimination and harassment should be directed to OEO. The
118 campus resources listed below are available to provide assistance and support to individuals
119 potentially impacted by discrimination and harassment.

120 *Confidential and Campus Confidential Resources*

121 Confidential resources are identified as "confidential" or "campus confidential" below.
122 Confidential and campus confidential resources enable individuals to learn more about the
123 process and/or seek assistance without initiating a formal or informal complaint. Confidential
124 and campus confidential resources are not required to notify OEO of reports of discrimination
125 or harassment that they receive. Importantly, speaking with a confidential or campus
126 confidential resource does not initiate an investigation and will not, without additional action by
127 the reporting party, result in intervention or corrective action. However, upon written request
128 from the reporting party, confidential resources may notify OEO and/or assist the reporting
129 party in notifying OEO. [top](#)

130 **Employee Assistance Program** (confidential resource)
131 *EAP counselors are available to discuss any life situation that causes university*
132 *employees concern, with the goal of aiding personal and professional growth*
133 505 Fifth Avenue, Suite 600
134 Des Moines, IA 50309
135 Tel. 800-327-4692 or 877-542-6488 (TTY); Website: [Employee Assistance Program -](#)
136 [EFR](#)

137 **Ombuds Office** (confidential resource *except* for sexual harassment related concerns)
138 *Assists faculty and staff (including graduate student employees) with work-related,*
139 *academic, and/or administrative concerns, including interpersonal conflicts*
140 Website: <http://www.ombuds.iastate.edu/>
141 Tel. 515-294-0165

142 **Student Counseling Services** (confidential resource)
143 *Provides counseling and mental health services to ISU students free of charge*
144 Student Services Building, Third Floor
145 Tel. 515-294-5056; Website: <https://cyclonehealth.iastate.edu/counseling>

146 **Student Legal Services** (confidential resource)
147 Provides legal advice and assistance to students in a variety of areas. Not able to
148 represent students in controversies involving the university or other ISU students, but
149 may help students connect to other resources
150 Memorial Union, Office 0367
151 Tel. 515-294-0978; Website: <https://www.studentlegal.dso.iastate.edu/>

152 **Thielen Student Health Center** (confidential resource)
153 *Provides general medical treatment and psychiatry services to ISU students*
154 2647 Union Drive, Iowa State University
155 Tel. 515-294-5801; Website: <https://cyclonehealth.iastate.edu/health-clinic>

156 **Margaret Sloss Center for Women and Gender Equity** (campus confidential
157 resource)
158 *Provides support and information through educational outreach, appropriate referral*
159 *services, and a safe space for the university community*
160 Sloss House on the ISU Campus
161 Tel. 515-294-4154; Website: <http://www.mswc.dso.iastate.edu/>

162 *Non-Confidential Resources*

163 Information about or assistance with discrimination and harassment issues may be obtained
164 from a variety of university resources. Prior to or concurrent with initiating a complaint,
165 individuals may find it helpful to seek assistance from these resources. The following offices
166 can provide advice and support to individuals who believe they are experiencing
167 discrimination or harassment. The resources listed below will respect an individual's privacy
168 but are not confidential or campus confidential, meaning they are required to notify OEO of
169 reports of discrimination and harassment that they receive. [top](#)

170 **ISU Police Department** (respects privacy but not confidential)
171 *Assistance in emergency situations, help in investigating criminal charges, and*
172 *assistance in navigating the criminal process*
173 Armory Building, Room 55

174 Emergencies: 911
175 Tel. 515-294-4428; Website: <https://www.police.iastate.edu/>

176 **Office of Student Assistance** (respects privacy but not confidential)
177 *Provides assistance in navigating processes and procedures at the university, and*
178 *helps administer support and resources to students*
179 1010 Student Services Building, First Floor
180 Tel. 515-294-1020
181 Email: studentassistance@iastate.edu
182 Website: <https://www.studentassistance.dso.iastate.edu/>

183 **Office of Student Conduct** (respects privacy but not confidential)
184 *Provides information on the student code of conduct and adjudication processes, and*
185 *information regarding restricted contact notices*
186 1010 Student Services Building, First Floor
187 Tel. 515-294-1020; Website: <https://www.studentconduct.dso.iastate.edu/>

188 **Student Accessibility Services** (respects privacy but not confidential)
189 *Supports students with disabilities and promotes equal access to education and*
190 *university life. Administers the university's procedures for providing reasonable*
191 *academic accommodation for qualified students with disabilities*
192 1076 Student Services Building, First Floor
193 Tel. 515-294-7220
194 Email: accessibility@iastate.edu; Website: <https://sas.dso.iastate.edu/>

195 **University Human Resources** (respects privacy but not confidential)
196 *Assists employees and units with questions, conflicts, and issues that arise in the*
197 *workplace. Administers the university's procedures for providing reasonable workplace*
198 *accommodation for qualified individuals with disabilities*
199 3810 Beardshear Hall
200 Tel. 515-294-4800 or 877-477-7485; E-mail: hrrshelp@iastate.edu

201 *External Resources*

202 External anti-discrimination and anti-harassment resources are also available. These external
203 agencies include:

204 **Iowa Civil Rights Commission (ICRC)**
205 *Enforces the Iowa Civil Rights Act which prohibits discrimination on the basis of race, age,*
206 *creed, national origin, color, gender identity, sex, sexual orientation, pregnancy, disability or*
207 *religion*
208 400 E. 14th Street, Grimes Building
209 Des Moines, Iowa 50319
210 Tel. (515) 281-4121, 1-800-457-4416
211 Website: <https://icrc.iowa.gov/>

212 **Equal Employment Opportunity Commission (EEOC)**
213 *Enforces federal laws that prohibit discrimination against a job applicant or an employee*
214 *because of the person's race, color, religion, sex (including pregnancy, gender identity, and*
215 *sexual orientation), national origin, age (40 or older), disability or genetic information*
216 500 West Madison St., Suite 2000
217 Chicago, Illinois 60662
218 Tel. 1-800-669-4000 or 312-869-8001 (TDD)

219 Website: <https://www.eeoc.gov/>
220 Email: info@eeoc.gov

221 **Office for Civil Rights – U.S. Department of Education (OCR)**

222 *Enforces federal civil rights laws that prohibit discrimination in programs or activities that*
223 *receive federal financial assistance from the Department of Education*

224 500 West Madison St., Suite 1475

225 Chicago, Illinois 60661

226 Tel. 312-730-1560 or 1-800-877-8339 (TDD)

227 Email: OCR.Chicago@ed.gov

228 **Procedures, Applications, and Guidance**

229 For important guidelines and procedures on the application of the Non-Discrimination and Anti-
230 Harassment Policy, see the online [Procedures, Applications, and Guidance document](#). [top](#)

231 **Resources**

232 **Links**

- 233 • [Discrimination and Harassment website](#)
- 234 • [Student Accessibility Services \(SAS\) - Accommodations](#)
- 235 • [Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and](#)
236 [Stalking](#)
- 237 • [Student Code of Conduct, §5 Prohibited Conduct](#)
- 238 • [Conduct Policy - Faculty \(FHB 7\)](#)
- 239 • [Grievance Procedures, Faculty \(FHB 9\)](#)
- 240 • [University Catalog - Appeal of Academic Grievances](#)
- 241 • [Grievance Policy, Undergraduate Student-Employees](#)
- 242 • [Non-Retaliation Policy](#)
- 243 • [Dean of Students Office](#)
- 244 • [Student Counseling Service](#)
- 245 • [Office of Equal Opportunity](#)
- 246 • [Employee and Family Resources: Employee Assistance Program](#)
- 247 • [University Human Resources \[UHR\]](#)
- 248 • [Margaret Sloss Center for Women and Gender Equity](#)