

# Forms, Policies & Procedures

Visit our office or go on-line for a copy of:

- Non-Discrimination, Anti-Harassment, and Non-Retaliation Policy
- Sexual and Gender-Based Harassment, Interpersonal Violence and Other Sexual Misconduct Policy
- Discrimination, Harassment, Interpersonal Violence, & Retaliation Complaint Form
- Advisor Request Form (Title IX)
  Advisor Guide to the Title IX Process



## Office of Title IX and Equal Opportunity Compliance Initiatives (OTIXEO)

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Deputy Title IX Coordinators are located on both the California and Oregon campuses. Deputies assist and support the Title IX Coordinator with management and implementation of Title IX policies, programs and strategies. Deputies often serve as investigators or supervise investigations. Please visit the OTIXEO web site for contact information.



# Office of Title IX and Equal Opportunity

**General Information Brochure** 



## **Scope of Responsibilities**

- 1. Addressing complaints from faculty, staff and students on discrimination, harassment, interpersonal violence, and retaliation.
  - Title VII of the Civil Rights Act of 1964 protects employees and job applicants from employment discrimination based on the following protected characteristics: race, color, religion, sex (pregnancy, sexual orientation, gender identity), and national origin.
  - Title IX of the Education Amendments of 1972 – prohibits sex or gender discrimination in any education program or activity receiving federal financial assistance: dating/domestic violence, sexual harassment, sexual misconduct, and stalking.
  - Age Discrimination in Employment Act of 1967 protects from age discrimination.
  - California Fair Employment and Housing Act - protects from marital status discrimination.
  - Uniformed Services Employment and Reemployment Rights Act – protects from military status discrimination.
  - Retaliation based on participating in a protected activity (Title IX or Human Resource investigation).
- 2. Addressing complaints from prospective employees (applicants). WesternU is an equal opportunity employer.
  - All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

# **Education & Training**

To create a community of civility and mutual respect, mandatory training ensures compliance with federal law and emphasizes the character and culture expected at WesternU:

- Requires that all staff, faculty, and supervisors complete a mandatory on-line harassment, discrimination, and retaliation training every two years.
- On alternating years, all staff, faculty, and supervisors are required to complete an on-line course on Title IX.
- Incoming students must complete an on-line course on Title IX in order to complete their registration and admission process.
- Supervisors and management staff identified as a "responsible employee" must complete an on-line course annually on the responsibilities of responsible employees.

To better serve the WesternU community, on-site/in-person training is available for all departments, programs and student groups. Please contact us if you have any questions about training and let us know how we can be of assistance.

WesternU offers an extensive collection of training videos that provides versatility and flexibility for our campus community as well as enhances the education and services offered for the Office of Title IX and Equal Opportunity. Video collection topics: Bullying & Respect, Bystander Intervention, Consent, Harassment & Discrimination, and Office of Civil Rights (First Amendment & Title IX).



# **Confidential Resources**

At times, a person may want to keep matters confidential and not file a formal complaint. They wish to seek counseling to share their situation. There are confidential resources for faculty, staff and students who are looking for guidance and support in relation to any experience or report of prohibited conduct.

WesternU has partnered with Optum Live and Work Well to provide confidential access to professional care, self-help programs, interactive tools and educational resources to help with life's changes and challenges.

For the California campus, off-site support is offered by Project Sister Family Services.

For the Oregon campus, off-site support is offered by Center Against Rape and Domestic Violence.

WesternU faculty, staff and students are responsible employees and are legally required to report observed or suspected abuse. Please note that confidentiality cannot be completely guaranteed when making a report to a non-confidential resource. The University will endeavor to make reasonable efforts to protect and safeguard privacy while balancing the need to gather information to assess the report; take steps to eliminate the prohibited conduct; prevent its reoccurrences; and remedy the effects.