# THE CITY UNIVERSITY OF NEW YORK POLICIES AND PROCEDURES ON EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND AGAINST SEXUAL HARASSMENT 

Policies on Equal Opportunity and Non-Discrimination, and Against Sexual Harassment
Procedures for Reporting Discrimination, Harassment and/or Retaliation

## Charge of Discrimination Form

## I. Policy on Equal Opportunity and Non-Discrimination

The City University of New York ( University or CUNY ), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state and city
included in this Policy, discrimination on those additional bases will also be pr
a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, re

# PROCEDURES IMPLEMENTING THE CITY UNIVERSITY OF <br> NEW YORK POLICIES ON EQUAL OPPORTUNITY, NON-DISCRIMINATION AND AGAINST SEXUAL HARASSMENT ${ }^{\mathbf{2}}$ 

## 1. Reporting Discrimination, Harassment and/or Retaliation

The University is committed to addressing discrimination, including harassment, and retaliation complaints promptly, consistently and objectivel

There are separate procedures under which applicants, emplo

## 5. Investigation

A full investigation of a complaint may commence when it is warranted after a review of the complaint, or after informal resolution has failed.

It is recommended that the intake and investigation include the following, to the extent feasible:
a. Interviewing the complainant. The complainant should be informed that an investigation is being commenced, that interviews of the accused and possibly other people will be conducted, and that the President ${ }^{4}$ will determine what action, if any, to take after the investigation is completed.
b. Interviewing the accused. The

In either event, the accused will be notified in writing that the complainant has withdrawn the complaint and whether University officials determined that continuation of the investigation is warranted for corrective purposes.

## 7. Timeframe

While some complaints may require extensive investigation, whenever possible, the investigation of complaints should be completed within sixty days of the receipt of the complaint. If there is an undue delay in completing the investigation, the Chief Diversity Officer should send the parties the Delay Notification Letter.

## 8. Action Following Investigation of a Complaint

a. Promptly following the completion of the investigation, the Chief Diversity Officer will report his or her findings to the President, and in the

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New York City Workplace Religious Freedom Act clarifies the employer s obligation to provide religious accommodation.

New York State Human Rights Law prohibits discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age, marital status, domestic violence victim status, disability, predisposing genetic characte

3. Accused Name(s)

Title (if known)

## PART C

1. Please check the appropriate box:

Have you previously filed a complaint? $\quad \square$ Yes $\square$ No
If yes, when? (Date) $\qquad$
With whom? $\qquad$
2. Have you filed this charge with a federal, state or local government agency/court? $\square$ Yes $\square$ No If yes, with which agency/court? $\qquad$ When?
3. Briefly summarize the events, facts or othe

