



## **EQUAL OPPORTUNITY, NON-DISCRIMINATION AND AFFIRMATIVE ACTION PLAN**

### **I. Purpose**

To establish Blue Ridge Community College (BRCC) as an equal opportunity employer and to ensure equal opportunity for employees and job applicants at the college, to promote affirmative actions that are designed to ensure the representation of minorities and women, to maintain a diverse workforce reflecting the communities served by the college, and to ensure nondiscrimination.

### **II. Definitions:**

Affirmative action: those positive actions appropriate to overcome the effects of past or present practices/policies that resulted in under-representation and/or barriers to equal opportunity.

Bona fide occupational qualification (BFOQ): an exception to the restrictions of Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, religion, and national origin that, under certain conditions, legitimately may require an employer to require an individual of a specific sex, national origin or religious affiliation to staff a certain job.

Disability: an individual who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

EEO Officer: the college's Director of Human Resources

Equal employment opportunity (EEO): the college's adherence to the federally mandated policy on nondiscrimination regarding matters of recruitment, employment, personnel actions and employee benefits, or in connection with other job-related programs or activities.

### **III. Policy:**

- A. BRCC does not discriminate on the basis of race, sex (including pregnancy), color, national origin, religion, sexual orientation, disability, military service or veteran status, gender identity or expression, age, political affiliation, family medical history or genetic information, in educational and employment opportunities, programs and activities.
- B. Specifically, the prohibition against employment discrimination applies to all aspects of the hiring process and employment practices, including:
  - 1. Hiring, demotion, promotion, reallocation, role change, in-band adjustment, layoff, and transfer;
  - 2. Performance management and employee development;
  - 3. Corrective actions, including disciplinary actions; and
  - 4. Compensation, benefits, and any other terms, conditions, and privileges of employment.
- C. The college promotes diversity, opportunity and inclusion in recruitment procedures and personnel actions, including professional development opportunities. Additionally, the support of equal

employment opportunity initiatives may be considered in the evaluation of each manager's job performance.

- D. This policy does not allow the lowering of bona fide job requirements, performance criteria, or appropriate qualifications to give preference to any employee or applicant for employment.
- E. In compliance with Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the college shall not tolerate any verbal, nonverbal, or physical behavior that constitutes sexual misconduct (sexual harassment or sexual violence) by employees in connection to their employment.
- F. Any college employee found in violation of this policy may be subject to appropriate disciplinary action. No college appointing authority, other management principals, or supervisors shall take retaliatory actions against persons making allegations related to discrimination or harassment.
- G. The college's Office of Human Resources is responsible for providing appropriate training opportunities - covering all aspects of human resource management to ensure that policies, guidelines, and pay practices are nondiscriminatory.

#### IV. Procedures:

- A. In accordance with the guidelines issued by the Department of Human Resource Management (DHRM), the college is required to enter all employee salary transactions into the state's HCM/Cardinal system. Additionally, DHRM's Office of Equal Employment and Dispute Resolution (OEEDR) may monitor the college's transactional salary activities to ensure fairness and equity in all tangible employment practices in response to federal and state policies. In response to these reviews, the college may be required to provide a written response to such matters in accordance with timelines established by OEEDR.
- B. Allegations of violations of this policy should be brought to the immediate attention of the equal employment opportunity officer.
- C. Statements for publications:
  - 1. The following non-discrimination notice will be used on the college's external website and/or in employee handbooks: Blue Ridge Community College is committed to a policy of non-discrimination in employment and educational opportunity. This policy specifically prohibits discrimination on the basis of race, sex (including pregnancy), color, national origin, religion, sexual orientation, gender identity or expression, age, political affiliation, family medical history or genetic information, or against otherwise qualified persons with disabilities in educational and employment opportunities, programs and activities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. Harassment of an individual or group on the basis of any of these factors has no place in a learning or work environment and is expressly prohibited.
  - 2. The following may be used in job announcements:
    - a. Long advertisement: "Blue Ridge Community College is an Equal Opportunity/Affirmative Action Employer. We value and support the diversity of our students, faculty, and staff. We seek to promote an understanding and appreciation of differences by creating an inclusive environment embracing individuals with diverse backgrounds and experiences. Auxiliary aids & services are available upon request to individuals with disabilities. Veterans are encouraged to apply."
    - b. Short advertisement: BRCC is an EEO/AA Employer; Veterans are encouraged to apply.

V. Other Information:

A. The college's Office of Human Resources and Director of Human Resources/Equal Employment Opportunity Officer are responsible for the official interpretation of this policy. Employees or prospective employees who believe they have witnessed or experienced discriminatory conditions or discriminatory acts inclusive of sexual misconduct, sexual violence, sexual harassment, or inaccessible conditions, should present their concerns to: Director of Human Resources / College Equal Employment Opportunity Officer, Blue Ridge Community College, PO Box 80, Weyers Cave, VA 24486. Telephone: (540) 453-2371 Fax: (540) 453-2519 Email: [humanresources@brcc.edu](mailto:humanresources@brcc.edu); Physical Location: One College Lane, Weyers Cave, VA 24486; Houff Student Center, Room G249.

B. Policy resources:

1. DHRM Policies

- a. 4.05 Civility in the Workplace
- b. 2.05 Equal Opportunity Employment
- c. 2.10 Hiring

2. VCCS Policies

- a. 3.14.0 Equal Opportunity
- b. 3.14.1 Sexual Harassment