

Taylor College
Non-Discrimination policy

POLICY NO: A001/ 01-14 EFFECTIVE DATE: January 1, 2004

SUBJECT: Non-Discrimination Policy

The following subjects have to be reviewed and mastered:

Policy

Taylor College prohibits discrimination with regard to race, color, religion, gender, age, marital status, national origin, sexual preference, or disability. A student or employee who feels that they are a victim of such discrimination should immediately report the matter to the President of Taylor College. Taylor College will investigate all such reports as confidentially as possible. Adverse actions will not be taken against a student or employee who reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action including termination.

Student

Taylor College will not discriminate in its admission and treatment of students with regard to race, color, religion, gender, age, marital status, national origin, sexual preference, or disability.

Employee

Taylor College prohibits discrimination on one employee by another employee or by third party with regard to race, color, religion, gender, age, marital status, national origin, sexual preference, or disability.

Procedure

Filing complaints

Students, employees, and applicants who believe that they have been discriminated against may file a written complaint of discrimination.

The complaint must contain:

- Basis for the complaint, e.g., race, color, age, religion, national origin, sex, sexual preference, veteran status or disability.
- Name, address, and phone number of the person (complainant) who is filing the charge.
- Name and address of the employer or provider (respondent) who the complaint is being filed against.
- Description and dates of the alleged discriminatory act(s).
- Be affirmed or signed by complainant.

Receipt of complaint

The President of Taylor College is the central intake point for all externally and internally filed complaints. Other persons receiving complaints directly are to immediately forward the complaints to the President.