

UADA Policy 405.7
University of Arkansas Division of Agriculture
Non-Discrimination Policy and Procedure

Purpose

It is the policy of the University of Arkansas Division of Agriculture to provide equal employment opportunities and to offer all its programs to eligible participants without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy, or any other legally protected status.

Policy and Procedure

Employment Complaint

Any employee, former employee, or applicant for employment who believes that discrimination in employment has been practiced against him/her or that an employment practice of the University of Arkansas Division of Agriculture has resulted or will result in discrimination in employment against him/her may file a formal complaint. A formal complaint must be filed with the Division's Office of Inclusion, Access, and Compliance within 180 days of the date of the alleged act of discrimination. The formal complaint must be made in writing and must give the name and address of the complainant, state the basis of the complaint, and indicate whether the alleged discrimination was based on race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy, or any other legally protected status, or retaliation for engaging in a protected activity, such as reporting discrimination, fraud or ethic violations, participating in FMLA, etc.

Programmatic Complaint

Any person who believes that he/she may have been discriminated against with any program or activity conducted by the Division of Agriculture may file a written complaint with the Division's Office of Inclusion, Access, and Compliance or complete a USDA Program Discrimination Form, AD-3027, which can be obtained online, or writing a letter that contains the complainant's name, address, telephone number, and a written description of the alleged discriminatory action and submit either the AD-3027 form or letter to USDA by: 1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410; or 2) fax (202) 690-7442; or 3) email: program.intake@usda.gov.

Retaliation Prohibited

It is the Division of Agriculture's policy, and federal law prohibits any form of retaliation against a person who makes a complaint of discrimination or participates in an investigation of discrimination. Retaliation against a complainant or witness is, in itself, a violation of Division policy and the law, and is a serious, separate offense.