

## **HOUSTON COMMUNITY COLLEGE FOUNDATION**

### **NON-DISCRIMINATION POLICY**

It is the policy of the Houston Community College Foundation to provide equal treatment to all persons associated with the Foundation and to provide an environment free from discrimination, harassment, and retaliation, with respect to a person's race, color, religion, national origin, sex, sexual orientation, gender identity, age, veteran status, genetic information, pregnancy, and disability, to the extent provided by applicable federal, state, and local law.

The Foundation is further committed to cultivating an environment free from sexual harassment, including an unwelcome sexual advance, request for a sexual favor, or any other verbal or physical conduct of a sexual nature, if the advance, request, or conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment.

The Foundation President is responsible for dissemination of this policy, and for implementation and dissemination of the reporting procedures related to reported allegations of violations of this policy. If the Foundation concludes that this policy has been violated, it will take immediate and appropriate action intended to stop the conduct and prevent it from recurring.

### **REPORTING PROCEDURES**

The Foundation encourages all persons associated with the Foundation, including but not limited to HCC students and Foundation board members, to report all suspected incidents of discrimination, harassment, or retaliation prohibited by this policy.

Such reports should be made to the Foundation President, a Foundation board member, or a Foundation work supervisor. A report will be forwarded to the Foundation President for immediate and appropriate investigation and corrective action, if necessary. Should a report involve the Foundation President, it will be forwarded to the Board Chair, or designee, for immediate and appropriate action. Such corrective action may include, but is not limited to, further reporting to the Foundation board and/or to the Houston Community College Office of Institutional Equity.