PROCEDURE STATEMENT

This procedure establishes guidelines to strictly comply with all applicable legal requirements prohibiting discrimination against employees, students, applicants for employment or the public in accordance with System Regulation 08.01.01, Civil Rights Compliance.

REASON FOR PROCEDURE

This procedure is developed to ensure that all allegations of discrimination, sexual harassment, and related retaliation are promptly and thoroughly investigated as to comply with all applicable Texas A&M University System, state and federal policies, laws and regulations.

PROCEDURES AND RESPONSIBILITIES

1.0 FILING COMPLAINTS

A. An employee who believes that he or she has been subjected to discrimination, sexual harassment, and/or related retaliation should promptly report the incident(s) to his or her supervisor, unit head or AgriLife Human Resources.

   1) In accordance with System Regulation 08.01.01, a complaint alleging discrimination, sexual harassment, and/or related retaliation in connection with discipline and/or dismissal must be filed within seven (7) business days of the action that caused the complaint, or it may be deemed untimely filed and dismissed.

   2) A complaint alleging discrimination, sexual harassment, and/or related retaliation unrelated to discipline and/or dismissal must be filed within sixty (60) calendar days of the most recent incident, or it may be deemed untimely filed and dismissed.

   3) An employee is not required to report discrimination, sexual harassment, or related retaliation to a direct supervisor or to the alleged offender. The alleged offense may instead be reported to another supervisor, administrator, or AgriLife Human Resources.

B. A third party should promptly report the incident(s) involving an employee to AgriLife Human Resources.

2.0 PROCESSING OF COMPLAINTS

A. Any Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) supervisor or administrator who receives a complaint alleging discrimination, sexual harassment, or related retaliation is responsible for reporting the complaint to the Chief Human Resources Officer as soon as possible.

   1) The Chief Human Resources Officer or designee will investigate each complaint, interview witnesses, if applicable, and provide a report on the merits of the complaint in accordance with System Regulation 08.01.01.
2) The Chief Human Resources Officer will render a decision in writing or, at his/her discretion, make a recommendation to the Director or designee for a final decision in accordance with System Regulation 08.01.01. The Chief Human Resources Officer will provide the decision to the complainant, respondent(s), and the complainant's and respondent's supervisor and unit head(s) in accordance with System Regulation 08.01.01. This will be the final decision on the merits of the complaint.

B. Any employee disciplined under System Regulation 08.01.01 and this procedure, may appeal that action as outlined in paragraph 4.5 of System Regulation 08.01.01 and TVMDL Procedure 32.01.02.V1.01.

**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

- System Regulation 08.01.01, Civil Rights Compliance
- System Policy 32.01, Employee Complaint and Appeal Procedures
- System Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees
- TVMDL 32.01.02.V1.01, Complaint and Appeal for Nonfaculty Employees

**CONTACT OFFICE**

For questions concerning this procedure, contact AgriLife Human Resources at 979-845-2423.