

# Texas A&M Veterinary Medical Diagnostic Laboratory Rules

08.01.01.V1 | Civil Rights Compliance

Revised: June 25, 2019

Next Scheduled Review: June 25, 2024



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## PROCEDURE STATEMENT

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Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) will provide equal opportunity to all employees, applicants for employment, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information, veteran status, sexual orientation, or gender identity. Complaints, appeals, and reports (complaints) of discrimination, sexual harassment, and/or related retaliation (discrimination) filed by employees, applicants for employment, and third parties will be submitted, investigated, and resolved in accordance with this rule and The Texas A&M University System (A&M System) Regulation 08.01.01, *Civil Rights Compliance*.

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## DEFINITIONS

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Refer to [A&M System Regulation 08.01.01, \*Civil Rights Compliance\*](#), for applicable definitions.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 CIVIL RIGHTS COMPLAINT REPORTING

- 1.1 The Chief Human Resources Officer for Texas A&M AgriLife (AgriLife) is the contact person for oversight of the AgriLife civil rights protections program in accordance with A&M System Regulation 08.01.01, *Civil Rights Compliance*. The Chief Human Resources Officer or designee is responsible for the intake of complaints, appeals, or reports (complaints), and for ensuring the investigation process is followed in accordance with the A&M System regulation.
- 1.2 Upon receipt of a complaint, the Chief Human Resources Officer or designee will promptly notify, in writing, The Texas A&M System Ethics and Compliance Office (SECO) and The Texas A&M System Office of General Counsel (OGC) in accordance with A&M System Regulation 08.01.01.
- 1.3 The Chief Human Resources Officer is responsible for designating an Investigative Authority, who will investigate any complaint filed under this rule. The Director or designee will appoint a Designated Administrator, who will render a written decision on the merits of each complaint. The Designated Administrator may not be the Respondent's direct supervisor.
- 1.4 If a complaint is submitted against the Director or the Vice Chancellor, or an employee who reports directly to the Director or Vice Chancellor, SECO is designated by A&M System Regulation 08.01.01 to receive, review, and investigate the complaint.
- 1.5 An employee who believes he or she has been subjected to discrimination must promptly report the incident(s) to his or her supervisor or to AgriLife Human Resources. Complaints may also be reported to AgriLife Human Resources using form AG-424, *Formal Complaint/Appeal*. Reporters are not required to report the incident(s) to their direct supervisor or the alleged offender. A complaint against AgriLife's Chief

Human Resources Officer should be reported to the Director or designee. Complaints may also be reported via AgriLife's Risk, Fraud & Misconduct hotline.

- 1.6 A third party (including, but not limited to, anyone receiving services from TVMDL, vendors, and private business associates) should promptly report suspected discrimination involving an AgriLife employee to AgriLife Human Resources. The Chief Human Resources Officer will proceed with the appropriate notifications and processes in accordance with this rule and A&M System Regulation 08.01.01.
- 1.7 If an employee observes or becomes aware of alleged discrimination, the employee is responsible for promptly reporting that information to that employee's supervisor (unless the allegations relate to the supervisor) or to AgriLife Human Resources except as provided otherwise in A&M System Regulation 08.01.01. If reported to the supervisor, the supervisor will promptly notify AgriLife Human Resources. Upon receipt of the reported allegations, AgriLife Human Resources will proceed with the appropriate notifications and processes in accordance with this rule and A&M System Regulation 08.01.01.

## 2.0 INVESTIGATIONS

AgriLife Human Resources will review each complaint to determine if there is sufficient information to proceed with an investigation, or if additional information is needed.

## 3.0 DECISIONS AND SANCTIONS

The Designated Administrator will render a written decision on the merits of the complaint in accordance with A&M System Regulation 08.01.01. If the allegation(s) are substantiated, the Designated Administrator may decide sanctions in consultation with OGC, and in accordance with A&M System Regulation 08.01.01.

## 4.0 APPEALS

- 4.1 Appeals are permitted only under the terms specified by A&M System Regulation 08.01.01, *Civil Rights Compliance*.
- 4.2 The Assistant Vice Chancellor for Administration or designee will serve as the appeal authority unless the Assistant Vice Chancellor for Administration is the Respondent, or the Respondent reports directly to the Deputy Vice Chancellor, in which case the appeal will be directed to the Vice Chancellor or designee.
- 4.3 Appeals are filed by completing form AG-424 and delivering the form to AgriLife Human Resources within seven (7) business days of receipt of the findings or sanction. An appeal delivered to AgriLife Human Resources later than seven (7) business days after receipt of the findings or sanction may be deemed untimely filed and dismissed.

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## RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[A&M System Policy 08.01, \*Civil Rights Protections and Compliance\*](#)

[A&M System Regulation 08.01.01, \*Civil Rights Compliance\*](#)

[A&M System Policy 32.01, \*Employee Complaint and Appeal Procedures\*](#)

[A&M System Regulation 32.01.02, \*Complaint and Appeal Process for Nonfaculty Employees\*](#)

[A&M System Policy 32.02, \*Discipline and Dismissal of Employees\*](#)

[A&M System Regulation 32.02.02, \*Discipline and Dismissal of Nonfaculty Employees\*](#)

[TVMDL Procedure 32.01.02.V0.01, \*Complaint and Appeal for Nonfaculty Employees\*](#)

[TVMDL Procedure 32.02.02.V0.01, \*Discipline and Dismissal\*](#)

**CONTACT OFFICE**

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Questions regarding this procedure should be referred to AgriLife Human Resources at 979-845-2423.

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**REVISION HISTORY**

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Approved: June 8, 2010  
Revised: February 26, 2013  
Revised: August 26, 2016  
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