

NON-DISCRIMINATION ACTION PLAN

Introduction

HSU Sponsored Programs Foundation is a California nonprofit corporation 501c(3), incorporated in 1952. The Sponsored Programs Foundation is headquartered on the campus of Humboldt State University, Arcata, California. Humboldt State University is a northern campus of the twenty-three campus California State University system. HSU Sponsored Programs Foundation is not a state agency or an instrumentality of the state. HSU Sponsored Programs Foundation operates on the university's campus as an auxiliary organization. As such it is subject to certain CSU auxiliary organization requirements. HSU Sponsored Programs Foundation is governed by an eighteen-member Board of Directors that establishes operating policy. Management is provided by the HSU Sponsored Programs Foundation management team.

Policy

One of the policies established by HSU Sponsored Programs Foundation is the Non-Discrimination Policy. That policy states:

This policy is intended to implement Humboldt State University Sponsored Programs Foundation's policy on non-discrimination and affirmative action, which states that in no aspect of its programs or personnel actions shall there be any discrimination against persons because of race, color, religion, national origin, gender, sexual orientation, marital status, pregnancy, age, disability or covered veterans status.

Additionally, it is the policy of Humboldt State University Sponsored Programs Foundation to foster employment opportunities for women, members of minority groups, the disabled, and veterans with covered veteran status.

To accomplish these positive goals, HSU Sponsored Programs Foundation has this Non-Discrimination policy to assure equal employment opportunity. The management of HSU Sponsored Programs Foundation, with the oversight of the HSU Sponsored Programs Foundation Personnel Committee, implements this policy.

The Non-Discrimination Action Plan provides for such related issues as dissemination, implementation, monitoring and evaluation, and discrimination complaints. Additionally, HSU Sponsored Programs Foundation maintains a Discrimination Grievance Procedure

Policy Dissemination

HSU Sponsored Programs Foundation disseminates its Non-Discrimination Policy through the full variety of standard means, including, but not limited to, communications to employees, inclusion of statement on vacancy announcements, periodic general publicity, and periodic campus announcements. Additionally, as an auxiliary organization the Non-Discrimination Policy of HSU Sponsored Programs Foundation is also communicated by the university through the university's oversight responsibilities, under the requirements of Title 5, for auxiliary organization operations.

Policy Implementation

Policy implementation is the responsibility of the Sponsored Programs Foundation management team. Sponsored Programs Foundation management is assisted by the HSU Sponsored Programs Foundation Personnel Committee and by Humboldt State University through contractual services. The responsibility for implementation rests with the HSU Department of Diversity and Compliance Services.

Monitoring and Evaluation

Monitoring and evaluation is an on-going process, which properly affects qualification requirements, recruitment, selection, and classification, training and work conditions. Reviews of externally funded projects are made in relation to budgetary processes and institutional review of proposals. Additional review is afforded by contracting with Humboldt State University.

Complaints of Discrimination

Two methods exist for informal resolution of complaints of discrimination: 1) At the project level, complaints are heard through the programmatic unit with which the project is affiliated, or 2) Complaints can be brought to HSU Sponsored Programs Foundation management of HSU Sponsored Programs Foundation. If informal resolution cannot be achieved, a formal grievance procedure can be utilized. Retaliatory action shall not be taken against persons complaining of discrimination under HSU Sponsored Programs Foundation's Non-Discrimination policy.

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