

**EXHIBIT 1**

**Western Washington University**

**Equal Opportunity/Nondiscrimination**

**and**

**Affirmative Action Policies**

## **EQUAL OPPORTUNITY/NON DISCRIMINATION**

**Preamble.** Discrimination on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, or status as a Vietnam era or disabled veteran is prohibited by federal and state statutes. Discrimination on the basis of sexual orientation is prohibited by University policy and Governor's Executive Order. Among the laws upon which the University's equal opportunity/non-discrimination policy is based are: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veteran's Readjustment Assistance Act of 1972, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Veteran's Employment Opportunities Act of 1998, and the Washington State Law Against Discrimination, Chapter 49.60 RCW.

**Policy Statement.** Western Washington University is committed to providing equal employment opportunity and prohibiting illegal discrimination. As the delegate of the Board of Trustees, the President of Western Washington University affirms that the institution shall:

- Develop, monitor and enforce University policies governing recruitment and selection to remove barriers to equal employment opportunity and prevent illegal discrimination
- Ensure that promotion and hiring decisions are in accordance with the principles of equal employment opportunity
- Administer personnel actions such as hiring, promotion, separation, compensation, benefits (within the limits of the law), transfers, layoffs, returns from layoff, University-sponsored training, education, tuition assistance, and social or recreational programs with fairness and equity, regardless of race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation, or status as a Vietnam era or disabled veteran
- Prohibit discrimination in the recruitment and admission of students, and in the operation of all University programs, activities and services
- Cooperate with federal and state agencies in fulfilling its obligations under the laws of the United States and the State of Washington

It is the responsibility of all members of the University community to ensure that commitment to equal opportunity and nondiscrimination is an integral part of WWU. This policy shall govern all employees, students, agents, groups, individuals, and organizations who use University facilities, and other members of the University community to the extent provided by law. The Board of Trustees pledges that every reasonable effort will be made to provide the resources necessary to implement this policy.

*Adopted by the Board of Trustees on April 12, 1996  
Revised by the President on December 7, 1998*

## **AFFIRMATIVE ACTION**

**Preamble.** As part of its commitment to equal opportunity, the Board of Trustees supports the principles of affirmative action as defined by the Office of Federal Contract Compliance Programs and the State of Washington. State and federal executive orders require the University to establish a compliance program and to report on the results of its affirmative action efforts in an Affirmative Action Plan.

The Affirmative Action Program includes equal opportunity and affirmative action policies and methods for their dissemination, internal audit and reporting systems, procedures for program

implementation, and identification of problem areas. In addition, the AA Program calls for result-oriented actions designed to recruit, employ and promote qualified members of the following "affected" groups when they are underutilized in the work force: American Indians, Alaska Natives, Asians and Pacific Islanders, Blacks, Hispanics, women, persons over age 40, persons with disabilities, disabled veterans, Vietnam-era veterans and other veterans who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized.

The Affirmative Action Plan is a working document which identifies areas of underutilization in the work force, evaluates personnel actions and hiring practices, analyzes goal achievement, and serves as a basis for updating the Affirmative Action Program.

**Policy.** It is the policy of Western Washington University to develop and implement an effective and defensible Affirmative Action Program for the following affected groups: American Indians, Alaska Natives, Asians and Pacific Islanders, Blacks, Hispanics, women, persons over age 40, individuals with disabilities, disabled veterans, and Vietnam-era veterans and other veterans who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized.

The University shall report annually the results of its Affirmative Action Program in a written Affirmative Action Plan. The content of the Plan shall conform to current state and federal guidelines and will represent the University's good faith efforts to eliminate barriers to equal employment opportunity.

The Board of Trustees pledges its commitment to affirmative action by:

- Delegating responsibility for promoting and enforcing the Affirmative Action Program to the President of the University

The President shall carry out this responsibility by:

- Designating the Executive Director of the Equal Opportunity Center as the official responsible for preparation of the Affirmative Action Plan and overall implementation of the Affirmative Action Program
- Delegating responsibility for ensuring the success of the Affirmative Action Program to other University employment officials, managers and supervisors
- Ensuring that the resources necessary for the implementation of this policy remain a priority in the University budget

### **Responsibility for Implementation of the Affirmative Action Program**

The President of the University has overall responsibility for promoting and enforcing the Affirmative Action Program. The Executive Director of the Equal Opportunity Center reports to the President, and has the authority to administer the Affirmative Action Program. The designated official's name, title, location, and telephone number will be included on all internal and external communications regarding the Affirmative Action Program.

The Executive Director of the Equal Opportunity Center is responsible for:

- Making the affirmative action policy available to all employees and the public
- Maintaining discrimination complaint procedures

- Facilitating the informal resolution of discrimination complaints
- Receiving and investigating complaints of illegal discrimination and making recommendations for solutions
- Serving as liaison between the University and the state and federal enforcement agencies regarding externally filed complaints and compliance reviews
- Keeping the University informed concerning developments in discrimination law and taking appropriate steps to assure timely applications of new regulations in all administrative or operating units of the University
- Monitoring employment recruitment processes, employee benefits, and working conditions for continual compliance with the requirements of anti-discrimination law
- Monitoring compliance with equal opportunity regulations in programs and services provided to students and the public
- Preparing the annual Affirmative Action Plan which measures progress, identifies problem areas, and sets goals
- Preparing reports, statistics, and data which will delineate and quantify various aspects of the policy, and planning for internal analysis as required by federal and state agencies
- Maintaining internal and external awareness of the existence and value of the Affirmative Action Program
- Developing and overseeing effective affirmative action/equal employment opportunity training programs

Vice Presidents at Western Washington University are responsible for ensuring the success of the Affirmative Action Program in their divisions. Specific responsibilities include utilizing the appropriate nondiscrimination clause in all contracts; monitoring subcontractors' compliance with federal and state nondiscrimination law when the law requires the University to act as monitor; and ensuring that employees participate in the University's affirmative action/equal employment opportunity training program.

Each Vice President and the Office of the President will review annually with the Equal Opportunity Center the effectiveness of the Affirmative Action Program in each operating unit under his/her authority.

All members of the campus community are charged with creating an atmosphere conducive to attracting and retaining members of protected groups and preventing harassment of employees. This charge includes cooperating in the development of temporary goals for employment and promotion of persons from underutilized groups and giving high priority to implementation of these goals and timetables; ensuring, along with search committee chairs and hiring officials, that recruitment and employment guidelines are followed and that the required records—including those relating to tenure and promotion—are kept for at least three years in accordance with established records retention schedules.

Affirmative action efforts and results shall be a part of the evaluation of the performance of administrators and supervisors.

*Adopted by the Board of Trustees on April 12, 1996*

*Updated by the President on August 11, 1999*