

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

Procedure No.: P.6  
Date of Issue: 11/20

Subject: Non Discrimination

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Illinois Institute of Technology (hereinafter referred to as “the university”) does not discriminate in the administration of its programs on the basis of race, color, religion, gender, age, marital status, national origin, veteran status, sexual orientation, gender identity, disability, genetic information or any other status protected by applicable federal state and local law.

To this end, if a member of the public has a complaint of discrimination against the university the individual, within ninety (90) days of the alleged violation, should make such complaint in writing and include the name, address and telephone number of the complainant; a description of the alleged violation including the date and time of such violation; and the signature of the complainant and send the complaint to:

Director of Equal Employment Opportunity and Affirmative Action  
Illinois Institute of Technology  
10 West 35<sup>th</sup> Street Suite 1900 SW  
Chicago, IL 60616

If the complainant is unable to submit the complaint in writing, the complainant may contact the Director of Equal Employment Opportunity and Affirmative Action by telephone at 312-567-3134 to make a verbal complaint.

The Director or his or her designee, will investigate the matter and provide a written response to the complainant within sixty (60) days after receipt of the complaint.

University policy also prohibits retaliation against anyone who files a complaint in good faith pursuant to these procedures. Additionally, these procedures do not prevent a complainant from filing a complaint with a federal state or local agency.

University students, staff or faculty who seek to file a complaint of discrimination must follow the complaint procedures outlined in the respective student, staff and faculty handbooks.