



## HUMAN RESOURCE POLICY & PROCEDURE

Topic: **THE AMERICAN with DISABILITIES ACT (ADA) POLICY**

Policy #:

Version: 1.0

Updated Date: January 2009

**Purpose:** To define the University's policy and procedure with regard to the Americans with Disabilities Act

**Scope:** All employees and potential employees with a disability

**Policy:** The University will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to, race, age, color, religion, sex, marital status, national origin, physical or mental disability, veteran status, sexual orientation, or ancestry. We are committed to fair and equal treatment of all employees.

The University will make reasonable accommodations to qualified disabled persons to assist them in fulfilling the essential functions of a job, provided that such accommodations do not impose an undue hardship upon the University.

Any employee or job applicant who feels he or she has been subject to unlawful discrimination by the University, its officers, agents or employees should report the incident to the Assistant VP for Human Resources at 254-3028.

The University will investigate all reports of discrimination promptly and thoroughly in as confidential a manner as is practicable.

There shall be no discrimination or reprisal against any employee or applicant for making a complaint or for cooperating in an investigation.

### **Complaint Procedure:**

In addition to the University's reporting procedure and corrective action, if an employee believes he or she has been subjected to unlawful discrimination, he/she may file a complaint with either or both The RI Commission for Human Rights or the US EEOC. Claims must be filed in a timely manner in order to be effective.

Rhode Island Commission for Human Rights  
180 Westminster Street, 3rd Floor  
Providence, RI 02903  
Tel: 401-222-2661 TTY: 401-222-2664  
Fax: 401-222-2616

U.S. Equal Employment Opportunity Commission  
Boston Area Office  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Tel: 1-800-669-4000 TTY: 1-800-669-6820  
Fax: 617-565-3196