

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.1.1
Title: Equal Opportunity/Non-Discrimination Statement
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 09-13-2023
Last Revision: 09-13-2023

Chairperson

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The principles and values of equal opportunity and the right of all persons to work learn and advance on the basis of merit, ability and potential shall be considered by Horry-Georgetown Technical College as fundamental to the Mission and Goals of the College.

Statement of Equal Opportunity:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

The College has developed an Affirmative Action Plan to help us achieve our goal of equal employment opportunity for all. Members of our Board have reviewed the Plan and are

committed to implementing the goals and timetables established in the Plan. The Vice President, Human Resources and Employee Relations will have overall responsibility for implementation of our Affirmative Action Plan. These responsibilities include development of specific goals and timetables, reporting progress to the President, and upon request, reporting to the President's cabinet, Area Commission, Access/Equity and Opportunity Advisory council and the identified internal/external groups.

The Affirmative Action Program is a temporary measure and will remain in effect until our goals are achieved. We expect the full cooperation of all employees of Horry-Georgetown Technical College in the implementation of this program.

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, in the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Authority and Responsibility:

The College President shall be responsible to cause the development, implementation and maintenance of administrative rules and procedures, and of an Affirmative Action/Equal Opportunity Plan, in compliance with, and furtherance of, this policy and other applicable federal and state rules and statutes. Supervising administrators shall be held accountable to achieve the actions and goals of the Affirmative Action/Equal Opportunity Plan.

The College President shall have responsibility to appoint an Affirmative Action/Equal Opportunity Officer, establish procedures and guidelines and take necessary strategic directions and actions to ensure implementation and understanding of these policies