



**KANSAS WESLEYAN UNIVERSITY  
NON-DISCRIMINATION POLICY**

<b>Administrative Division</b>	<b>Business Office</b>
<b>Policy Title</b>	<b>Non-Discrimination Policy</b>
<b>Administrative Office</b>	<b>Office of Human Resources</b>
<b>Effective Date of Policy</b>	<b>10.19.2018 Revised 1.29.2025</b>

Non-Discrimination Notice

Kansas Wesleyan University (KWU) translates its mission statement into action by recognizing and affirming the dignity and worth of all people in recruiting students and implementing its programs and activities, hiring and treatment of its employees, and in electing its board of trustees.

KWU recognizes the dignity and the respect due each individual person. In addition, the progress of KWU requires that we utilize all individuals' skills and knowledge to the fullest without unlawful discrimination or harassment. KWU is committed to complying with all applicable Federal and State laws and KWU policies and providing equal employment opportunities. KWU does not discriminate on the basis of any protected class or characteristic including race, color, age (at least 40 years of age), citizenship, national origin, ancestry, ethnicity, disability (or being regarded as disabled), medical condition (genetic characteristics), predisposing genetic information (including family medical history), sex, pregnancy (including childbirth, lactation, and related medical conditions), gender, sexual orientation, gender identity or gender expression, religion, military or veteran status or any other characteristic protected under applicable law.

KWU does not operate any programs that violate any applicable Federal anti-discrimination laws.

To fulfill its mission as a United Methodist institution, the university may exercise a preference in hiring persons who can affirm its mission, so long as permitted under applicable law.

KWU prohibits discrimination and harassment on the basis of any protected category in all education programs and activities, including admission. KWU prohibits discrimination against employees, and persons seeking employment. In addition, KWU prohibits unlawful harassment of any student, employee, applicant, paid or unpaid intern, volunteer, person participating in a program leading to employment, or providing services pursuant to a contract. Nothing in this policy is intended to or shall be construed to create an illegal preference or mandate in violation of civil rights laws.

To deny one's contribution to KWU's efforts on the grounds of any protected characteristic is an injustice, not only to the individual, but to Kansas Wesleyan University as well. Such discrimination is both illegal and unethical. Furthermore, the continuing pressure to find sufficiently qualified people makes it necessary that discriminatory practices, if they exist, are eliminated and that individuals with talent be recognized and encouraged through equitable personnel policies and practices.

As a recipient of state and/or federal grant funding, KWU also complies with applicable Kansas Executive Orders (EO) including but not limited to: Kansas EO 19-02, which expressly requires all hiring must be on the basis of individual merit and qualifications and expressly prohibits discrimination based on race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military

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or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; and Kansas EO 18-04 which requires state agencies and their contractors to comply with all state and federal employment discrimination laws prohibiting sexual harassment and retaliation in the workplace; to establish policies regarding sexual harassment, discrimination, retaliation, confidentiality and anonymous reporting, applicability to intern positions, and training of the policy; conducting annual mandatory training for all staff, employees, and interns regarding the policy against sexual harassment, discrimination, and retaliation.

**Application of Non-Discrimination Policy to Employees:** For employees, this policy applies to all employment practices including recruiting, hiring, placement, assignment, transfer, training, promotion, pay, employee discipline and termination, layoff, recall, transfer, leaves of absence, employee benefits, and all other terms, conditions and privileges of employment. KWU will not discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

**Employees Reporting Discrimination, Harassment, or Retaliation:** If you feel that you have witnessed, are aware of, or have been subjected to any form of discrimination, harassment, or retaliation in employment, immediately notify your supervisor, the Human Resources office, 785-833-4303, [HR@kwu.edu](mailto:HR@kwu.edu), or the VP for Student and Community Engagement, 785.833.4325.

KWU will conduct a prompt and appropriate investigation of all allegations of discrimination, harassment, or retaliation, or any violation of this Policy, as confidentially as practicable. KWU will take appropriate corrective action, if and where warranted.

No Retaliation: KWU prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment, discrimination or retaliation, or engage in other protected conduct.

Discipline: Discipline for violation of this policy by employees may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the university determines that this policy has been violated, corrective action will be taken.

Please note that Kansas Wesleyan University policies prohibit inappropriate conduct that may not be a violation of the law but which is still considered inappropriate for the workplace. Any investigation and/or discipline pursuant to this policy should not be considered an acknowledgement that any laws were violated but only that the university considered the conduct inappropriate and thus a violation of the policy. Employee conduct that is protected by law, such as concerted activities, will not be deemed a violation of this policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with Human Resources, your supervisor(s) or administration.

**Application of Non-Discrimination Policy in Programs and Services:** For students, this policy applies to admission, access, and treatment in KWU's programs and activities.

#### Non-Discrimination Statement and Notice of Title VI, ADA, Title IX and Other Rights.

KWU is committed to complying with all legal requirements applicable to non-discrimination in the provision of its programs and services. This includes, without limitation, upholding and ensuring full compliance with the non-discrimination requirements in the following:

- Title VI of the Civil Rights Act of 1964 and related non-discrimination authorities, which prohibit discrimination on the basis of race, color or national origin in the delivery of services and which entails taking reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access to funded programs or activities;
- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of

disability in the delivery of services and employment practices;

- Title II of the Americans with disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices;
- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs (as further addressed in KWU's Title IX Policy);
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services;
- Executive Order 13559, amending Executive Order 13279, and the DOJ implementing regulation, Partnerships with Faith-Based and Other Neighborhood Organizations, prohibiting discrimination in federally assisted social service programs based on religion in the delivery of services or benefits;
- The Victims of Crime Act (VOCA) of 1984, which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability; and
- Violence Against Women Act (VAWA) of 1994, as amended, prohibiting discrimination in programs either funded under the statute or administered by the Office on Violence Against Women, both in employment and in the delivery of services or benefits, based on actual or perceived race, color, national origin, sex, religion, disability, sexual orientation, and gender identity (referring to the Safe Streets Act for enforcement).

**Participants Reporting Discrimination or Harassment in KWU's Programs or Activities:** In addition to the reporting procedures found in KWU employment policies, Title IX policy, and student handbooks and policies, if anyone believes that KWU has discriminated against an employee, a student, a program participant, or anyone else, and/or if an employee receives a complaint of alleged discrimination from a student or program participant, they may also contact the following by e-mail, letter, telephone, or fax:

Title IX and Title VI Compliance:

VP for Student and Community Engagement

Email: [titleix@kwu.edu](mailto:titleix@kwu.edu)

785.833.4325 (Title IX Coordinator), 785.833.4303 (Deputy Title IX Coordinator), 100 E. Claflin Avenue, Salina, Kansas, 67401 attn: Office of Title IX Coordinator.

ADA/Section 504 Compliance:

Director of Career Services

Email: [accessibility@kwu.edu](mailto:accessibility@kwu.edu)

785.833.4603

100 E. Claflin Avenue, Salina, Kansas 67401 attn: Disability Services

KWU will follow its policies in investigating complaints of discrimination and harassment. KWU will report to the Office of Civil Rights and the Kansas Governor's Grants Program findings of discrimination against KWU issued by the federal or state court or federal or state administrative agency on the grounds of race, color, religion, national origin, or sex.

**Participants and Employees may also notify:**

Kansas Governor's Grants Program

Erica Haas, Civil Rights Liaison

900 SW Jackson St., Room 304-N

Topeka, KS 66612

Telephone: 785-249-1033

Email: [grants.ks@ks.gov](mailto:grants.ks@ks.gov)

Office of Justice Programs  
Office for Civil Rights (OCR)  
810 7th Street NW  
Washington, DC 20531  
<https://ojp.gov/about/ocr/complaint.htm>  
Telephone: 202-307-0690  
Fax: 202-616-9865  
TTY: 202-307-2027

**No Retaliation:** KWU prohibits retaliation against students or other program participants who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint under this Policy, or engage in other protected conduct.

**Publication of Policies and Public Notice:** Kansas Wesleyan University shall make available this Non-Discrimination Policy on its website. The Policy is to be included with information materials given to all new KWU employees and a link to the policy will be included in the student handbook.

Non-discrimination clauses and a link to the Policy will be incorporated in all applicable agreements, award packets, and contracts with KWU.

**Required Non-Discrimination Training:** KWU Human Resources department will generally provide annual training for all KWU employees on civil rights laws; complaint procedures; and non-discrimination obligations, including language access. The training will include an overview of non-discrimination requirements, complaint policies and procedures, including staff responsibility to refer discrimination complaints from program beneficiaries to the appropriate agencies listed above. New KWU employees will generally receive such training within 60 days of start date. All trainings shall be documented by the KWU Human Resources department including a copy of the written material provided, the date of the training, and a list of attendees.

**Policy Review:** The Policy will be reviewed on a periodic basis and revisions will be made as needed.

**Implementation:** Responsibility for implementing the Non-Discrimination Policy ultimately lies with the President & CEO of the university. The Policy is distributed among all the offices wherein hiring, recruitment and administration of programs is carried-out. Each administrative office is responsible for assuring that KWU's non-discrimination policies are implemented. The Office of Admissions is responsible for implementing student recruitment strategies that comply with this policy.

Position advertising differs according to the position. Professional positions are usually advertised regionally/nationally, but staff positions are primarily advertised locally, and all job advertising for employment and employment forms will include the acronym EOE.

The Board of Trustees shall be responsible to implement this policy in electing its members.