

## **EQUAL OPPORTUNITY STATEMENT/NON-DISCRIMINATION POLICY**

The University of Wyoming (UW) College of Law and the Career Services Office (CSO) are committed to a policy of equal opportunity employment. Any employer that discriminates for the purposes of hiring on the basis of race, color, religion, national origin, gender, sexual orientation, marital status, age or disability is prohibited from using the facilities and services of the CSO.

In order to execute this policy the Director of CSO shall require every employer to certify nondiscrimination before allowing that employer to use our office for any purposes. The Director of CSO shall determine an appropriate manner for obtaining such certification.

The above policy shall also apply to any and all other UW College of Law campus facilities for purposes of recruitment. Nothing herein shall prevent any student from distributing materials except as an agent for an employer.

## **THE SOLOMON AMENDMENT AND MILITARY RECRUITERS**

The UW College of Law reaffirms its existing nondiscrimination policy, but suspends enforcement of that policy with respect to the military. At the same time, UW College of Law commits itself to actions intended to maintain an environment supportive of and welcoming to gay and lesbian members of the UW College of Law community, to educate its students and other constituencies about the importance of nondiscrimination on the basis of sexual orientation, and to state publicly its objections both to discrimination on the basis of sexual orientation and to the Solomon Amendment. Additional information about the Solomon Amendment and the UW College of Law's policy is available in the Office of the Dean.

## **STUDENT COMPLAINTS REGARDING DISCRIMINATORY PRACTICES BY EMPLOYERS**

As a condition of using the services of the CSO, and in order to implement the UW College of Law's affirmative action and nondiscrimination policies, students shall notify the Career Services Office of recruiting practices or interviewing conduct, on or off campus, by employers which are reasonably believed to violate, or not be consistent with, the UW College of Law's policy, as soon as possible after the incident in question.

### **ORAL COMPLAINT**

A student shall make an oral complaint to the Director of CSO of any employer conduct that the student reasonably believes either violates, or is not consistent with, the UW College of Law's policy. If the student does not wish to pursue the matter following the initial conversation with the Director, the employer will not be informed of the complaint and the identity of the student if the student so elects, but a good and sufficient recording or notes of the complaint or conversation will be kept. However, an investigation will not commence with only an oral report.

### **WRITTEN COMPLAINT**

A student who wishes to have his or her complaint investigated shall submit the complaint in

writing to the Director of CSO. After discussing the complaint with the student, and when a reasonable person would in good faith conclude that the employer conduct complained of violates or is not consistent with this policy, the Director shall, upon consultation with the Associate Dean, contact the employer to discuss the complaint, to clarify the employer's policies and practices, and to suggest the initiation of remedial action as required. If the complaining student so requests, the Director will preserve the student's confidentiality to the extent practicable in discussing the complaint with the employer.

#### **RECORD KEEPING AND REPORTING REQUIREMENTS**

The Director will keep written records of the complaint, related conversations, and any informal compromise or resolution of the matter. Such records shall be for the sole use of the UW College of Law and information in such records shall not be available to students other than the complainant. Any student who submits a written complaint and subsequently decides not to pursue the matter may withdraw his or her complaint and an appropriate notation will be made in the Director's file.

#### **SANCTION IMPOSITION PROCEDURES**

If, after the Director has investigated a written complaint and believes in objective good faith that the practices complained of violate or are not consistent with the UW College of Law's policy, and the employer declines to initiate appropriate remedial action, the Director shall then communicate with the employer that a written response is requested or privilege to use the Career Services Office may be denied for at least one year.

The Associate Dean can review any and all decisions of the Director. If the Associate Dean finds, after viewing all materials, that the employer did not employ discriminatory practices, that employer's privilege will be reinstated. The Associate Dean may speak directly with the complaining student or the employer when circumstances make such action either necessary or desirable.