

Diversity

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Purpose

The Associated Students, Incorporated believes that effectiveness is enhanced when individuals with different backgrounds and perspectives are engaged in an organization's programs and governance. A more diverse organization, and one that reaches out to diverse groups, will result in richer and more responsive programs with greater student support, which better meet the needs of the campus community. It is the goal of ASI to create a high performing, productive organization and an inclusive work and learning environment in which each person is valued for his/her unique gifts and talents; to capitalize on the innovation inherent in diverse work groups; and, to assure that each person is valued based on individual characteristics rather than on stereotypes or assumptions. To this end, ASI seeks to foster an environment in every department and program in which:

- Groups, as well as individuals, are appreciated for their differences and treat each other with respect
- Employees understand and value the heritage and culture of many different groups and are responsive to the uniqueness of each individual
- Individuals reach beyond their own experience to appreciate and work effectively with people different from themselves

For these reasons, ASI has adopted this Policy on Diversity to guide the corporation as it seeks to encourage and support greater diversity in all aspects of its operations.

Policy Statement

It is the policy of the Associated Students, Incorporated to recruit, hire, and retain a highly capable and productive workforce of both paid and volunteer staff that reflects the diversity of the CSULB student population with respect to both visible and non-visible characteristics. ASI will strive to create an inclusive environment in which all students, faculty, staff, administrators, and members of our community are appreciated, treated with respect and dignity, and made to feel they are full partners in the corporation. Accordingly, ASI will:

- Build on a foundation of equal opportunity and nondiscrimination to ensure fair representation and treatment of its diverse employees and the multi-cultural community we serve
- Create an organizational culture that fosters individual understanding and accountability for learning about and appreciating employee differences
- Make valuing diversity a core organization value that is practiced and communicated at all levels of the organizations
- Hold all managers accountable for demonstrating leadership in valuing diversity.

As part of this effort, ASI will seek greater inclusiveness in the membership of its boards, commissions, and committees and in other forms of participation, such as attendance at ASI programs. In all of its programming, ASI will seek to increase diversity and inclusiveness with

respect to program themes, topics, and attendance as well as with respect to speakers, panelists, facilitators, resource persons, resource materials, and vendors/providers of services.

Because achieving diversity requires vigorous and sustained attention, ASI will monitor and periodically review progress toward implementing these policies.

Who Should Know This Policy

- Budget Area Administrators
- Elected/Appointed Officers
- Grant Recipients
- Management Personnel
- Program Advisors
- Staff
- Supervisors
- Volunteers

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Discrimination	Treatment of an individual or class of individuals which denies opportunity, participation, or benefit base on any of the following grounds: race, color, national origin, ancestry, ethnicity, gender (including sexual harassment), age, marital status, pregnancy, Vietnam Era veterans status, special disabled veterans status, covered military service, sexual orientation (real or perceived), religion, medical condition, physical or mental disability, retaliation against individuals who have exercised their rights under these laws
Diversity	The presence in one population of a wide variety of cultures, religions, ethnic groups, races, socio-economic backgrounds, political views, etc.
Employee	A person who is hired by another person or business for a wage or fixed payment in exchange for personal services and who does not provide the services as part of an independent business; Any individual employed by an employer.
Equal opportunity	A right guaranteed by both federal and many state laws against any discrimination in employment, education, housing or credit rights due to a person's race, color, sex, sexual orientation, religion, national origin, age or disability.
Government appointee	An individual appointed by an Executive Officer or the Board of Director to a titled position described in the bylaws of the Associated Students
Volunteer	Anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of ASI. Unless specifically stated, volunteers shall not be considered as 'employees' of the organization.

Regulations

1.0 Equal Opportunity

ASI shall provide equal opportunities to all applicants, employees, and volunteers regardless of race, color, national origin, ancestry, ethnicity, gender, age, marital status, pregnancy, sexual orientation (actual or perceived), religion, medical condition, or physical or mental disability. Employment decisions shall comply with all applicable laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the regulatory procedures

set forth in Title V of the California Code of Regulations, the California Fair Housing and Employment Act, as well as other pertinent laws, regulations, and executive directives. Equal employment opportunity will be extended to all persons in all aspects of the employee-employer relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, lay-off, recall, and termination.

2.0 Non-Discrimination

ASI is committed to ensuring that all of its programs, services, and activities are open and available to all who wish to participate. Accordingly, ASI will not tolerate discrimination on the basis of race, color, national origin, ancestry, ethnicity, gender, age, marital status, pregnancy, sexual orientation (actual or perceived), religion, medical condition, or physical or mental disability in the programs, services and activities it conducts or supports. This policy applies to all Associated Students, Incorporated programs and activities, including, but not limited to:

- Educational, cultural, recreational, and social and/or athletics programs and activities provided, sponsored, administered, or assisted, by ASI
- ASI programs and/or activities
- ASI-sponsored off-campus programs
- The administration of administrative and employment policies
- Employment actions, including but not limited to recruitment, hiring, education, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including internship
- Choice of contractors and suppliers of goods and services.
- Provision of services and benefits to CSULB students, ASI employees, ASI volunteers, or the public
- Receipt of services and benefits provided by ASI contractors or vendors

Student organizations who apply for and receive funding from ASI do so with the expressed understanding that such discrimination is explicitly prohibited and that any violation of this policy will result in the forfeiture of all ASI support in addition to any other University sanctions.

3.0 Accommodations

ASI shall ensure that all of its services, facilities, privileges, advantages, and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA).

ASI will provide persons with disabilities an equal opportunity to participate in or benefit from all services as afforded to all other individuals. This will be done in the most integrated setting appropriate to the needs of the individual with a disability. Only where it is absolutely necessary will ASI provide benefits, services, etc. separately to persons with disabilities. ASI will not use standards, criteria, or methods of administration in our operations that screen out, exclude, or discriminate based on disability.

ASI is committed to making reasonable modifications in its policies, practices, and procedures, to afford equal access to the facilities and services we offer. Where it is readily achievable, architectural and communication barriers will be removed. New structures and alterations will comply fully with all accessibility requirements. Auxiliary aids and services, as appropriate to the individual and required by the ADA, will be provided at no cost to ASI.

ASI is also committed to not discriminating against any person who is related to or associated with a person with a disability. ASI will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This regulation applies to all services, privileges, advantages, or accommodations offered by ASI either directly or through contractual licensing, or other arrangements. This regulation is neither exhaustive nor exclusive. ASI will take all other actions necessary to ensure equal opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

4.0 Recruitment and Selection

The recruitment period for all vacancies in paid, volunteer, and government appointed positions is defined as the period of time between the announcement of a position vacancy and the filling of the vacancy, inclusive. The recruitment period for all position vacancies shall be no less than five business days.

4.1 Posting of Vacant Positions

All advertisements for a paid, volunteer, or government appointed position shall bear a deadline date by which applications must be postmarked, or the phrase "position open until filled". In order to present ASI in a consistent and desirable light, the following text shall be included in all advertisements of position vacancies, whether print or electronic. The primary version is to be used whenever cost or space is not prohibitive. The shortened version may be used when publishers charge by the word or when space is limited.

Primary version

"In addition to meeting fully its obligations of nondiscrimination under federal and state law, ASI is committed to creating a community in which a diverse population can live, learn, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs. An Equal Opportunity Employer"

Shortened version

"ASI is an Equal Opportunity Employer committed to excellence through diversity, and takes pride in its multicultural environment."

4.1.1 Full- and Part-Time Positions

Advertisement of all vacant full- and part-time (non-student) positions shall be coordinated by the Human Resources Office. All openings shall be communicated to the Human Resources Office through use of a Request for Recruitment form. Human Resources staff shall select recruitment media in consultation with the appointing authority. In so doing, they shall take into account ASI's current workforce composition, minimum requirements of the position, and desired educational level of potential applicants.

4.1.2 Student Positions

Department or program supervisors are responsible for posting advertisements for student assistant, intern, and volunteer positions on the ASI website, on the University Student Union Job Board, and with the Career Development Center. In addition, supervisors shall select other recruitment channels, taking into account the current composition of their department or program's current staff, with the goal of maintaining a diverse workforce.

4.1.3 Government Positions

Opportunities for appointed positions within Student Government shall be communicated via campus newspapers, on ASI's website, and through e-mail announcement to all university recognized student organizations. Government Operations staff shall select other recruitment channels, taking into account the current composition of those involved in student government, with the goal of maintaining a diverse group of student participants representative of the student population.

4.2 Applications

Consideration for employment or appointment shall be extended only to those individuals who have completed an ASI Application for Employment, a Volunteer Application form, or a Government Application form. Applications shall be screened and information verified by professional staff for the substantiation of qualifications, previous experience, and references.

4.2.1 Confidential Data Statements

In order to measure the effectiveness of our diversity efforts, ASI will attempt to maintain records on the gender, ethnic origin, and disability of all employees, job applicants, volunteer applicants, and government appointees. Accordingly, all applications must be accompanied by a Confidential Data Statement form. Completion of the form by the applicant, while not mandatory, should be encouraged. Confidential Data Statements shall be maintained separately from the application forms and shall be forwarded to the appropriate officials identified under Section 6.0 Monitoring System.

4.3 Interviewing

Only those individuals who have been trained in interviewing techniques shall be authorized to conduct interviews with applicants for employment, volunteer positions, or government appointments. This training shall include information on what constitutes appropriate interview questions and behavior.

5.0 Diversity Training

All ASI employees, volunteers, and government representatives shall undergo training in diversity. In addition to creating a general awareness about diversity issues, such training shall seek to generate awareness of personal perceptions, impart knowledge of cultural characteristics, and teach skills to apply cultural concepts in everyday working behaviors. Supervisory training shall also be provided to develop diversity management skills.

6.0 Monitoring System

ASI recognizes the need for an internal system designed to monitor progress toward meeting its diversity objectives. The Executive Director shall be responsible for the development and deployment of this system. Responsibility for implementation of the system shall be assigned as follows:

- The Human Resources Manager shall be responsible for implementation with respect to all full- and part-time employees.
- The Executive Assistant shall be responsible for implementation with respect to student volunteers.
- The Assistant Director for Student Involvement and Leadership shall be responsible for the implementation with respect to student government appointees.

Periodic reports on compliance with and the effectiveness of programs and procedures contained herein will be conducted no less than triennially. These reports will consist of reviewing practices in the areas of recruitment, selection, reclassification, disciplinary action, separations, orientation, training, and professional development. The report shall compare and contrast the composition of ASI's paid and volunteer workforce with the composition of CSULB student body and shall provide recommendations for improving ASI's attainment of its diversity objectives.

6.1 Campus Climate Survey

ASI shall continually explore ways to improve the diversity of the CSULB campus. As part of this effort, ASI shall periodically conduct a survey of CSULB students to help ASI better understand the campus climate and to assess how well students think ASI is doing to promote diversity, especially as it pertains to gender, race, religion, ethnicity, and sexual orientation.

7.0 Celebration of Diversity

ASI shall annually host an event(s) that will have the following objectives:

- To facilitate discussion among students on the importance of having a diverse community
- To facilitate appreciation of the enrichment that individual differences bring to the community

7.1 Responsibility of the President

The President of the Associated Students or his/her designee shall be responsible for planning and execution of the event.

7.2 Funding

The Board of Directors shall annually allocate a minimum of \$5,000 to the Executive Officers budget, solely dedicated for the purpose of planning and executing the event.

8.0 Support for Student Organization Events

ASI, in accordance with its objective to enhance students' academic achievement shall dedicate resources to support the efforts of recognized student organizations to promote the academic success of traditionally under-represented groups of students.

8.1 Responsibility of the Treasurer

Each year during the annual budget preparation process, the Treasurer of the Associated Students, in consultation with SLD Coordinators, shall identify those student organization events whose purpose is to increase outreach or improve the retention and graduation rates of traditionally under-represented students.

8.1.1 Dedicated Funding Sources

During the annual budget preparation process, the Board of Control shall dedicate a minimum of \$15,000 from the Student Organizations Fund to be used specifically for funding the marketing efforts and facility needs of those events so identified by the Treasurer.

8.1.2 Other Funding Sources

Notwithstanding the above provision, events so identified by the Treasurer shall also be eligible for grant funding and/or grant augmentation through the regular methods of funding student organization events.

9.0 Discrimination Complaint Procedures

The following procedures apply to discrimination or harassment (including sexual harassment) on any criteria set forth in the ASI's Policy on Diversity, including sex, race, color, religion, national origin, ancestry, pregnancy, age, sexual orientation, marital status, medical condition, or disability. Depending upon the status of the individual lodging the complaint, the complaint should be submitted as follows:

- Complaints from applicants for employment and employees should be filed with the Human Resources Manager (USU-215).
- Complaints from volunteer applicants and volunteers should be filed with the Office of the Executive Director (USU-313W)
- Complaints from government appointees and applicants for government position should be filed with the Assistant Director, Student Leadership and Involvement (USU-311)
- Complaints from students attending or participating in an ASI-sponsored student activity should be filed with the Associate Executive Director/Director, University Student Union (USU-216)

9.1 Internal Complaint Procedures

Anyone who believes he or she has been the victim of unlawful discrimination should bring the matter to the attention of the appropriate official identified above, and provide a full and accurate report of the underlying facts. Appropriate ASI officials shall review and take action on

all complaints of unlawful discrimination. Complaints may be either formal or informal, depending upon the wishes of the individual.

All complaints will be kept confidential to the greatest extent possible; however, some disclosure will be necessary to conduct a proper investigation of a formal complaint. In each case, the person reporting the problems will receive an oral or written reply from the appropriate official on the results of the investigation, and the actions taken, if any. Any person who is not satisfied with the reply may appeal to the ASI Executive Director and will receive a reply.

9.1.1 Informal Complaints

An informal internal complaint should be lodged whenever the individual wants someone to know about the problem, but does not want to be identified. In such cases, the person wants the offending behavior to stop, but is not requesting the ASI to take disciplinary action against the alleged offender(s). An informal internal complaint may yield some form of intervention short of disciplinary action. Individuals must present their complaint(s) orally or in writing to the appropriate ASI official. The person should provide details concerning the specific time, place, and facts of the alleged offending act(s).

The appropriate ASI official shall receive the complaint, discuss the nature of the complaint with the individual, and determine when the offending event(s) occurred or were discovered. The individual shall also be informed of all internal or external complaints options available.

Within ten (10) working days of receipt of the complaint, the ASI official shall refer the complaint to the appropriate department or program supervisor for action, unless the supervisor is the alleged offender. In such cases, the complaint shall be referred to the supervisor's manager.

Within ten (10) business days of receipt of the complaint, the supervisor or manager shall:

- Collect the necessary information for the informal resolution of the complaint;
- Utilize all available resources to resolve the complaint informally;
- Confer and review the nature of any inquiry, allegation, finding, or plan of action with the appropriate ASI official;
- Take prompt and timely action to resolve the issue, and promptly take all necessary steps to correct the discriminatory effect and/or practice; and
- Inform the Executive Director of the results of the informal process.

If the individual is not satisfied with the results of the informal complaint process, he or she may proceed with the filing of a formal complaint.

9.1.2 Formal Complaints

Where the informal complaint process is not possible, not appropriate, or fails to satisfactorily resolve the matter, the employee may file a formal complaint with the appropriate ASI official. A formal complaint is a written complaint alleging unlawful discrimination. A formal complaint will

trigger an investigation. In instances where corrective action is warranted, administrative and/or disciplinary action may be taken in response.

The formal complaint must be filed within 180 calendar days of occurrence of the alleged act of discrimination harassment. The complaint must be in writing, must be signed, and should:

- Describe in the individual's own words what happened, including the date, time, place, the number of times the offending acts occurred, etc.
- Identify any witnesses and provide all documentation the individual may have concerning the alleged discrimination or harassment.
- Indicate the action that the individual feels would resolve the matter.

Within ninety (90) business days, unless more time is warranted, the appropriate ASI official will:

- Investigate the complaint;
- Determine whether there is reason to believe prohibited discrimination or harassment has taken place;
- Attempt informal resolution of the complaint, if possible;
- Make findings of fact;
- Draw conclusion and, if warranted, make recommendations for corrective action.

The ASI official will communicate findings, conclusions, and recommendations to the Executive Director. If the Executive Director decides in favor of the complainant, he/she shall notify that person and shall meet with the appropriate individuals to communicate the action to be taken to remedy the discrimination. All action to remedy discrimination or harassment shall be executed promptly and in a timely fashion. If the Executive Director rejects the complaint, he/she shall so notify the complainant and other appropriate individuals and shall advise the complainant of their right to appeal.

9.1.3 Appeal Process

If an individual is not satisfied with the outcome of the formal complaint process, he/she may file a written appeal with the ASI Human Resources Committee. The person must file the appeal within five (5) business days of receipt of the Executive Director's decision. The appeal should outline the reasons why the individual believes the appeal should be granted.

The ASI Human Resources Committee will acknowledge the receipt of the appeal within five (5) business days and will provide a written decision to the complainant within twenty (20) business days. The Committee's decision shall represent the final decision of the Associated Students, Incorporated.

If an individual is not satisfied with the Committee's decision, he or she may appeal the decision to the Associate Vice President for Student Services/Dean of Students.

9.2 External Complaints

9.2.1 Employees and Applicants for Employment

The California Fair Employment and Housing Act (FEHA)(California Government Code Sections 12940 et seq.) prohibits unlawful sexual harassment, as well as other forms of discrimination based on sex, race, color, religion, national origin, ancestry, pregnancy, age, sexual orientation, marital status, medical condition, or disability. Employees may file external complaints about sexual harassment or other illegal employment discrimination with:

California Fair Employment and Housing Commission
1390 Market Street, Suite 410
San Francisco, CA 94102
Telephone (415) 557-2325; or

California Department of Fair Employment and Housing
www.dfeh.ca.gov
Santa Ana District Office
28 Civic Center Plaza, Room 538
Santa Ana, CA 92701-4010
Telephone (714) 558-4159

Additional information:

TTY (800) 700-2320, or call toll free at (800) 884-1684

The Department of Fair Employment and Housing is authorized to accept and investigate complaints of discrimination, and to mediate settlements. The Fair Employment and Housing Commission has authority to issue accusations against employers, conduct formal hearings, and award reinstatement, back pay, damages, and other affirmative relief.

9.2.2 All Others

For students or other members of the campus community, guests, visitors, affiliates, and associates, the Campus Complaint Resolution Procedure will apply. Discrimination complaint forms are available in the Office of Equity & Diversity, USU 301 and on-line at: <http://www.csulb.edu/depts/oed>.

10.0 Retaliation

No individual shall be subject to any form of retaliation for reporting any violation or participating in any investigation under this policy truthfully and in good faith. Persons who believe they have been retaliated against in violation of this policy may utilize the above procedure.

In addition, the Fair Employment and Housing Act prohibits retaliation against employees because they have filed a complaint with the DFEH or FEHC, participated in an investigation, proceeding, or hearing with either agency, or opposed any practice made unlawful by the FEHA.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Application for Employment	To apply for paid employment with the Associated Students, Incorporated	Human Resources Office	N/A	By 5:00 p.m. on the day of the published application deadline
Confidential Data Statement	To gather information from applicants regarding their gender, age, ethnic origin and disabilities	Office of the Executive Director	N/A	Must be submitted concurrently with the corresponding application form
Government Application	To apply for appointment to a non-elected position within Student Government	Government Operations Office	N/A	By 5:00 p.m. on the day of the published application deadline
Volunteer Application	To apply for a volunteer position within the Associated Students, Incorporated	Office of the Executive Director	N/A	By 5:00 p.m. on the day of the published application deadline