



Southwestern Ohio Council for Higher Education
Educating, Employing and Engaging Citizens

Affirmative Action

It is our intent to promote affirmative action wherever possible and to actively recruit and advance qualified minorities, women, persons with disabilities, and protected veterans. Affirmative actions include training programs, outreach efforts, and other positive steps. SOCHE's Affirmative Action Plan (AAP) is on file and is updated annually.

Equal Employment Opportunity (EEO)

SOCHE affords equal employment to all qualified individuals, without regard to their race, color, religion, gender, national origin, ancestry, age, disability, military/veteran status, genetic information, or any other characteristic or status that is protected by law. This policy applies to hiring and all terms and conditions of employment, including, but not limited to, promotion and development, assignment, transfer, compensation, benefits, discipline, demotion, and recreation provided by SOCHE.

The purpose of this policy is to fulfill our commitment to providing equal employment opportunities and to ensure compliance with applicable law. It applies to all organizational employees as well as employees of vendors and contractors doing business with us.

All employees must comply with this policy and are expected to support it. All managers and supervisors have a responsibility to be knowledgeable about the policy, communicate it to all employees, and ensure compliance with the policy in their areas of responsibility. Any manager or supervisor who observes or learns of conduct that may constitute a denial of equal employment opportunity must report it immediately in accordance with this policy.

The HR Manager has been designated as the EEO Officer for SOCHE, and is responsible for implementation and monitoring of this policy. Employees with questions about this policy are encouraged to contact their supervisor or the EEO Officer.

We strongly encourage any employee who believes that he/she has been subjected to discrimination, harassment, a violation of this policy, or who has information about behavior that may violate this policy, to report such behavior immediately to his/her supervisor. If the conduct involves an employee's supervisor, or if for any reason an individual does not feel comfortable reporting the matter to their supervisor, they should report it to the president or a member of the Board of Trustees.

Whenever SOCHE receives a report or allegation of discrimination, harassment, or a violation of this policy, we will promptly investigate the matter. When we determine that a violation has occurred, we will take appropriate corrective and preventative action. When the investigation has been concluded, we will inform the complaining party of the results of the investigation.

There will be no retaliation against any employee who makes a complaint with a good faith belief that a violation has or may have occurred, or who assists in the investigation of such a complaint.

This policy is more than an effort to comply with the law. We firmly believe that everyone should be treated fairly, regardless of any of the protected statuses listed previously. All employees should understand that our management will take whatever steps are necessary to stop discrimination or the continuing effects of discrimination whenever necessary.