



Policy Title:	Equal Employment Opportunity
Policy Number:	UNIV-444
Revision Date:	December 2023
Policies Superseded:	1207; HREO-108; HREO-107
Policy Management Area(s):	Human Resources Protected Rights and Title IX

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND COASTAL CAROLINA UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. COASTAL CAROLINA UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

Coastal Carolina University prohibits unlawful discrimination in the workplace.

This policy supersedes all other University policies and procedures regarding Equal Employment Opportunity (“EEO”).

**I. POLICY STATEMENT:**

Coastal Carolina University (the “University” or “CCU”) does not discriminate against any employee or applicant for employment because of their race, color, religion, sex, sexual orientation, gender identity, citizenship status, national origin, or because they are an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active-duty wartime or campaign badge veteran, or other “protected veterans”, as defined by law.

This Policy shall apply to all employment actions, including but not limited to recruitment, hiring, promotion, transfer, demotion, reductions in force and/or associated recall(s), termination, rates of pay or other forms of compensation, and selection for training, at all levels of employment.

The University will provide qualified applicants and employees who request accommodation due to a disability with reasonable accommodations, as required by law. The University prohibits harassment of employees and applicants because they are individuals with disabilities or protected veterans.

The University also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, State, or local law requiring equal employment opportunity for individuals with disabilities and protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that might dissuade someone from asserting their rights.

## II. EEO OFFICER

Antoinette Bellamy, or her successor or designee as prescribed in the published Resolution Procedures, has been assigned EEO Officer duties for the University.

The EEO Officer may be reached at:

Telephone: 843-349-2382  
Email: [eeo@coastal.edu](mailto:eeo@coastal.edu)  
Physical location: Kearns Hall – 211B  
Mailing Address: PO Box 261954  
Conway, SC 29528

## III. RESOLUTION PROCEDURES

The EEO Officer, upon approval of the Director of Compliance and the leadership of the Office of Human Resources, shall adopt and publish Resolution Procedures for the reporting, investigating, adjudicating, and resolving alleged violations of this Policy within 30 days of the effective date of this Policy. The Resolution Procedures shall be reviewed, and updated, if necessary, by the EEO Officer, upon approval of the Director of Compliance and the leadership of the Office of Human Resources, on or before August 1 of each calendar year.

## IV. AFFIRMATIVE ACTION PROGRAM

The University is committed to the principles of affirmative action and equal opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the University, the University has developed a written Affirmative Action Program (AAP) which sets forth the policies, practices, and procedures that the University is committed to in order to ensure that its policy of nondiscrimination and affirmative action.

The AAP Narrative is available for inspection by any employee or applicant for employment upon request and by appointment during normal business hours with the Human Resources Office or with the EEO Officer.

## V. POLICY PUBLICATION

This Policy shall be posted in places conspicuous to all members of the faculty, staff, and student body; it shall be communicated to all applicants for employment and admission; and it shall be given such external dissemination as is necessary to inform and secure the cooperation of individuals and organizations constituting sources of employment to the University.

## VI. AUTHORITY

The Equal Pay Act of 1963; Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order No. 11246, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967, the Vietnam Veterans Readjustment Assistance Act of 1974 (38 U.S.C. 2012), Immigration and Nationality Act (8 U.S.C. §1324b) the Genetic Information Nondiscrimination Act of 2008 and the South Carolina Human Affairs Law provide statutes that form the basis of the University's policies concerning discrimination.