

## **AR GBA-R Open Hiring/Equal Employment Opportunity and Affirmative Action**

Issued ~~11/18~~-00/21

Any applicant or employee who feels that he/she has been discriminated against or if he/she knows of discrimination or unfairness to others may submit a complaint in writing to the superintendent or his/her designee within 10 work days of the events given rise to the event. Upon review of the matter, the superintendent will notify the complainant in writing of his/her findings. Should the issue not reach resolution, the complainant may request a review of the matter by the board of school commissioners. The request to the board must be submitted in writing within 10 business days upon receipt of the superintendent's response to complaints.

The chief human resources officer has been designated to handle inquiries regarding non-discrimination, retaliation, and harassment matters. Inquiries should be sent to the Chief Human Resources Officer, Richland County School District One, 1616 Richland Street, Columbia, SC 29201.

This review is afforded to all categories of employees: certified, classified, and administrative.

**Exhibits:** Discrimination and Harassment Complaint Form and Request for 504 Accommodations

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**Richland County School District One**