TO WHOM DOES THIS POLICY APPLY?
This policy applies to members of the University community, including:
- Students
- Trainees
- Faculty
- Staff
- Certain Third Parties*
  - Visitors
  - Volunteers
  - Applicants for admission
  - Applicants for employment
  - Vendors
  - Contractors
*...who either carry out or are subject to discrimination while on University property or while participating in University sponsored activities.

WHERE DO I REPORT DISCRIMINATION OR HARASSMENT?
Complaints of discrimination and harassment should be directed to the Office of Civil Rights & Sexual Misconduct (OCRSM).

Written complaints are encouraged, but not required.

IS THERE A TIME LIMIT TO MAKE A COMPLAINT?
Complaints must be made within 90 business days of the incident. However, OCRSM may waive the time limit upon a showing of good cause.

CAN I MAKE THE SAME COMPLAINT UNDER MULTIPLE POLICIES?
Generally, a complaint filed under another University Policy or Maryland statute cannot also be addressed under this Policy. Students, staff, and faculty must choose between the available complaint processes.

POLICY STATEMENT
This Policy prohibits discrimination on grounds protected under Federal and Maryland law and Board of Regents policies, i.e., based on “protected classes.” University programs, activities and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, or any other legally protected class. Retaliation against any individual who files a complaint or participates in an investigation under this Policy is strictly prohibited. The full Policy is available at http://umd.edu/policies/docs/VI-1.00B.pdf.

DEFINITIONS
- DISCRIMINATION - unequal treatment based on a legally protected status that is sufficiently serious to unreasonably interfere with or limit an individual’s opportunity to participate in or benefit from a University program or activity, or that otherwise adversely affects a term or condition of the individual’s employment or education.
- HARASSMENT - discrimination in the form of unwelcome conduct based on a person’s protected status that negatively affects the particular individual and also would negatively affect a reasonable person under the same circumstances. Harassment in violation of this Policy depends on the totality of the circumstances, including the nature, frequency and duration of the conduct, the location and context in which it occurs, and the status of the individuals involved. Harassment can be verbal, physical, written, graphic, electronic or otherwise displayed or communicated.
- RETALIATION - action taken against an individual because they reported discrimination, filed a complaint of discrimination, or participated in an investigation or proceeding concerning a discrimination complaint.

COMPLAINT PROCEDURES
REPORTING
- Individuals who experience violations of this Policy are encouraged to promptly file a complaint with OCRSM or bring it directly to the attention of their supervisor.
- Supervisors, faculty and University administrators who receive or become aware of a complaint of conduct in violation of this Policy are encouraged to report it to the OCRSM. This does not apply to confidential resources on campus, such as the University Counseling Center, Health Center, Mental Health Services and University Chaplains.

INITIAL ASSESSMENT
- OCRSM will acknowledge receipt of the complaint by sending a notification letter or contacting the Complainant directly within 5 business days of receipt. OCRSM will then conduct an initial assessment of the complaint to determine whether the complaint should be investigated.

ALTERNATIVE RESOLUTION PROCESS
- When determined appropriate by OCRSM, the Complainant may elect to resolve a complaint through alternative resolution (conference and conciliation). When alternative resolution is successful, OCRSM shall summarize the resolution in writing, have it signed by the parties, and provide signed copies to the respective parties and supervisors and administrators, as appropriate. When alternative resolution does not succeed within 45 business days of the date the complaint is filed, OCRSM will cease that process and begin the investigation process.

INVESTIGATION
- OCRSM shall advise the Complainant and Respondent of their rights under this Policy and assign an investigator to conduct an impartial investigation of the complaint. The investigator will interview the Complainant and the Respondent and any other available relevant witnesses, and review available relevant documents. OCRSM seeks to complete an investigation within sixty (60) business days, with exceptions depending on the complexity of the investigation, access to relevant parties, and the severity and extent of the alleged discrimination.