



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-HUM-6 Minor Revision2

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**Title:** Retaliation is Prohibited

**Description:** To establish the policy of prohibited retaliation.

**Category:** Human Resources

**Applies to:** staff, faculty

**Contact:** [Human Resources](#)

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**Purpose:** The University prohibits retaliation and strongly urges the reporting of any retaliation.

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**Policy Statement:** The University prohibits retaliation against any individual. This includes, but is not limited to,

- Individuals who report discrimination or harassment
- Individuals who report what is believed to be unethical behavior
- Individuals who participate in an investigation of such reports
- Individuals who sustain workers' compensation related injuries
- Individuals who request Family Medical Leave or a Reasonable Accommodation

Retaliation against an individual in any form is a serious violation and will be subject to disciplinary action, up to and including termination from employment.

### **Complaint Procedure - Reporting Retaliation**

The University of Central Oklahoma strongly urges the reporting of any retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced or witnessed, or otherwise have knowledge of retaliation should report it immediately. Reports and complaints can be filed with an employee's immediate supervisor (unless the complaint is against the immediate supervisor, or the employee is uncomfortable with this reporting option). Reports can also be filed with member of management; the Legal Office, 405-974-3377; or Human Resources, 405-974-2366. Under any circumstances, individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of any one of the other University's designated representatives identified above.

#### ***IMPORTANT NOTICE TO ALL EMPLOYEES:***

Employees who have experienced or witnessed conduct or actions they believe is contrary to this policy have an obligation to take advantage of the University's complaint procedure. An employee's failure to fulfill this obligation limits the University's ability to correct inappropriate conduct, and could affect the employee's rights in pursuing legal action. Note: federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of wrongdoing. While no time limit has been established, the University requires the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The University of Central Oklahoma will make every effort to stop alleged retaliation, but can only do so with the cooperation of its employees.

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**Glossary of  
Terms:**

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**Legal  
Citation:  
Campus  
Links:  
FAQs:  
Formerly  
known as:**

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**Approved on:** 05/31/2011

**Effective date:** 05/31/2011

**Keyword(s):** Retaliation, report discrimination, harassment, unethical behavior, investigation

**Last review date:** 09/19/2013

**Date posted:** 06/28/2011

**Modified**

**By:**

**Date** 09/19/2013

**Modified:**