



TITLE VI TRAINING

TTU Statement of Policy

TENNESSEE TECH UNIVERSITY WILL NOT TOLERATE DISCRIMINATION AGAINST ANY EMPLOYEE, APPLICANT FOR EMPLOYMENT, OR STUDENT BECAUSE OF RACE, COLOR, OR NATIONAL ORIGIN, NOR WILL TTU TOLERATE HARASSMENT ON THE BASIS OF THESE PROTECTED CATEGORIES.

Title VI of the Civil Right Act of 1964 prohibits discrimination in federally assisted programs.

► Protected classes under Title VI include:

- **Race** - A classification system categorizing humans by anatomical, cultural, ethnic, genetic, geographical, historical, linguistic, religious or social affiliation. In the United States the common race groups are White, African-American or Black, Asian, American Indian, Alaskan Native and Native Hawaiian or Other Pacific Islander.
- **Color** - Human skin color as the range of visible hues found in any given comparison of a one person's skin to another.
- **National Origin** - An individual's place of origin, birth or ancestry.
- **Limited English Proficient and National Origin** - Specifically, a unique linguistic characteristic that reflects national origin is that a person's native or primary language is not English. Because English is not the primary language, this person may have a limited ability to speak, write or understand English. This person would be considered as being Limited English Proficient or LEP.

Tennessee Tech University Title VI Compliance Requirements

Tennessee Tech University must have a mechanism for advising individuals participating in the institution's activities, of their rights under Title VI and how to file a discrimination complaint. Institutions must also ensure that their employees receive Title VI training within the first sixty (60) days of employment, and on an annual basis.

Tennessee Tech has designated an employee to serve as the Title VI Coordinator for the campus. If any employee has a question about their responsibilities to comply with Title VI, or has a question related to providing services to individuals with Limited English Proficiency, they should contact Libby Gays, egays@tntech.edu

Additionally, the Title VI Coordinator must draft and implement an annual Title VI Implementation Plan that is filed with the Tennessee Human Rights Commission in October of each year.

What is Harassment?

Harassment is unwelcome conduct that is based on a person's race, color, or national origin, that:

- ▶ Adversely affects a term or condition of an individual's employment, education, participation in an institution's activities or living environment;
- ▶ Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment of the individual; or
- ▶ Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment.

Harassment is Not Tolerated

Unwelcome conduct based on a person's protected class, such as use of racial slurs, is a violation of TTU policy and is not tolerated in our workplace.

Limited English Proficiency – How to offer translation services

- ▶ Title VI requires TTU to provide language assistance to LEP persons in relation to our programs and services. Failure to do so may constitute discrimination based on national origin.
- ▶ LEP individuals are persons that English is not the individual's primary language and have a limited ability to read, speak, write or understand English.
- ▶ Every department has a chart with instructions, account & access code, and a listing of the most common languages to help identify the language needed.
- ▶ If the language is not on the chart, call Lingüística International and they will help identify the language (866) 908-5744.
- ▶ Services are provided 24/7, 365 days a year. Over 250 languages.

Translation Service for Limited English Proficiency

Telephonic Interpreter Access Instructions

1. Call toll free number **(866) 908-5744**
 - ▶ If you need a Spanish interpreter you will be connected immediately by pressing “2” when prompted. If you need any other language press “3” or stay on the line.
2. You will be asked to provide the following Information:
 - ▶ **Your Account Number – Ask your Department for Account #**
 - ▶ **Your Full Name**
 - ▶ **Your Callback Number**
 - ▶ **Department Name –Ask your Department for Department Access Code**
3. Hold as the operator connects you to your interpreter.
4. Conferencing option is available upon request.
5. Begin conversation.

www.linguisticainternational.com

How to File a Complaint

Any current or former employee, applicant for employment, or student who believes he/she has been subjected to discrimination or harassment at TTU, or who believes that he/she has observed discrimination or harassment taking place, should file the complaint with the designated Title VI Coordinator.

Supervisors are required to report complaints of harassment and discrimination.

Complaints that fall under Title VI must be filed within 180 days.

Title VI Coordinator – Libby Gays, Director of Affirmative Action

Email: egays@ntech.edu

Phone: 931-372-3039

Consequences

- ▶ Violation of TTU's policy can result in disciplinary actions including written warnings, suspension, demotion, and even termination.
- ▶ In addition, employees who violate policy could be sued in their individual capacity and risk losing their savings, home, or other assets.

Retaliation

- ▶ One of the reasons that people are hesitant about reporting inappropriate behavior is they are concerned about potential retaliation. Retaliation refers to adverse actions taken against an individual because that person voiced concern about inappropriate behavior based on a protected class.
- ▶ Such retaliation is strictly prohibited. Tennessee Tech University takes allegations of retaliation very seriously.

Your Part in the Workplace

- ▶ Make sure you're not involved in any "inappropriate behavior".
- ▶ Respect your co-workers' rights.
- ▶ Don't jump to conclusions based on someone's dress, actions, or physical appearance.



REMEMBER

- ▶ Every employee is entitled to a respectful workplace.



TRAINING CONFIRMATION

- ▶ Title VI Training is mandatory. In order to receive credit for reviewing this training series, please visit the link below and complete a brief survey. The survey should take less than 5 minutes to complete.
- ▶ https://tntech.co1.qualtrics.com/SE/?SID=SV_8vnsFtcH2YD3i9D