



## OFFICE OF EQUAL OPPORTUNITY

# Where managers go if:



A student or employee tells you that they have been receiving unwanted romantic or sexual attention from another member of the UNT community.



An employee reports that they have been singled out or threatened by another employee because of their religious beliefs or national origin.



An employee expresses discomfort because they heard workplace conversations which poked fun at transgender individuals and mocked gay students.



They are informed about inappropriate comments made about a prospective candidate's age or disability during a campus interview.



An employee often tells jokes about their sexual activities or uses graphic sexual references in conversations with the students they supervise.

**The Office of Equal Opportunity (OEO) ensures that UNT provides equal employment opportunities for all employees.** One of the ways OEO does this is by investigating complaints of discrimination, harassment, and retaliation from faculty and staff (whether the complaint is against another faculty or staff member, or a visitor to campus). Discrimination is prohibited by university policies\*. To learn more about OEO's investigative process, please visit our website at: [edo.unt.edu/file-complaint](https://edo.unt.edu/file-complaint).

As a manager, you are responsible for creating and maintaining a work environment that is free of discrimination or harassment. If an employee suggests that they have been treated unfairly because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status, you are required to contact OEO for advice on resolving the matter.

OEO houses the office of the university's **ADA/504 Coordinator, which coordinates UNT's efforts to ensure equal access to persons with disabilities, and provides advice to university offices.** All employees may initiate a request with the Human Resources Office for a reasonable accommodation due to a disability, but managers are responsible for providing employees with disabilities with the necessary modifications. If you have concerns about accommodations recommended for employees by the Human Resources office, please contact Eve Shatteen Bell at (940) 565-2759 or at [oeo@unt.edu](mailto:oeo@unt.edu).

## TRAINING

OEO offers in-person training for all university employees on matters related to equal opportunity and discrimination. If you would like to request training for your unit on any discrimination-related matter, please fill out the request form on our website at: <https://edo.unt.edu/equal-opportunity-training>.



## Title IX Coordinator

The Title IX Coordinator oversees UNT's efforts to prevent, stop and resolve sexual misconduct in our community, including sexual harassment, sexual exploitation, relationship violence, stalking, or sexual assault.

Managers are mandatory reporters for sexual misconduct. If you receive information regarding sexual misconduct in our community, you must report the matter to OEO. Please contact Eve Shatteen Bell at (940) 565-2759 or at [oeo@unt.edu](mailto:oeo@unt.edu). You may also report sexual misconduct that involves students at [www.report.unt.edu](http://www.report.unt.edu) or [TitleIX@unt.edu](mailto:TitleIX@unt.edu).

\* The university policies OEO oversees are the Prohibition of Discrimination, Harassment, and Retaliation policy (16.004); Sexual Harassment (16.005); Prohibition of Sexual Assault and Retaliation (12.005); and Disability Accommodation for Students and Academic Units (16.001). Managers should also be mindful of the Employment of Individuals with Disabilities/Workplace Accommodations policy (05.011), and the Consensual Relationships policy (05.021).

### Contact information

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