

NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

Dr. Kevin M. Guskiewicz, President

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Michigan State University has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- b. All other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- c. As part of the university's equal employment opportunity policy, Michigan State University will also take affirmative action as required by applicable laws and Executive Orders to ensure that all persons, including, but not limited to, members of racial and ethnic minority groups, women, protected veterans, and individuals with disabilities are, as qualified, considered for hire and promotional opportunities.
- d. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

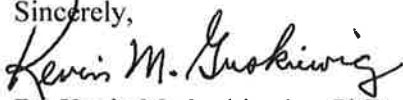
Director of Equity and Compliance, Matt Olovson, serves as the university's AA/EEO Officer and is responsible for the day to day implementation and monitoring of the University's affirmative action program. As part of that responsibility, the AA/EEO Officer will periodically analyze the University's personnel actions and their effects to ensure compliance with our equal employment policy and administer applicable audit and reporting systems.

If you, as one of our employees or as an applicant for employment, have any questions about this policy or would like to review portions the affirmative action program, please contact the AA/EEO Officer during regular business hours at (517) 353-4563.

As a reminder, employees may update their disability status at any time by logging into the [EBS Portal](#) or by contacting MSU Human Resources at (517) 353- 4434.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask the continued assistance and support of all of the University's personnel to attain our objective of equal employment opportunity for all.

Sincerely,



Dr. Kevin M. Guskiewicz, PhD
President