

Toro Auxiliary Partners Non-Discrimination, Harassment and Retaliation Policy

Effective Date: Board Approved 12/18/2025
Policy Number: **11.01.00**
Recommended by: CSU Chancellor's Office
Next Scheduled Review: December 2027

1 PURPOSE

Toro Auxiliary Partners (TAP) is committed to maintaining a professional environment that upholds the principles of fairness, equity, access, and respect for all individuals. TAP affirms its responsibility to ensure that its workplace, programs, and operations support these foundational values.

In accordance with California State University's Interim CSU Nondiscrimination Policy (and successor policies) and pursuant to Title VI and Title VII of the Civil Rights Act of 1964, TAP expressly prohibits any form of discrimination, harassment, or retaliation involving individuals participating in, employed by, or seeking to participate in TAP programs, activities, or employment opportunities.

This policy reaffirms TAP's commitment to providing an environment free from unlawful conduct and to taking prompt, equitable, and impartial action to prevent, address, and remedy any alleged or substantiated violation of this standard.

2 POLICY STATEMENT

TAP prohibits all forms of discrimination and harassment, including sexual harassment and gender-based misconduct, as well as any form of retaliation directed toward individuals who report, oppose, or participate in the investigation or resolution of such conduct. TAP's non-discrimination policy expressly forbids unlawful discrimination on the basis of age, disability, gender identity, gender expression, genetic information, marital status, medical condition, nationality, race, ethnicity, religion, sexual orientation, or veteran status.

This policy is applicable to all TAP and campus-affiliated programs, services, and activities, including, but not limited to, employment practices, contractor assignments, and volunteer engagements.

Protected statuses include, but are not limited to:

- Race or ethnicity
- Color
- National origin or ancestry

- Religion or religious creed
- Age
- Sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and related conditions)
- Sexual orientation
- Marital status
- Medical condition or genetic information
- Disability (physical or mental)
- Military or veteran status
- Any other protected category under federal, California state, or local law

3 SCOPE OF POLICY

This policy applies to:

- All individuals employed by Toro Auxiliary Partners (TAP), including full-time, part-time, temporary, and student employees
- All applicants for employment with TAP
- Contractors, vendors, consultants, and volunteers engaged in TAP-related activities
- All participants in programs, services, or activities administered, sponsored, or otherwise facilitated by TAP

It applies to conduct occurring:

- On premises owned, leased, or controlled by TAP
- At TAP-sponsored events or at any off-site location where TAP business, operations, or official activities are conducted
- Through the use of TAP communication systems, digital platforms, electronic resources, or technology networks

Furthermore, this policy extends to conduct by or involving members of the broader campus community—including students, faculty, and staff—when such conduct bears a nexus to TAP operations, facilities, services, or sponsored activities.

4 PROHIBITED CONDUCT

Toro Auxiliary Partners prohibits the following:

- **Discrimination:** Any adverse or differential treatment based on a Protected Status that denies equal opportunity in employment or participation. Adverse action is a substantial and material denial or limitation of opportunities, privileges, and benefits offered by the

CSU. It does not include conduct not reasonably likely to only upset, frustrate, or annoy a Complainant

- **Harassment:** Persistent verbal, physical, visual, or electronic conduct based on a protected status that is so severe that it creates a hostile, intimidating, or offensive environment. A hostile work environment is defined by specific, documented behaviors related to a protected characteristic is sufficiently severe enough to alter the conditions of employment and create an environment that a reasonable person would find threatening.
- **Sexual Misconduct:** Any behavior that falls under sexual harassment, sexual assault, dating or domestic violence, stalking, prohibited consensual relationships, or other non-consensual sexual acts.
- **Retaliation:** Any adverse action against a person for reporting, opposing, or participating in the resolution of a complaint under this policy.

Such conduct will not be tolerated and may result in corrective or disciplinary action, up to and including termination or removal from Auxiliary programs.

4 REPORTING AND COMPLAINT PROCEDURES

Any individual who believes they have been the target of, witnessed, or been accused of discrimination, harassment, or retaliation should promptly report the matter to one of the following:

Primary Contact: Amanda Dodd
Chief HR Officer, Toro Auxiliary Partners
California State University, Dominguez Hills
Toro Auxiliary Partners
1000 East Victoria Street, Carson, CA 90747
Cain Library 3002
Phone: (310) 243-2373
Email: adodd@csudh.edu

Martha Rafael Sepulveda
HR Manager, Toro Auxiliary Partners
California State University, Dominguez Hills
Toro Auxiliary Partners
1000 East Victoria Street, Carson, CA 90747
I&I 4500
Phone: (310) 243-1070
Email: mrafaelsepulveda@csudh.edu

Reports may be made in person, by email, by phone, in writing or by completing the TAP [Online Incident Report](#) . Anonymous reports will be reviewed to an extent feasible.

To report an emergency, please call the CSUDH Police Department by dialing 911 or (310)243-3333.

5 CONFIDENTIALITY AND NON-RETALIATION

TAP will take all reasonable measures to preserve the confidentiality of the parties involved in a report consistent with its legal obligations and the necessity of conducting a prompt, thorough, and impartial review.

Retaliation against any individual who, in good faith, reports prohibited conduct, participates in an investigation or resolution process, or otherwise exercises their rights under this policy is prohibited. Any act of retaliation will be treated as a distinct and serious violation of this policy.

6 CORRECTIVE ACTION AND REMEDIES

If a violation of this policy is substantiated, TAP will take appropriate corrective and disciplinary action, which may include, but is not limited to, training, reassignment, suspension, termination of employment, or termination of contractual relationships. TAP will also implement remedial measures, as necessary, to prevent recurrence of conduct and to restore a safe, respectful, and equitable environment for all individuals affected.

7 EDUCATION AND TRAINING

Toro Auxiliary Partners (TAP) provides comprehensive new-hire and ongoing training to employees and managers to ensure compliance with this policy and applicable legal requirements. Employees who have supervisory responsibilities are required to complete the supervisor version of the mandated training, while all other employees must complete the standard training course.

The California State University (CSU) Discrimination, Harassment, and Retaliation (DHR) Prevention Training Program includes, but is not limited to, the following components:

- Prevention of and appropriate responses to discrimination, harassment, sexual misconduct, and retaliation
- Rights and responsibilities of employees under applicable federal, state, and CSU policies
- Reporting obligations for supervisors, employees, and designated officials

Training requirements for student employees may differ from those assigned to full-time, part-time, or temporary employees, depending on the nature of their duties and their role within the organization.

8 POLICY ADMINISTRATION

This policy will be reviewed at least biennially to ensure continued compliance with CSU systemwide requirements and applicable law. Updates will be communicated to all employees and stakeholders.

9 ADDITIONAL INFORMATION

Questions regarding this policy, or how to file a complaint may be directed to:

Human Resources

Toro Auxiliary Partners

Amanda Dodd, Chief HR Officer or Martha Rafael Sepulveda, HR Manager