

# Some Frequently Asked Questions

**Q: What steps should I take if I've been discriminated against?**

A: You may contact your immediate supervisor or the Human Resources / Office of the Affirmative Action / Equal Opportunity / Minority Affairs for advice and information.

**Q: Can I visit the Office of Human Resources / Affirmative Action / Equal Opportunity during work time?**

A: Yes. Tell your supervisor you have an appointment at the office of Human Resources / Affirmative Action / Equal Opportunity. You do have the right to visit the office during work time.

**Q: If I visit with the office of Human Resources / Affirmative Action / Equal Opportunity about a concern, will the information remain confidential until I decide what course of action is best for me to take?**

A: Yes. If you decide to talk over a concern with Human Resources / Affirmative Action / Equal Opportunity, that information will remain confidential until you decide what course of action you would like to take.

**Q: If I want to resolve a problem against another person at the College, can I file a complaint?**

A: Yes. The Human Resources / Affirmative Action / Equal Opportunity office utilizes the informal and the formal process to resolve conflicts. In fact, some conflicts are often resolved without the formal complaint being filed.