



**SUB-TOPIC**

**NON-DISCRIMINATION TRAINING**

1. Policy Statement

It is the policy of The University of Texas at Dallas to require faculty, staff and student employees to complete non-discrimination training as required by federal, state and university regulations.

2. Procedures

- 2.1 The University provides training to all newly hired employees on the institutional policies and procedures which prohibit discrimination. This training must be completed no later than thirty days after the date of hire. Completion of this training by all newly hired U.T. Dallas employees is mandatory.
- 2.2 The University provides supplemental training for all employees on institutional policies and procedures which prohibit discrimination. This training must be completed every two years. Completion of this training by all faculty, staff and student employees is mandatory
- 2.3 If an electronic means of verifying completion of required training is not available, employees will be required to sign a statement verifying the employee's completion of the required training.
- 2.4 Failure to complete the mandatory training required by this policy will be noted by the employee's supervisor in the employee's next performance evaluation.