

Discriminatory Practices Reporting Policy

OBJECTIVE

Maryland Institute College of Art (MICA) values employers (as defined below) who share a commitment to our Core Values: Professionalism, Engagement, Diversity, Excellence, Community, Communication, Fairness/Equality, Creativity, and Respect.

This document defines discriminatory practices by employers, outlines the steps for a student/alum to report discriminatory behavior by employers, and details the process of incident investigation, employer communication, and outcomes.

DISCRIMINATORY PRACTICES

For the purposes of this Policy, discriminatory practices may include but are not limited to the following when they are directed at or occur in the presence of a MICA student, alum, or employee:

- Use of racial, ethnic, or religious slurs.
- Offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.
- Sexual harassment and sexual assault, including unwelcome verbal or physical conduct of a sexual nature.
- Offensive or derogatory remarks about a person's gender, gender presentation, or LGBTQ+ identity.
- Unfavorable treatment, such as refusal to hire or promote, applying policies in an unequal and harmful way to an applicant or employee, or harassment, on the basis of a person's race (including hair texture or hairstyle), color, national origin, sex (including pregnancy), sexual orientation, gender, disability, age, religion, or other legally protected status.
- Conduct designed to threaten, intimidate, or coerce as retaliation for reporting conduct in violation of this Policy or to discourage reporting of conduct in violation of this Policy.

STUDENTS & ALUMNI

MICA students and alumni should utilize this Policy to understand what constitutes a discriminatory practice by an employer and the process for reporting, investigation, and response when the Career Development Office (CDO) becomes aware of a possible violation. See the 'Report an Incident' section for more details and a link to the reporting form.

If a student/alum is unsure if they've experienced harassment or discrimination, or if they are unsure if an incident falls within MICA's jurisdiction, the CDO encourages them to complete the [Employer Conduct Incident Reporting \(ECIR\) form](#). A CDO employee will follow up with them to provide support and guidance.

Non-Discriminatory Concerns

Students and alumni experiencing issues such as salary negotiation, workplace conflict, navigating difficult conversations, etc. that they do not believe are related to discriminatory practices should [schedule a Career Counselor appointment](#).

Reporting an Incident Involving an Employer

Students and alumni should use the [ECIR form](#) to report discriminatory practices by an employer. MICA encourages students and alumni to bring their concerns to the attention of a CDO employee before a

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situation escalates. MICA will not discipline or take any action against a student/alum for raising concerns under this Policy.

This Policy applies to claims of discriminatory practices by third-party, non-MICA employers. Claims of discriminatory practices committed by MICA students, faculty, or staff **while acting in their MICA role** should be reported and will be reviewed under [MICA's Equal Opportunity, Harassment, and Nondiscrimination Policy](#). Claims of discriminatory practices committed by MICA students, faculty, or staff **while not acting in their MICA role** (e.g., a faculty member hiring a MICA student to intern with their independent, non-MICA business) may be made under this Policy or the [Equal Opportunity, Harassment, and Nondiscrimination Policy](#) and MICA will determine which policy applies.

Title IX

If a MICA student or employee experiences sexual harassment or sexual misconduct from an employer on MICA's campus or during a MICA affiliated event off campus, the incident should be reported pursuant to [MICA's Title IX Policy](#). Although MICA may be limited in the action it may take to address sexual harassment or misconduct by employers (as they are not under MICA's control), support measures and other actions to address the conduct (such as restrictions from campus) may be available.

While Title IX does not permit MICA alumni who are no longer participating or attempting to participate in an education program or activity of MICA to file formal complaints under MICA's Title IX Policy, if an alum experiences sexual harassment or misconduct from an employer on MICA's campus or during a MICA affiliated event off campus the alum should report the incident to the CDO or Title IX Coordinator.

If a CDO employee learns of an incident of Title IX sexual harassment or misconduct, they are required to report the incident to MICA's Human Resources Office per MICA's Title IX process. You can [learn more about your Title IX reporting options here](#).

EMPLOYERS

Employers, defined as third-party individuals or organizations (including their employees and agents) who engage with MICA for the purpose of recruiting students and alumni (posting to MICA network, participating in Career Development Office (CDO) events, partnering on in-class projects, and otherwise directing recruitment activities to MICA students/alumni as volunteers, interns, freelancers, part-time or full-time employees), agree to this Policy with the understanding that MICA may terminate its relationship with any employer and that MICA, in its sole discretion, determines if an employer may have violated this Policy.

Scope of Policy

This Policy applies to working conditions, compensation, benefits, and social or recreational programs of an employer, whether on employer premises or off site.

No MICA student or alum is, solely by virtue of their enrollment or graduation status or by the existence of this Policy, an employee of MICA. No employer is in a partnership, joint venture, employment relationship, contractual relationship, or otherwise considered under the control of MICA by virtue of this Policy. This Policy will be implemented, interpreted, changed, or amended in the sole discretion of MICA and does not confer any contractual or third-party beneficiary rights.

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Although directed to employer conduct involving students and alumni, employers who engage in harassing conduct towards MICA employees, such as during an on-campus CDO event, may be subject to enforcement of this Policy, up to and including termination of the relationship with MICA.

Investigations and Enforcement

Upon receipt of an ECIR form, CDO will convene a review committee (Committee) consisting of the CDO Director, Assistant Director for Employer Relations, Assistant Director for Internships and the Assistant Director for Fine Arts or Design + Media. In the event of the unavailability of any member of the Committee, the CDO Director may appoint a designee to serve in their place.

The Committee will promptly and thoroughly investigate all reports of discriminatory practices. The steps of an appropriate investigation will vary, in the Committee's reasonable discretion, depending upon the nature of the allegations. Investigation by the Committee may, but is not required to, include private interviews with the alleged victim(s) and any direct witnesses to the relevant event, review of relevant documentation provided by the alleged victim(s), communications sent through MICA network, as well as information provided to MICA through surveys or direct communication with a CDO employee.

Employers will receive written notification of the alleged violation via email, including a summary of the alleged allegations, recommendations, and potential repercussions. Employers will be given a specified period of time to respond before the CDO takes final action. The CDO will schedule additional calls or site visits with the employer as needed.

In case of an immediate threat of violence or emergency situation in which an injury has occurred, the notified member of the Committee may contact MICA Campus Safety, local police, and emergency medical personnel. MICA may, at any time, share details of any reported incident, including the identity of the various parties, with its legal advisers or relevant faculty and staff.

Termination of Relationship

If the CDO determines that a violation of this Policy has occurred and that the employer has not taken steps to the satisfaction of the CDO to address the relevant conduct, the CDO may choose to end its relationship with that employer. In such an event, the following will occur:

1. The CDO will email the employer's leadership informing them of the end of the relationship, in perpetuity or for a specified period of time, and the reason for the decision.
2. The employer will not be allowed to participate in CDO events or programs, in perpetuity or for a specified period of time.
3. The employer will not be allowed to post to MICA network, in perpetuity or for a specified period of time.
4. Any current MICA student/alum employed by the employer will be informed that the employer is no longer approved to participate in MICA CDO activities.
5. If students are enrolled in an internship for school credit with the employer and wish to terminate working with the employer, the CDO will work with the student and MICA academic affairs to finish the requirements of the internship course.
6. Any future MICA students/alumni interested in working with the employer will be informed that the employer is no longer approved to participate in MICA CDO activities.