

# Equity Statement Guidance for Faculty and Staff

Updated October 2023

## Full statement:

It is the policy of the Iowa Valley Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact the Vice President of Administration, serving as the District Equity Officer, 3702 S. Center Street, Marshalltown, IA 50158, 800-284-4823, [Equity@iavalley.edu](mailto:Equity@iavalley.edu), or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

## Guidelines:

The full equity statement should appear on documents and communications that are student or community facing, and the intended audience is a **mass audience** (not an individual). The font should be 6 pt. font or greater.

Equity Statement SHOULD Appear:	Equity Statement NOT Necessary:
<ul style="list-style-type: none"><li>• Athletic Posters</li><li>• Postcards/Mailers</li><li>• Website – every PDF document that is linked to the website</li><li>• Promotional Fliers – including event posters</li><li>• Promotional emails (sent by Marketing)</li><li>• Student Handbooks</li><li>• College Catalogs</li></ul>	<ul style="list-style-type: none"><li>• Social media posts</li><li>• Videos</li><li>• Email Signatures</li><li>• Business Cards</li><li>• Acceptance Letter</li><li>• Billing Statements</li><li>• News Releases</li></ul>

**Questions?** Contact Marketing for clarification!