

### SECTION III. DISSEMINATION OF POLICY

A. Internal Dissemination. To help build an adequate base of understanding and support on the part of University employees for this EEO/AA program, the following means of internal communication are utilized:

1. Each year the President issues a memorandum to the University community affirming the institution's commitment to EEO/AA.
2. Copies of this Affirmative Action Plan are distributed to all deans, directors, department chairpersons, and other management personnel. This Affirmative Action Plan is available for inspection by any employee or applicant for employment in the Office of Human Resources during normal working hours. A copy is also available for review in the University Library.
3. The University's general EEO/AA policy, which encompasses individuals with a disability and covered veterans, is included in the *Faculty Handbook* and *Staff Handbook*, and it is publicized in University publications.
4. Meetings are held with executive, management, and supervisory personnel and with employees generally to explain and discuss the policy and to detail individual responsibilities under it. In addition, new employee orientation sessions include discussion of the institution's EEO/AA program.
5. University EEO/AA policy is posted on bulletin boards located throughout the campus. These notices include a statement that employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under this policy or under applicable federal legislation.
6. Whenever possible, University publications feature pictures of or articles about disabled and covered veteran employees.

B. External Dissemination. To bring this EEO/AA program to the attention of the community it serves and from which it recruits, the University relies on the following means of communication:

1. All stationery bearing The University of Alabama in Huntsville logo shall be imprinted with the statement, "An Affirmative Action/Equal Opportunity Institution."
2. All purchase orders and subcontracts incorporate the prescribed equal employment opportunity clause by reference.

3. When employees are pictured in University publications that have wide circulation in the community, an effort is made to include both disabled and covered veteran employees.

4. All major recruiting sources are informed of the University's commitment to employ qualified individuals with a disability, disabled veterans, and Vietnam Era veterans.

5. All recruiting literature contains an EEO/AA statement. The University communicates the existence of and benefits available under its affirmative action program to all employment candidates.