



Publicizing the University's equal opportunity and disability access policies is an important affirmative action responsibility. For more information, or to tailor the policy statement to your program, contact Mark Au, EEO/AA Director, [eeo@hawaii.edu](mailto:eeo@hawaii.edu), 956-7077; or Ann Ito, KOKUA Program Director, [kokua@hawaii.edu](mailto:kokua@hawaii.edu), 956-7511 (V/T).

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## **Equal Opportunity and Affirmative Action Policy Statement**

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An appropriate version of the UH Equal Opportunity Policy Statement should appear on all UH publications that reach out to students, employees, applicants, and members of the public. The following are samples:

### **Web Form**

Use the following statement for all college and department websites, including a link to [www.hawaii.edu/eeo](http://www.hawaii.edu/eeo) or to your department EEO resources page:

The University of Hawai'i is an Equal Opportunity/Affirmative Action Institution.

### **Short Form**

For stationery, fliers, short brochures, newspaper and TV ads promoting employment or educational programs:

The University of Hawai'i is an Equal Opportunity/Affirmative Action Institution  
or  
An Equal Opportunity/Affirmative Action Institution

### **Medium Form**

Use the following statement for longer department or institute brochures or student handbooks where there is space for a policy statement. If the brochure is student-oriented and if space permits, include the contact information on equal opportunity personnel and disability student services:

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, status as a covered veteran, pregnancy, and domestic or sexual violence victim status. This policy covers admission and access to and participation, treatment, and employment in the University's programs and activities. For more information on equal opportunity and affirmative action policies and complaint procedures for the UH Mānoa Campus, contact:

Students: Lori Ideta, Interim Vice Chancellor for Students, EEO/AA & ADA Coordinator  
Ph. - 956-3290 (V/T); Email - [vcs@hawaii.edu](mailto:vcs@hawaii.edu)

Students with Disabilities: Ann Ito, KOKUA Program Director  
Ph. - 956-7511 (V/T); Email - [kokua@hawaii.edu](mailto:kokua@hawaii.edu)

Students & Employees: Dee Uwono, Office of Title IX Director & Coordinator  
Ph. - 956-2299 (V/T); Email - [t9uhm@hawaii.edu](mailto:t9uhm@hawaii.edu)

Employees: Mark Au, EEO/AA Director, Deputy Title IX & ADA Coordinator  
Ph. - 956-7077; Email - [eeo@hawaii.edu](mailto:eeo@hawaii.edu)

### **Full Policy Statement**

For major publications like professional school catalogs and UH Mānoa Catalog, the following is recommended:

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard

absence, status as a covered veteran, pregnancy, or domestic or sexual violence victim status. This policy covers admission and access to and participation, treatment, and employment in the University's programs and activities. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Discriminatory harassment, including sexual harassment, is prohibited under University policy.

The University shall promote a full realization of equal opportunity through a positive, continuing program of nondiscrimination and affirmative action (41 CFR Chapter 60) on each campus. As a government contractor, the University is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans. For information on policies or complaint procedures for the UH Mānoa Campus, contact:

Students:

Lori Ideta  
Interim Vice Chancellor for Students  
EEO/AA & ADA Coordinator  
Queen Lili'uokalani Center (QLC) 409  
Ph: 956-3290 (V/T); Email: vcs@hawaii.edu

Students & Employees

Dee Uwono  
Director & Coordinator  
Office of Title IX  
Hawai'i Hall 124  
Ph: 956-2299; Email: t9uhm@hawaii.edu

Students with Disabilities:

Ann Ito, Director, KOKUA  
QLC 013, Ph: 956-7511 (V/T)  
Email: kokua@hawaii.edu

Employees:

Mark Au, Director, EEO/AA Office  
Administrative Services Building 1-102  
Ph: 956-7077; Email: eeo@hawaii.edu

Gender Equity Specialist:

Jenna Friedman  
QLC 210, Ph: 956-9499  
Email: geneq@hawaii.edu

Civil Rights Specialist:

Jill Nunokawa  
QLC 210, Ph: 956-4431  
Email: jln@hawaii.edu

UH Mānoa recognizes its obligation to provide equal access to programs, services, and activities to students with disabilities. Contact the KOKUA Program for accessibility information and services.

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## Disability Access Statement

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**Publications** such as University/college/department course bulletins, program brochures, schedule of classes, newsletters, instructional materials, and examinations must be provided in alternate formats upon request from persons with print disabilities. The KOKUA Program will assist with document transcription of instructional materials (including examinations) and will advise departments on how to prepare non-instructional materials. Examples of alternate formats are large print, audiotape, electronic media, Braille, live reading, etc. Include the following notice on the publications:

Available in alternate format upon request for persons with print disabilities. Call [phone#] for assistance.  
(Include phone contact unless noted elsewhere in publication.)

**Conferences and events:** Designate a staff member to handle requests for reasonable accommodations. Include the following announcement in registration forms, brochures, fliers, or invitations:

For disability accommodations, contact [name] at [phone# and/or email]. Advance notice requested.  
(Or specify a date)

**Course syllabi:** Indicate the professor's willingness to accommodate students with disabilities:

Disability Access: "Students are invited to speak with me privately and to contact the KOKUA Program at 956-7511 (Voice/Text), QLC 013. KOKUA is responsible for facilitating accommodations for students with documented disabilities."