



EQUAL OPPORTUNITY POLICY

The principles of equal employment opportunity are a vital element in our success in educating students. These principles extend to all aspects of employment including recruitment, hiring, assignment, training, compensation, benefits, terminations, educational assistance, social and recreational programs, promotions, and transfers. We are committed to creating and fostering a work environment free from unlawful discrimination and harassment and one in which decisions and terms of employment are not based in any way on race, creed, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, familial status, disability, public assistance status, genetic information, or veteran status, local human rights commission activity, or other category protected by federal and/or state law.

MNCA is committed to providing an accessible workplace for all employees. MNCA will make reasonable accommodations on behalf of individuals of which MNCA is aware. Employees in need of accommodation should contact Human Resources.

RESPONSIBILITIES

Human Resources is ultimately responsible for developing, communicating, and enforcing the principles set forth in this Policy throughout the entire school.

Continued success in equal employment opportunity depends not only on the commitment and involvement of those directly responsible for the Equal Employment Opportunity program's implementation but also on the dedication of all employees. Assuring equal employment opportunity is a fundamental and direct responsibility of all levels of management. All supervisory personnel are charged with making a personal commitment to practice and enforce the principles of this Policy, including the following:

- Recruit, hire, train, promote, transfer, and provide opportunities without regard to race, creed, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, familial status, disability, public assistance status, genetic information, or veteran status, local human rights commission activity, or other category protected by federal and/or state law. ;
- Ensure that promotion decisions are made in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities; and
- Ensure that all personnel actions relating to compensation, benefits, transfers, terminations, layoffs, training and education assistance are administered in a nondiscriminatory manner.

This Policy applies to all employees at any level.

Any supervisor who becomes aware of allegations of unlawful discrimination or harassment must bring the allegations to the attention of his/her supervisor or Human Resources.

UNLAWFUL HARASSMENT

MNCA is committed to providing a work atmosphere free of unlawful harassment. Unlawful harassment is unwelcome or unwanted conduct, whether verbal, nonverbal, or physical, which: (1) demeans, degrades, or shows hostility toward another person because of that person's race, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic

information, or veteran status, and (2) the conduct substantially interferes with an individual's employment by creating a hostile work environment.

MNCA will not tolerate any form of harassment based on race, color, religion or religious affiliation, national origin, citizenship, age, sex, sexual orientation, gender identity and/or expression, marital status, disability, genetic information, or veteran status. This Policy applies in the workplace or in any work-related settings; for example, school-related trips, meetings, conventions, or school related social events. MNCA expects employees to conduct themselves in a professional manner in the workplace and at any other time they are representing the school. Such conduct is essential to promote quality work, and to ensure a work environment free of discrimination.

INTERNAL COMPLAINT PROCEDURES

If an employee believes he or she has been unlawfully discriminated against or harassed, the employee should immediately inform his/her supervisor. If the employee believes that his/her supervisor is the source of the problem, or is uncomfortable with this approach for any reason whatsoever, the employee should contact Human Resources. Complaints will be kept confidential to the extent reasonable and possible under the circumstances, and will be investigated and handled promptly, impartially, and appropriately.

If you think someone is acting in a way inconsistent with the Code of Conduct, including complaints about the violation of this policy, you should not hesitate to report it to the Human Resources department or the School Regulatory Solutions team.

Retaliation for bringing a discrimination complaint forward or for participating in an investigation will not be tolerated.

Please reference the Virtual Library for contact information to report a concern to Human Resources at **Home > School Handbook > MNCA Non-Discrimination Statement**