



## **Racially Nondiscriminatory Policy**

### **Employment**

#### **Equal Employment Opportunity**

The Reece School insists upon mutual respect and non-discrimination in the treatment of the members of its community and has zero tolerance for harassment or discrimination of anyone who is part of that community. Reece will not discriminate in any employment practice because of an applicant's or employee's race, color, religion, gender, national origin, age, disability, sexual orientation, marital status, veteran status or any other characteristic protected by law.

Employees with questions or concerns about discrimination or harassment in the workplace are encouraged to bring these issues to the attention of their supervisors, Coordinator of Human Resources, or the Executive Director. Any supervisor receiving such a complaint or having knowledge of an incident must contact the Coordinator of Human Resources immediately.

Reece will promptly investigate reports of discrimination. When warranted, appropriate steps will be taken to remedy the situation. Since Reece encourages employees to report what they believe are incidents of discrimination or harassment, there will be no retaliation against an individual making such a report or participating in any subsequent investigation of the information included in the report.

Any employee who violates this policy or supervisor who does not promptly address any reported, known or suspected violations in the manner described above is subject to disciplinary action.

#### **Harassment and Discrimination**

Reece is committed to providing an environment for employees, clients, students, volunteers, interns, vendors, families, outside practitioners and agencies that is free of harassment and discrimination. Words, actions, gestures, jokes, touching and comments based on an individual's race, color, religion, gender, national origin, age, disability, sexual orientation, marital status, veteran status or any other characteristic protected by law are prohibited.

Harassment includes, but is not limited to, the following:

- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature
- Conduct that has the purpose or effect of creating an intimidating, hostile, threatening or offensive work or educational environment, whether or not the conduct is directed at any particular individual
- Suggestive or obscene pictures and gestures, in any form and in any media
- Offensive comments, innuendoes, statements, slurs, stereotypes, jokes, generalizations and nicknames based on legally protected characteristics
- The unwelcome conduct generally must be of a severe, persistent and pervasive nature to constitute discrimination; an isolated incident or stray remark may not be sufficient to be a

violation of the law

Employees can report suspected incidents of sexual or other harassment, or discrimination to their supervisors, Human Resources Coordinator or the Executive Director. Management personnel receiving such a complaint or having knowledge of a suspected incident must notify the Human Resources Coordinator immediately.

### **Harassment and Discrimination (Continued)**

The Coordinator of Human Resources or designee will investigate the allegation. As warranted, appropriate steps will be taken to remedy the situation promptly and appropriately. The employee who made the allegation, as well as the employee about whom the allegation was made, will be advised as is appropriate to the situation. To the extent consistent with a thorough investigation, an effort will be made to keep information confidential. Employees and members of the community are required to cooperate with an investigation.

Reece encourages employees to report what they believe are incidents of discrimination or harassment. Therefore, there will be no retaliation against anyone because they filed such an allegation or participated in a subsequent investigation.

### **Consequences**

Failure to comply with this Policy may lead to disciplinary action. Any employee found to have engaged in sexual or other harassment, or any supervisor who did not properly attend to such a matter in the manner described will be subject to disciplinary action, up to and including termination.

***An individual who makes a complaint of harassment and is not satisfied with the initial determination may appeal the decision to the Executive Director.***

### **Accommodations of Disabilities**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and which, when needed, provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Reece School to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Reece will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Reece. Contact the Human Resource Coordinator with any questions or requests for accommodation.

