



**Equal Opportunity Employment
Non-Discrimination/Non-Harassment in the Workplace
Sexual Abuse and Sexual Molestation Prevention
April 2021**

Equal Employment Opportunity

The Studio School of Design of Design (SSD) is an equal opportunity employer. It is our policy to comply with all federal, state and local equal opportunity and non-discrimination laws

As an equal opportunity employer, SSD does not discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy also applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Non-Harassment in the Workplace

SSD endeavors to maintain a work environment in which all individuals treat each other with respect. Accordingly, SSD strictly prohibits conduct that constitutes or that could lead or contribute to harassment, whether or not of a sexual nature, based on gender, race, color, national origin, religion, age, disability, sexual orientation or any other characteristics protected by law. We do not permit, among others, actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation, or sexual misconduct. ("Prohibited Conduct"). Examples of Prohibited Conduct are: using or posting racial or ethnic slurs; threatening or intimidating acts directed at an individual because of their gender or sexual orientation; the posting or distribution of hostile written or graphic materials aimed at a particular person's sex or religion.

SSD maintains a "zero tolerance" policy towards any actual, alleged, or threatened act of discrimination, harassment, molestation, or misconduct.

Sexual Harassment

Sexual Harassment is a particular type of discriminatory harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made a condition of employment, either explicitly or implicitly;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual; or
- such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

SSD prohibits conduct that constitutes, or could lead or contribute to, sexual harassment. Examples of such conduct are: unwelcome sexual flirtations; advances or propositions; inappropriate touching of an individual's body; graphic or verbal comments about an individual's body or appearance; sexually degrading words used to describe an individual; and the use of computers (including via the Internet or e-mail) to display or distribute sexually explicit images, messages or cartoons.

Supervisory Responsibility

Additional rules apply to individuals with supervisory authority at SSD. No individual with a supervisory role may at any time: (1) threaten or imply that another individual's submission to or rejection of a sexual advance will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discipline, discharge or any other term or condition of employment; or (2) make any employment decision concerning an individual on such a basis. Further, supervisors are not permitted to enter into an intimate relationship/romantic with an employee in their reporting line. Should one develop, the supervisor must disclose its existence immediately.

Reporting

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the Executive Director or board member Peter Vincent. Employees can raise concerns and make reports without fear of reprisal or retaliation to Peter Vincent or any member of the board. Anyone found engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

If you believe that you have been subjected to prohibited conduct, you are urged and expected to report the relevant facts promptly. Individuals who have information about inappropriate conduct directed towards others also are encouraged to report the relevant facts promptly.

Your prompt reporting is very important so that SSD can take action to stop the conduct before it is repeated. Any SSD employee who feels that they have been harassed or discriminated against or who has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of the Executive Director, unless such behavior involves the Executive Director, in which case it should be reported to board member Peter Vincent or any board member. SSD will promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and SSD will take appropriate action based on the outcome of the investigation.

Consequences of Harassment

Any employee found to have violated this policy will be subject to disciplinary action, which may include termination of employment. Individuals who violate this policy also may be subject to legal and financial liability.

Non-Retaliation

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels they have been retaliated against, the employee should file a complaint using the procedures set forth above.

Policy approved by the Board of Directors on August 20, 2021.