

13.11 Equal Employment Opportunity/Nondiscrimination Policy

Objective

Vanguard Academy is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Vanguard Academy expects that all relationships among persons in the school will be professional and free of bias, prejudice and harassment.

Vanguard Academy has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Vanguard Academy will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the human resources department or the Director.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Vanguard Academy prohibit disparate treatment on the basis of any protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal employment opportunity

It is the policy of Vanguard Academy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Vanguard Academy prohibits any such discrimination or harassment.

Retaliation

Vanguard Academy encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Vanguard Academy to promptly and thoroughly investigate such reports. Vanguard Academy prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Disability Accommodations

Vanguard Academy's Policy is to provide reasonable accommodations in employment to qualified individuals with disabilities so that they can perform the essential functions of the job, unless the accommodation would impose an undue hardship on Vanguard's operations or would change the essential functions of the position. Retaliation against an individual with a disability for utilizing this policy or seeking a reasonable accommodation is prohibited.

Requesting an Accommodation. Individuals with any questions or requests for accommodation should contact the HR Department at (801) 327-8724 ex 4. Once a request for an accommodation is received, Human Resources engages in the interactive process with the employee, the employee's department, the employee's provider, and any other relevant and necessary parties until a determination can be reached upon whether a reasonable accommodation can be made for the employee.

Pending Board Approval