
	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-OP-04.3	Title: Non-Discrimination Policy	
	Rev # : 05	Approved By: Chief Executive Officer (CEO)	Date : 09 Oct 2019

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Operations Officer (COO)	14 Oct 2015
2	No Change	Chief Operations Officer (COO)	12 Oct 2016
3	No Change	Chief Operations Officer (COO)	11 Oct 2017
4	No Change	Chief Operations Officer (COO)	10 Oct 2018
5	No Change	Chief Operations Officer (COO)	09 Oct 2019

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**1. Purpose**

- 1.1 It is the policy and commitment of University of Pasadena (UPAS) to prohibit discrimination and harassment of any student, employee, applicant for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; genetics; veteran status; retaliation; and any other characteristics protected under applicable federal or state law.
- 1.2 University of Pasadena is committed to the principle of equal opportunity in education and employment.

**2. Scope**


- 2.1 UPAS is committed to providing a safe, flexible and respectful environment for staff and students free from all forms of discrimination, bullying and sexual harassment.
- 2.2 All UPAS staff and students are required to treat others with dignity, courtesy and respect.
- 2.3 By effectively implementing our nondiscrimination policy we will attract and retain talented staff and create a positive environment for staff and students.

**3. Definitions**

- 3.1 Discrimination is treating, or proposing to treat, someone unfavorably because of a personal characteristic protected by the law, such as sex, age, race or disability.
- 3.2 Equal opportunity is to ensure equal access in all phases of the employment and educational processes. Employment decisions are based solely on merit and qualifications related to the specific job.
- 3.3 Unlawful discrimination is the unfair or unequal treatment of an individual or group based on certain characteristics that are specifically protected by law or the University.

**4. Responsibility**

- 4.1 The Chief Operation Officer (COO) is responsible for the effective implementation of the policy.

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**5. Procedure/Process**

- 5.1. The Institution complies with all applicable federal, state and local laws prohibiting the exclusion of any person because of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age or disability subject to the conditions established by the law. Students with disability will not be discriminated. Students can email to students services. Email ID-[studentservices@upasadena.org](mailto:studentservices@upasadena.org) .
- 5.2. This compliance is applicable to both students and employees.
  - 5.2.1 UPAS Equal Employment Opportunity is committed to a policy of equal employment opportunity by not discriminating in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.
  - 5.2.2 Any employee, board member, volunteer or client who believes that she/he or any other affiliate of UPAS has been discriminated against is strongly encouraged to report this concern promptly to the Chief Operation Officer (COO).
  - 5.2.3 Discriminatory Harassment or intimidation of a client, staff person or guest because of that person’s race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for immediate termination. Harassment and intimidation includes abusive, foul or threatening language or behavior.
  - 5.2.4 UPAS is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or clients.
  - 5.2.5 Issues of discriminatory treatment, harassment, or intimidation should immediately be reported to the immediate supervisor and, if substantiated, prompt action will be taken.
- 5.3 Any questions or concerns regarding non-discrimination should be addressed to [compliance@upasadena.org](mailto:compliance@upasadena.org).

**6. Review**

The University of Pasadena nondiscrimination policy is reviewed every year