
	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-OP-04.3	Title: Non-Discrimination Policy	
	Rev # : 08	Approved By: Chief Executive Officer (CEO)	Date : 15 Sep 2022

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
6	Minor formatting changes	Chief Operations Officer (COO)	05 Nov 2020
7	No Change	Chief Operations Officer (COO)	06 Sep 2021
8	No Change	Chief Operations Officer (COO)	15 Sep 2022

	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # :PO-OP-04.3	Title: Non-Discrimination Policy	
	Rev # : 08	Approved By: Chief Executive Officer (CEO)	Date : 15 Sep 2022

**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.

	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>	
	Doc # : PO-OP-04.3	Title: Non-Discrimination Policy
	Rev # : 08	Approved By: Chief Executive Officer (CEO) <span style="float: right;">Date : 15 Sep 2022</span>

**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 disabilities will not be discriminated against. Students can email to student services.

5.1. This compliance is applicable to both students and all employees.

5.1.1 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.

5.1.2 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 include abusive, foul or threatening language or behavior.


5.1.3 Any employee, board member, student or volunteer who believes that she/he or any other affiliate of UPAS has been harassed or discriminated against should report to the HR by email at ([hr@upasadena.org](mailto:hr@upasadena.org) )

5.1.4 The HR will acknowledge the receipt of the email within 1 working day and will also let the complainant know that a decision will be made within 5 working days.

5.1.5 The HR will conduct a full investigation within 2 working days of receiving the email. The investigation will be thorough and objective. All those with information regarding the complaint will be interviewed. Once a decision has been made, said decision will be disclosed to all those concerned immediately.

5.1.6 If the decision is not favorable to the complainant, he / she can appeal directly to the COO who will hear the complainant and make the final decision within 2 working days of receiving the appeal.

5.1.7 If the decision is favorable to the complainant, prompt and effective remedial action will be taken immediately. First, appropriate action will be taken against the harasser and the complainant will be informed. Second, steps will be taken to prevent any further harassment.

	<b>UNIVERSITY OF PASADENA (UPAS)</b> <b>Operational Procedures</b>		
	Doc # : PO-OP-04.3	Title: Non-Discrimination Policy	
	Rev # : 08	Approved By: Chief Executive Officer (CEO)	Date : 15 Sep 2022

5.1.8 There will be no retaliation against anyone who filed a complaint. If found, strict disciplinary action will be taken including termination of employment.

**6. Review.**

The University of Pasadena Non-discrimination policy is reviewed every year