



## **EIPCS SCHOOL POLICIES**

### **COURTESY POLICY**

EIPCS does not tolerate vulgar language, insults, threats, racism, or any other kind of ill intent language or threat to do harm. This courtesy policy requires all EIPCS team members to be polite, respectful, and have consideration for others verbally (over the phone and in person) and when writing (on paper, online, on social media, and on any other outlets where written material can be read). All EIPCS team members, either the member be a paid personnel or volunteer, fall under this courtesy policy. EIPCS team members include, but are not limited to, student counselors, administrators, teachers, office personnel, and any person working for EIPCS. EIPCS expects students to also abide by this courtesy policy when interacting with any EIPCS team members or with any other students at EIPCS. Students who fail to abide by this courtesy policy can be suspended or terminated from the program without a refund.

### **NONDISCRIMINATION POLICY**

EIPCS embraces and welcomes a diverse student body and staff. EIPCS school does not discriminate against applicants or students based on race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation. All students, administration, partners, potential employees, and anyone affiliated with EIPCS will be treated equally regardless of race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation. EIPCS does not discriminate on the basis of race, color, national or ethnic origin, religion, ancestry, gender, gender identity and expression, or sexual orientation in administering its educational policies, admission policies, scholarship program, and other school-administered programs.

EIPCS is committed to equal opportunity for all individuals in education. All programs and activities at EIPCS shall be free from discrimination, harassment, intimidation, and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, medical condition, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

### **EQUAL OPPORTUNITY POLICY**

EIPCS is compliant with all laws prohibiting discrimination against employees and applicants based on race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, citizenship status, disability, genetic information, or veterans' status. EIPCS is compliant with all federal government contracting laws and is committed to providing equal employment opportunities for qualified employees and applicants, such as women, minorities, persons with disabilities, and certain groups of veterans.

Our Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits. EIPCS's policies and practices are to reflect EIPCS's commitment to nondiscrimination in all areas of employment, including contracting opportunities for vendors and suppliers.

### **PROMOTING DIVERSITY**

EIPCS values and promotes diversity in its workplace. Diversity refers to human differences that exist in the workplace, including those based on culture, ethnicity, gender, and age. EIPCS believes that diversity plays an important role in attracting the widest pool of qualified applicants, fostering greater innovation and creativity, and enhancing our communication and relationships with everyone in the community.

EIPCS is committed to enhancing our diversity and demonstrating that commitment to our employees, students, and community. EIPCS promotes diversity by developing policies, programs, and procedures that foster a work environment in which differences are respected and all employees are treated fairly.

### **ANTI-HARASSMENT**

EIPCS has a no tolerance harassment policy. EIPCS strives to keep our workplace free from all forms of harassment. Some examples of conduct that can be considered harassment include ethnic slurs, racist jokes, pornographic emails, unwelcome touching, displaying offensive pictures, or any other verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

EIPCS considers harassment in all forms to be a serious offense that violates EIPCS'S policy. EIPCS also prohibits harassment against anyone involved in reporting such violations or in investigations of such complaints.

### **COMPLAINT PROCEDURES**

If employees or applicants believe that they have faced discrimination or if employees or applicants are aware of any actual or suspected workplace conduct that could be regarded as discriminatory, they should report such conduct immediately to EIPCS in one or more following ways:

- email us at [main@educatorsinc.org](mailto:main@educatorsinc.org)
- call us at 800-590-9611 #3
- mail us a letter at **EIPCS Processing Center** 1237 Southridge Court Ste D100, Hurst, TX 76053

EIPCS investigates all discrimination complaints promptly and supports employees' cooperation with investigations. Anyone involved in reporting such violations or in investigations of such complaints can expect confidentiality to the full extent afforded by law. Any information obtained during investigations also is kept confidential to the full extent possible under law.

## **INFORMAL DISPUTE RESOLUTION**

Where appropriate, informal resolution of discrimination complaints is used. Such an approach can include counseling those who commit discrimination or serving as a mediator between the two parties.

When a discrimination complaint can't be resolved informally, a written report of the investigation that includes recommendations for further action is prepared and delivered to EIPCS Issue Department. Recommendations can include discipline for those who commit discriminatory actions and restoration of the terms, conditions, or opportunities that were lost or denied employees or applicants because of discrimination.

## **ANTI-RETALIATION**

EIPCS ensures that employees and applicants who complain about discrimination, oppose any discriminatory practice, or participate in investigations of such complaints are protected against retaliation. EIPCS doesn't discourage or obstruct employees and students from filing complaints with the federal Equal Employment Opportunity Commission or state or local EEO agency.

Employees also are protected against retaliation for talking about discrimination in response to questions that come up during internal investigations. No adverse employment actions are taken against employees and applicants who file EEO complaints, oppose discriminatory actions, or participate in investigations of such complaints. Employees and applicants are protected against retaliation if they exercise any rights under the federal Rehabilitation Act or the federal Vietnam-Era Veterans' Readjustment Assistance Act.

## **DISCIPLINE**

All employees, including supervisors and managers, who engage in discriminatory conduct or harassment are subject to immediate disciplinary action, up to and including termination.

## **COMMUNICATIONS**

All government nondiscrimination posters and EIPCS's EEO policies are displayed permanently in conspicuous locations in all facilities and on EIPCS's Main Website under the "Mission" and "Employment" pages. Notices, advertisements, forms, job descriptions, and other specifications relating to employment don't indicate any preference, limitation, or discrimination based on race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, citizenship status, disability, genetic information, or veterans' status.

## **CONTACT**

For more information about our school's policies or if you have a question in regard to our policies, please call the school's Issues Department in HR at **800-590-9611** (extension # 3) or email us at [main@educatorsinc.org](mailto:main@educatorsinc.org)