

Non-Discrimination/Equal Opportunity Policy
Rev. Nov. 2023

Miller School of Albemarle (“MSA”) prohibits discrimination of any kind based on race, color, national origin, sex, pregnancy and childbirth and related medical conditions including lactation, marital status, age, military status, religion, sexual preference, gender identity or expression, mental or physical handicap or disability, genetic information, and any other protected classification under federal, state, or local law in admission, access to, or conduct of its educational programs and activities, and its employment policies and practices. This policy applies to all MSA students, employees, applicants for employment or admissions, independent contractors, temporary employees, and any other firms or their employees working with MSA.

MSA is committed to providing a working environment for all employees and an educational environment for all students that support and reward career and academic goals on the basis of ability and work or academic performance. Harassment based race, color, national origin, sex, pregnancy and childbirth and related medical conditions including lactation, marital status, age, military status, religion, sexual preference, gender identity or expression, mental or physical handicap or disability, genetic information, and any other protected classification under federal, state, or local law, is a form of discrimination and is prohibited. The Company also prohibits discrimination in the form of harassment (including sexual harassment) and maintains a separate Harassment, Sexual Harassment and Sexual Intimidation policy enforced in conjunction with this Non-Discrimination/Equal Employment Opportunity Policy.

Employees or students who commit, or supervisors who knowingly condone and fail to report, incidents of discrimination are subject to disciplinary action, up to and including termination or dismissal from MSA. Knowingly filing false complaints of discrimination or knowingly providing false testimony will likewise result in disciplinary or corrective action when instances of such conduct are identified and confirmed. Retaliation against persons who file complaints or serve as witnesses is also a violation of laws prohibiting discrimination and will lead to appropriate disciplinary action against offenders.

MSA affords any student, employee, applicant for employment or admissions, or any person who believes they have been discriminated against by the School, the right to file a grievance on grounds of discrimination. As a condition of their employment and enrollment, employees and students are expected to cooperate in investigations of complaints of discrimination. Failure to cooperate will result in disciplinary action.

Complaints of discrimination, including harassment on the basis race, color, national origin, sex, pregnancy and childbirth and related medical conditions including lactation, marital status, age, military status, religion, sexual preference, gender identity or expression, mental or physical handicap or disability, genetic information, and any other protected classification under federal, state, or local law should be reported to your immediate supervisor, the Administrative Team, or the Head of School. Any complaint received, whether verbal or written, will be taken seriously and investigated.

I acknowledge that I have received and read MSA's Non-Discrimination/Equal Opportunity Policy. I understand it and will abide by it. I understand that this Policy is not an employment contract, and if I am an employee, it does not change my status as an at-will employee.

Dated:

Employee/Student Signature

Employee/Student Printed Name