



NON-DISCRIMINATION IN EMPLOYMENT POLICY

ASA Thrive will be committed to providing equal opportunities for all people and an employment process that is free from discrimination based upon the actual or perceived characteristics of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law.

Equal opportunity in employment extends to all aspects of the employment relationship, including applying and advancement. ASA Thrive complies with federal, state, and local equal employment opportunity laws and strives to keep the workplace free from all forms of discrimination. ASA Thrive considers discrimination in all forms to be a serious offense.

Annually, all supervisors will participate in training on EEO law and best practices.

Employees have several options for reporting discrimination and/or retaliation, including contacting their direct supervisor, the CEO, Director of Business Services or the Board of Directors.

Employees who witness or believe that they have been subject to prohibited discrimination and/or retaliation should immediately report the incident using one or more of the reporting options described above.

Employees following this complaint procedure are protected against illegal retaliation by the school and by any employee, or manager/supervisor. Generally, any reported violations (written and/or verbal) of EEO law or this policy will be promptly, timely, thoroughly, and objectively investigated. Upon the completion of the investigation, the results may be communicated to the employee who filed the complaint. Employees found to have engaged in discriminatory conduct or retaliation will be subject to immediate disciplinary action, up to and including termination.