Non-Discrimination Policy

It is the policy of Pinnacle Career Institute (PCI) to provide, for all persons, equal educational and employment opportunities in a working and learning environment in which students and employees are able to realize their full potential as productive members of the PCI community. To this end, it is PCI's policy that its educational and employment programs will be administered without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, gender identity, age, alienage or citizenship, disability, military or veteran status, marital status, legally registered domestic partnership status, or any other factors irrelevant to the productive participation in the programs of the college. Further, in keeping with local, state, and federal mandates and recognizing the many benefits that accrue from a community of diverse experience and cultural heritage, PCI pledges to act affirmatively in providing employment opportunities for qualified women, racial and ethnic minorities, veterans and individuals with disabilities. All PCI employees - administrators, members of faculty and staff - and students are expected to cooperate fully in meeting these legal and ethical mandates.

Sexual harassment, a form of sex discrimination, is prohibited under PCI's Sexual Harassment Policy.

Pinnacle Career Institute (PCI) adheres to all federal, state and city laws and regulations regarding non-discrimination to include, but not limited to Section 1324b of the Immigration and Nationality Act (INA), Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975.

Statement of Non-Discrimination

Pinnacle Career Institute (PCI) is an Equal Opportunity institution. PCI does not discriminate on the basis of age, gender, gender identity, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, veteran or marital status in its student admissions, employment, access to programs and administration of educational policies.

Responsibility for Compliance

PCI's President holds the ultimate responsibility for overseeing compliance with this policy for the institution, as a whole. The Executive Director of each campus is responsible for overseeing compliance of this policy for their respective campuses.

Discrimination Complaints

Pinnacle Career Institute is committed to addressing discrimination complaints promptly, consistently and fairly. There shall be a discrimination complaint procedure administered at each campus for students. All employees should first report any instance of discrimination to their campus director. If this is not possible, the report should be made to the Executive Director of Human Resources.

Retaliation against any person who has made a complaint of discrimination is strictly prohibited.

Complaint Procedure

1. **Discrimination Defined**

    a. Treating members of a protected class less favorably because of their membership in that class.
    b. Harassment is a type of discrimination involving oral, written, graphic or physical conduct relating to an individual's race, color, or national origin (including an individual's ancestry, country of origin, or country of origin of the individual's parents or other family member) or other protected characteristic that is sufficiently severe,

pervasive, or persistent so as to interfere with or limit the ability of an individual to work for, participate in or benefit from the educational institution's programs or activities.

2. **Responsible Individuals**

   a. **Responsibilities of the Campus Executive Directors**
   The Executive Director of each campus, along with the Executive Director of Human Resources, shall have the ultimate responsibility of overseeing compliance with the Non-Discrimination Policy (hereinafter the "policy") at each respective campus.
   - The Executive Director of each campus will appoint a Title IX Deputy Coordinator to be the campus' first point of contact for all student related concerns or complaints in regards to discrimination, sexual harassment and/or misconduct, and 504/ADA compliance.
   - The Executive Director of each campus will be the first point of contact for all employee related concerns or complaints in regards to discrimination, sexual harassment and/or misconduct, and 504/ADA compliance.
   - The Executive Director of each campus will ensure that individuals appointed to handle allegations of discrimination/harassment, including sexual harassment, are fully trained and equipped to carry out their responsibilities.
   - The Executive Director of each campus will annually disseminate to all employees the Non-Discrimination Policy, the Sexual Harassment Policy and the contact information and office locations for all officers and coordinators involved the in complaint procedure. Such information should be widely disseminated and included in all orientations, handbooks, newsletters and websites.

   b. **Responsibilities of the Executive Director of Human Resources**
   - The Executive Director of Human resources oversees compliance with the Policy for the entire institution.
   - The Executive Director of Human Resources, as the Executive Director of each campus' designee, is responsible for providing confidential consultation, informal resolution and investigation of student discrimination/harassment complaints under applicable laws, rules, and/or regulation.
   - The Executive Director of Human Resources is responsible for handling and providing a thorough investigation of all employee complaints of discrimination/harassment, as well as, the prompt and equitable resolution of those complaints under all applicable laws, rules, and/or regulations.

   c. **Responsibilities of Supervisory Personnel**
   Supervisory personnel exercise authority on behalf of PCI. They include directors, academic chairs, officers, team leads, or other persons with supervisory responsibility. They must take steps to create a workplace free of discrimination and harassment, and must take each and every complaint seriously.
   - Each supervisor must arrange for the posting and communication, in their area, of the organization's Non- Discrimination Policy with the names, titles and contact information of the Executive Director of the campus, the Executive Director of Human Resources, the Title IX Coordinators and the Title IX Deputy Coordinators.

   d. **Responsibilities of the Campus Community-at-large**
   - Members of the campus communities, who become aware of allegations of discrimination including sexual harassment, should encourage the aggrieved individual to report the alleged act to the Executive Director of the campus or the Executive Director of Human Resources, as applicable.

3. **Confidentiality**

The privacy of the individuals who bring complaints of discrimination, who are accused of discrimination, or who are otherwise involved in the complaint process should be respected, and information obtained in connection with the filing, investigation, or resolution of complaints should be handled as confidentially as possible. It is not possible, however, to guarantee absolute confidentiality and no promise of complete confidentiality should be made to an employee or student of PCI that are involved in the complaint process.

4. **Making a Complaint of Discrimination**

Any applicant for employment or individual who is employed or enrolled at Pinnacle Career Institute (PCI) may file a complaint of discrimination. PCI places a strong emphasis on prompt action to resolve complaints alleging discrimination. Members of the PCI community who believe they have discriminated against or harassed are strongly encouraged to report allegations as promptly as possible. Delay in making a complaint may make it more difficult for PCI to investigate

the allegations. The complaint procedure that follows applies to all job applicants and employees, and in some instances, former employees of PCI. Students employed by PCI have the right to equal employment opportunity in their capacity as employees.

Sexual harassment, a form of sex discrimination, is prohibited under PCI's Sexual Harassment policy. Members of the PCI community who believe they have been sexually harassed are strongly encouraged to report their allegations as promptly as possible to the Executive Director of the campus, the Executive Director of Human Resources, The Title IX Coordinator or Deputy Coordinator, as applicable.

5. Whom to Contact

Any employee, applicant for employment, or student, may file a complaint of discrimination or sexual harassment.

Individuals who believe they are being, or have been, discriminated against or harassed in violation of PCI policy are encouraged to contact, as soon as possible, the Executive Director of the campus, the Executive Director of Human Resources, The Title IX Coordinator or Deputy Coordinator, as applicable.

At the time the individual makes his/her complaint, the appointed official that receives the complaint should provide the complainant with the complaint form (Attachment A) and with the information about the various internal and external mechanisms through which the complaint may be filed (Attachment B).

In the event that an employee on an assignment off campus files a complaint of discrimination, the appointed official receiving the complaint should investigate the complaint promptly, including coordinating, when necessary, with the off-campus entity. Students who participate in externship assignments should be informed, prior to reporting to the assignment, of PCI's procedures regarding complaints of discrimination while on the externship assignment.

6. Preliminary Review of Discrimination Complaint

Individuals that believe they have been victims of discrimination/harassment may contact the appointed official, as applicable, to discuss the issues relating to the discrimination, with or without filing a complaint. This appointed official may conduct a preliminary fact-finding review. At its conclusion, the appointed official conducting the review shall inform the complainant of the options available. These include seeking informal resolution to the problems the complainant has encountered or asking that a full investigation be conducted. Based upon the facts of the case, the appointed official may also advise the complainant that his or her case is more suitable for adjudication by another entity with PCI.

7. Informal Resolution

Individuals who believe they have been discriminated against may choose to resolve their complaints informally. Informal resolution is a confidential process where parties can participate in search for fair and workable solutions. Informal resolution requires the consent of both parties and suspends the complaint procedure for up to thirty (30) working days, which can be extended, at the discretion of the Executive Director of the campus, Executive Director of Human Resources or the Title IX Coordinator, whichever is applicable, upon consent of both parties. The appointed official will determine if informal resolution is appropriate in light of the nature of the complaint.

All complaints, whether formal or informal, should be made in writing. The parties may agree upon a variety of resolutions, including but not limited to modification of work assignment, training for the department, or an apology. Resolutions should be agreed upon, signed by, and provided to the complainant(s) and respondent(s). Once both parties reach an informal agreement, it is final. Because informal resolution is voluntary, sanctions may be imposed against the accused only for a breach of the executed voluntary agreement.

The complainant may advise the appointed official handling the complaint at any time during the informal resolution process that he or she wishes to withdraw the complaint.

The appointed official handling the complaint or either party may, at any time, prior to the expiration of thirty (30) working days, declare the attempts at informal resolution have failed. Upon such notice, the appointed official may commence a full investigation.

If no informal resolution of a complaint is achieved, the individual shall refer the matter to the appointed official to conduct a more thorough investigation of the complaint. Individuals must complete the form annexed as Attachment A.