

Anti-Discrimination Policy for Continuing Education/Training (CE/T)

Policy Statement

Our organization is committed to providing a **safe, inclusive, and equitable learning environment**. Discrimination of any kind—whether based on race, ethnicity, national origin, religion, gender, gender identity or expression, sexual orientation, age, disability, socioeconomic status, or any other protected characteristic—is strictly prohibited.

All individuals involved in continuing education and training (CE/T)—including learners, instructors, planners, and developers—are entitled to equal opportunity, respect, and fair treatment. Any violation of this policy will be addressed promptly and may result in disciplinary action.

Communication to Learners

Learners are informed of this policy through multiple channels to ensure awareness and accessibility:

- **Enrollment Materials:** The policy is included in registration forms, enrollment packets, and course catalogs.
 - **Orientation:** At the start of each program, learners are verbally reminded of the policy and directed to written resources.
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Communication to Developers, Planners, and Instructors

To ensure compliance and accountability, all CE/T staff and faculty are made aware of and acknowledge the policy:

- **Onboarding & Training:** New instructors, planners, and developers receive training on the anti-discrimination policy during orientation.
 - **Professional Development:** Ongoing workshops and training sessions reinforce inclusive practices and provide updates on relevant laws and organizational standards.
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Enforcement & Reporting

- Learners and staff are provided with clear instructions on how to report concerns confidentially. All concerns should be reported immediately to HR@theprogram.org
- The organization maintains a **zero-tolerance stance** toward retaliation against individuals who raise concerns. Any confirmed violations of this policy will result in immediate termination.

This policy ensures that **equity and respect are embedded into every aspect of continuing education and training**, protecting learners and staff while fostering an inclusive environment.