



MELISSA'S DANCE STUDIO ANTI-DISCRIMINATION POLICY

Policy brief & purpose

Our anti-discrimination policy explains how we prevent discrimination and protect our employees, customers and stakeholders from offensive and harmful behaviours. This policy supports our overall commitment to create a safe and happy workplace for everyone.

Our company complies with all anti-discrimination laws, including [*Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA.)*] We explicitly prohibit offensive behaviour (e.g. derogatory comments towards colleagues of a specific gender or ethnicity.)

Scope

This policy applies to all employees, contractors, visitors, customers and stakeholders.

Policy elements

Discrimination is any negative action or attitude directed toward someone because of protected characteristics, like race and gender. Other protected characteristics are:

- Age
- Religion
- Ethnicity/ nationality
- Disability/ medical history
- Marriage / civil partnership
- Pregnancy / maternity/ paternity
- Gender identity/ sexual orientation

Discrimination and harassment

Our anti-discrimination and anti-harassment policies go hand-in-hand. We will not tolerate any kind of discrimination that creates a hostile and unpleasant environment for employees, interns or volunteers.

This is not an exhaustive list, but here are some instances that we consider discrimination:

- *Hiring staff based solely on gender, race, religion or sexuality.*
- *Excluding staff, students or parents due to race, religion, gender, sexuality*
- *Staff, students or parents making comments about another staff member, student or parent surrounding the persons race, religion, gender or sexuality*
- *Staff, students or parents sending emails, texts or any form of messaging service to harass, intimidate or discriminate against someone due to their gender, race, religion or sexuality.*

Employees who harass their colleagues will go through our disciplinary process and we may reprimand, demote or terminate them depending on the severity of their offence.

Students or parents who harass staff or other students or parents will go through our disciplinary process and we may reprimand said student or parent, or terminate their enrolment, depending on the severity of their offence.

We recognise that sometimes discrimination is unintentional, as we may all have unconscious biases that could be difficult to identify and overcome. In case we conclude that an employee unconsciously discriminates, we will support them through training and counselling and implement processes that mitigate biases as we indicate in the next section. But, if this person shows unwillingness to change their behaviour, we may demote or terminate them.

We will not be lenient in cases of assault, sexual harassment or workplace violence, whether physical or psychological. We will terminate employees who behave like this immediately.

Actions to prevent discrimination

To ensure that our conduct and processes are fair and lawful, we:

- *Use inclusive language in all studio areas and learning spaces*
- *Accommodate people with disabilities*
- *Keep detailed records of their decisions concerning their staff and team members.*

We will also consider additional measures to prevent discrimination, like:

- *Using processes that reduce bias*
- *Organising training on diversity and communication.*

What to do in cases of discrimination

If you are the victim of discriminatory behaviour (or if you suspect that others are being discriminated against,) please talk to our studio director as soon as possible.

Punishment for discriminatory behaviour depends on the severity of the offence. For example, inadvertently offending someone might warrant a reprimand. Conversely, wilfully bypassing employees for promotion because of a protected characteristic will result in termination.

If you decide to make a claim to a regulatory body we are committed and bound by law not to retaliate against you.

How we address discrimination complaints

Melissa's Dance Studio is proactive and responsive about determining whether discrimination occurs. We will investigate all claims discreetly. We will never disclose who made a complaint to anyone or give out information that may help others identify that person.

We should all strive to prevent and address discrimination. Be aware of your implicit biases and speak up whenever you or your colleagues are discriminated against. If you have any ideas on how we can ensure fairness and equality in our workplace, we are happy to hear them.