



Non-Discrimination Policy:

“Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and VII) and the American with Disabilities Act of 1990 (ADA) Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, the InnovationED Foundation prohibits discrimination in admissions, services, activities or employment based on race, color, religion, sex, national origin, age, and disability.

Non-discrimination, Anti-harassment, Non-retaliation

INNOVATIONED FOUNDATION acknowledges its obligations to prohibit discrimination, harassment, or retaliation on the basis of race, color, national origin, age, sex, disability/handicap, or religion in admission, services, activities, and employment opportunities. Retaliation against an individual for filing a complaint under this policy or participating in the informal or formal resolution is prohibited.

Employment Obligations for Applicants and Employees with Disabilities

INNOVATIONED FOUNDATION acknowledges its obligation under the regulations and laws applicable to recipients of federal financial assistance to prohibit discrimination against any employee or applicant based upon his/her disability. This obligation extends to all aspects of employment, including the hiring and employment processes. INNOVATIONED FOUNDATION will also assess its ability to make reasonable accommodations to disabled individuals so long as doing so does not create an undue hardship.

Complaint Procedure

Who may make a complaint?

A person (patron, parent, employee, or applicant) may use this complaint procedure to report a concern or allegation that s/he is being denied an equal opportunity to access any programs, activities or services, including employment opportunities.

Who can a complaint be made to?

A complaint may be reported to the Chief Executive Officer an Administrator, or to a staff member. Any complaint received by an Administrator or staff member shall be promptly reported to a Chief Executive Officer for handling.

How do you file a complaint?

A complaint may be made verbally or in writing.

A complaint may also be filed with the SBA directly by sending a letter to the Administrator, Small Business Administration (SBA), Washington, D.C. 20416.

Are there timelines for filing a complaint?

Timelines are flexible, but a person with a complaint should try to report it within thirty (30) calendar days after an alleged discriminatory incident. If the complaint is filed directly with the SBA, it must be filed within 180 days of the alleged discriminatory action.

How long will it take to have a complaint handled?

While INNOVATIONED FOUNDATION will try to handle the complaint as expeditiously as possible, there can be unexpected or unforeseen circumstances that cause delay.

Informal complaint process

This policy provides an individual the option of filing an informal complaint (verbally or in writing), which allows a fuller range of options in facilitating prompt resolution of an issue(s). It is the choice of the individual complaining whether to initially pursue an informal complaint procedure. The Chief Executive Officer, or his/her designee, shall explore an informal resolution with the complainant, which may involve providing advice to the complainant on how to handle the issue(s) or reviewing this policy with persons involved in the issue. If the matter involves the conduct of another person, an informal resolution could involve a meeting with the complainant and that person provided both individuals agreed. Resolution through this informal procedure will be promptly explored. At any time, the complainant may request to end the informal procedure to move to the formal complaint process.

Formal complaint process

An individual may file a formal complaint (verbally or in writing) under this policy. The complainant should provide the following information: a statement of the complaint that identifies the issue, provides pertinent facts, identifies those involved, and states what remedy is sought. If the complainant does not provide a written statement, the Chief Executive Officer will prepare a statement for the complainant to review for accuracy after interviewing him/her. The Chief Executive Officer, or his/her designee (“Investigator”) shall begin a formal investigation into a complaint within three (3) business days of receipt. Should the complaint allege another person engaged in discriminatory, harassing, or retaliatory conduct (“respondent”), the Investigator shall notify him/her that a complaint was filed, provide a statement of the nature of the allegations, and provide a copy of this policy and any other applicable INNOVATIONED FOUNDATION policy. The Investigator shall interview the complainant and any respondent as well as witnesses reasonably believed to have relevant information. The Investigator shall also consider relevant documents submitted by any person interviewed. The respondent may submit a written response to the complaint within seven (7) calendar days of being notified of the complaint.

The Chief Executive Officer shall review the report and issue a final decision, or, remand the matter back to the Investigator for further investigation. If remanded, the specific areas or issues to be investigated further shall be identified. Once the investigation is complete to the satisfaction of the Chief Executive Officer, they shall issue a final written decision as to whether and how this policy was violated as well as any remedial corrective action that will be taken to redress the matter and prevent further violations. Any corrective action must be age-appropriate and timely. The decision of the Chief Executive Officer shall be final and shall be communicated to the complainant and respondent separately.