



## Equal Employment Opportunity (EEO) Policy

**PURPOSE:** Equipo Academy is committed to providing equal employment opportunities to all employees and applicants. We believe that a diverse and inclusive workforce strengthens our educational community and supports our mission of serving students and families with excellence.

**POLICY STATEMENT:** Equipo Academy provides equal employment opportunities in all employment practices, including recruitment, hiring, placement, promotion, transfer, compensation, benefits, training, discipline, and termination. Equipo Academy prohibits discrimination and harassment based on any characteristic protected by applicable federal, state, or local law, including but not limited to:

- Race
- Color
- Religion
- Creed
- Sex
- Pregnancy, childbirth, and related medical conditions
- Sexual orientation
- Gender identity or expression
- National origin
- Ancestry
- Age
- Disability
- Genetic information
- Marital status
- Veteran status
- Military status
- Citizenship status (where legally protected)
- Any other characteristic protected by law

Employment decisions at Equipo Academy are based on qualifications, merit, performance, and organizational needs.

**ANTI-HARRASMENT COMMITMENT:**Equipo Academy maintains a workplace free from unlawful harassment. Harassment based on any protected characteristic is prohibited and will not be tolerated.Prohibited conduct includes verbal, physical, visual, or electronic behavior that creates an intimidating, hostile, or offensive work environment or interferes with an individual's work performance.

**REASONABLE ACCOMMODATIONS:** In accordance with the **Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA)**, and other applicable federal, state, and local laws, Equipo Academy provides reasonable accommodations to qualified individuals with disabilities, unless doing so would impose an undue hardship on the operations of Equipo Academy. Equipo Academy also provides reasonable accommodations for employees' sincerely held religious beliefs, practices, or observances, unless doing so would create an undue hardship, as required by applicable law.

Employees who require an accommodation should notify Human Resources or their supervisor as soon as possible. Upon receiving a request, Equipo Academy will engage in a timely, good-faith interactive process with the employee to determine whether a reasonable accommodation can be provided. Employees may be asked to provide appropriate supporting documentation when permitted by law and necessary to evaluate the accommodation request.

**REPORTING CONCERNS:** Employees who believe they have experienced discrimination, harassment, or retaliation are encouraged to report their concerns promptly to:

- Their immediate supervisor;
- The Head of School;
- Human Resources; or
- Any designated administrator responsible for employee relations.

Reports will be reviewed promptly and as confidentially as possible under the circumstances.

**NO RETALIATION:** Equipo Academy prohibits retaliation against any employee or applicant who:

- Reports suspected discrimination or harassment;
- Participates in an investigation;
- Requests a reasonable accommodation; or
- Exercises any right protected by law.

Retaliation is a violation of this policy and may result in disciplinary action, up to and including termination of employment.

**COMPLIANCE:** All employees, administrators, supervisors, and members of leadership are expected to uphold this policy and contribute to a workplace culture characterized by professionalism, respect, fairness, and inclusion.

Violations of this policy may result in corrective action, up to and including termination of employment.