

THE MOORISH AMERICAN INSTITUTE'S EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION POLICY

OVERVIEW & SCOPE

The Moorish American Institute of 816 Lakeview Road, Cleveland, Ohio 44108, has established an Anti-Discrimination and Equal Employment Opportunity Policy ("EEO"). This EEO policy applies to all aspects of the relationship between The Moorish American Institute and its employees, including, but not limited to, employment, recruitment, advertisements for employment, hiring and firing, compensation, assignment, classification of employees, termination, upgrading, promotions, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies. These policies apply to independent contractors, temporary employees, all personnel working on the premises, and any other persons or firms doing business for or with The Moorish American Institute. Disciplinary action will be taken against any employee or agent in breach of this policy.

POLICIES

- 1. DISCRIMINATION.** The Moorish American Institute shall not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, and any other status protected by the law. This list is not exhaustive. Job promotions will be offered to employees based on merit, experience, and other job-related criteria. For qualified people with disabilities, The Moorish American Institute will make every effort to provide reasonable workplace accommodations that comply with applicable laws. All employees, managers, stakeholders, and agents at The Moorish American Institute will comply with these anti-discrimination policies. In some cases, local laws and regulations may provide greater protections than those described in this policy.
- 2. HARASSMENT.** The Moorish American Institute is committed to providing a work environment that is free from harassment. Any behavior that is unwanted and offensive to the recipient, which creates an intimidating, hostile, or humiliating work environment for that person violates "The Moorish American Institute's EEO Policy." Harassment can occur between members of the opposite sex or the same sex. Harassment, verbal or non-verbal, explicit or implicit, based on an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors, other management personnel, and independent contractors, are required to abide by this policy. No person will be adversely affected in employment with The Moorish American Institute as a result of bringing complaints of harassment.
- 3. SEXUAL HARASSMENT.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (a) submission to such conduct is made either explicitly or implicitly a term, or condition of employment; (b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or (c) such conduct has the purpose, or effect of creating an intimidating, hostile, or offensive work environment, or substantially interferes with an employee's work performance. The Moorish American Institute prohibits inappropriate conduct that is sexual in nature at work, on Company business, or at Company-sponsored events including the following: comments, jokes, degrading language, sexually suggestive objects, books, or any form of media electronic, or in print form. Sexual harassment is prohibited whether it is between members of the opposite sex, or members of the same sex.
- 4. STATEMENT ON AFFIRMATIVE ACTION.** An affirmative action program has been developed where The Moorish American Institute seeks to increase the representation and participation of "minorities."
- 5. REPORTING DISCRIMINATION & HARASSMENT.** If an employee feels that he, or she has been harassed as described in this policy, they should immediately report the matter to management, or to Kim Woodson EL through any verbal, or written means. If that contact is not available, or if the employee is not comfortable informing this contact, the employee should immediately inform any other Office-holder, board-member, manager, or supervisor. Once the matter has been reported, the matter will be promptly investigated. Any

corrective action will be taken as deemed appropriate. All complaints, or unlawful harassment under this policy, or otherwise will be handled in as confidential a manner as possible. Timely reporting is encouraged to prevent the re-occurrence of, or otherwise address, the behavior that violates this policy or law. Delays in reporting a complaint can limit the type of effectiveness of a response by The Moorish American Institute. The procedure for reporting incidents of discriminatory, or harassing behavior is not intended to prevent the right of any employee to seek a remedy under available state, or federal law by immediately reporting the matter to the appropriate state, or federal agency.

6. RETALIATION. Retaliation against one associated with The Moorish American Institute who reports an instant of harassment, whether one is directly, or indirectly involved, is in violation of “The Moorish American Institute’s EEO.” All reported incidents are assumed to be made in good faith. Any allegations that are proven false will be treated as a serious matter.

7. DISCIPLINARY MEASURES FOR HARASSMENT. Staff-member, board-member, manager, supervisor, or employee engaging in behavior that violates “The Moorish American Institute’s EEO” will be subject to disciplinary action, including the possible termination of employment, whether or not an actual law has been violated.

8. TRAINING. All employees, supervisors, and management personnel will be required to attend mandatory anti-discrimination, anti-harassment, and/or anti-sexual harassment training of a kind as designated by The Moorish American Institute.

9. REMEDIES. Remedies for any instances of verified employment discrimination, whether caused intentionally, or by actions that have a discriminatory effect, may include back-pay, hiring, promotion, reinstatement, front-pay, reasonable accommodation, or other actions deemed appropriate by The Moorish American Institute. Remedies can also include payment of attorney’s fees, expert witness fees, court costs and other applicable legal fees.

10. POLICY IMPLEMENTATION. Implementation of this Policy will be effective as of October 1, 2016.

By: Lonnie B. EL Date: 9-30-2016 Lonnie B. EL, CEO/Headmaster