

KANSAS CITY ART INSTITUTE

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| Name of Policy: Discrimination and Harassment (related to protected class) |
| Source: Human Resources and Student Affairs |
| Date Revised: July 2015, reviewed June 2018 |
| Form to Complete: N/A |

Policy:

KCAI is committed to a campus environment in which all individuals are treated with respect and dignity, where each individual has the right to a positive atmosphere that promotes equal opportunity. Kansas City Art Institute prohibits discrimination and harassment based on race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, marital status, parental status, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

This policy has been developed to ensure that all members of the campus community can be in an environment free from discrimination, harassment, and retaliation. Every reasonable effort will be made to ensure that all concerned are familiar with this policy and aware that any complaint of a violation will be investigated and resolved appropriately.

Alleged violations that are student to student in nature will be handled according to the policies and procedures listed in the student code of conduct. Alleged violations that are employee to employee, or employee to student will be handled according to the appropriate procedures as dictated by Human Resources. Alleged violations that are student to employee in nature will be reviewed by Student Affairs and Human Resources to determine the appropriate course of action and resolution.

Notwithstanding the above, alleged violations involving sex discrimination and sexual harassment, regardless of the status of the parties, will be adjudicated pursuant to the Sexual Misconduct, Sex Discrimination, and Sexual Harassment policy and accompanying procedures.

Anyone who wishes to make a complaint, or has questions or concerns about this policy, may contact the individuals listed below, suggestions are given based on whether the complainant is a student or employee. Supervisors must report instances of discrimination or harassment that they witness or become aware of.

Students:

Assistant Dean of Students: 816.802.3419

Dean of Student Affairs: 816.802.3397

Director of Safety and Security: 816.802.3399

Director of Continuing Education: 816.802.3445

Employees:

Vice President of Human Resources: 816.802.3434

Executive Vice President for Administration: 816.802.3431

Examples of discrimination and harassment include, but are not limited to:

- Treating someone differently because they are, or are perceived to be, a member of a particular group
- Telling inappropriate jokes, or insulting a person, or group of people
- Not allowing a person, or group of people, to participate in a program or activity
- Attempting to force your beliefs on someone who does not share them
- Making fun of, or denying participation to, a person with a disability
- Threatening behavior, or other actions directed at a person or group of people that could cause a reasonable person to experience fear

Bullying of any kind, including that related to any protected class, whether direct, indirect, in person, or online is also prohibited.

Prohibition of Retaliation

Intimidating, coercing, or acting in any manner consistent with the intent to achieve reprisal against someone who has engaged in protected activity is defined as retaliation.

Protected activities include:

- Reporting discrimination or harassment (related to protected class)
- Filing a complaint
- Assisting someone in making a report, or filing a complaint
- Participating, in any manner, in an investigation
- Protesting any form of discrimination or harassment (related to protected class)

Individuals accused of violating a policy may be held responsible for any retaliation that is done by a third party if they are found to have directed or caused the third party to engage in the retaliatory behavior.

KCAI will also not tolerate any person retaliating against another, and any person who feels that retaliatory action has been taken should report that action to the Assistant Dean of Students, Dean of Student Affairs, Vice President of Human Resources, or the Executive Vice President for Administration/CFO.