

A. Equal Employment Opportunity

It is Millwood School's policy to provide equal employment opportunities for all employees and applicants for employment. This means that Millwood School will not discriminate against an applicant for employment or any employee because of race, color, religion, sex, age, disability, national origin, veteran status, sexual orientation, gender identity or expression, marital status or any other category protected by applicable state or federal law in hiring, promoting, demoting, compensation, benefits, training, working conditions, transfer, layoff, or termination.

Anyone who believes that this policy has been violated by a co-worker, supervisor, vendor, or visitor of Millwood School should immediately contact their principal. Millwood School will conduct an investigation and take appropriate corrective action as it deems necessary. Anyone found to have violated this policy will be subject to discipline, up to and including discharge. Millwood School strictly prohibits discrimination in employment and will not tolerate such behavior.

Millwood School also strictly prohibits retaliation in any form against anyone who has reported or witnessed discrimination, or who has participated in any manner in an investigation under this policy. Any person who believes that he or she has been improperly retaliated against in violation of this policy should follow the complaint procedure set forth above.

B. Americans with Disabilities Act ("ADA")

Millwood School is committed to complying with the ADA, and will not discriminate on the basis of disability or perceived disability in the recruitment, hiring, training, promotion, discipline or termination of employees so long as the employee or potential employee can perform the essential functions of the job.

Consistent with this policy of nondiscrimination, Millwood School will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Millwood School aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company. Employees or applicants with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their principal, Head of School or Human Resource representative. Millwood School encourages individuals with disabilities to come forward and request reasonable accommodation.