

## Educational Philosophy

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Policy Title: Non-discrimination in Employment and Affirmative Action

Code No. 103

### **Policy Statement**

It is the policy of Heartland AEA not to discriminate on the basis of race, color, creed, sex, sexual orientation, sexual orientation, socio-economic status (for programs), marital status, family status, genetics, national origin, religion, age (for employment), military or veteran status, pregnancy, or disability in its educational programs and employment practices.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for Heartland AEA to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

### **Scope of Policy**

This policy prohibits discrimination, including discriminatory harassment, and requires the implementation of equal employment opportunity (employees and applicants for employment) in all areas of employment including, but not limited to, recruitment, selection, compensation, and benefits, training/professional development, promotion, discipline, demotion, transfer, termination, layoff, and all other terms and conditions of employment.

### **Harassment Prohibited**

Discriminatory harassment is defined as unwelcome conduct on the basis of actual or perceived membership in a class protected by federal, state, or local law, which creates a "hostile environment." A hostile environment is one that is objectively intimidating, hostile, or offensive such that it unreasonably interferes with, limits, or effectively denies an individual's employment access, benefits, or opportunities.

### **Accountability Overview**

All individuals representing the work of Heartland AEA are expected to know of and fully accept the Non-discrimination in Employment and Affirmative Action policy and will endeavor that no individual, whether employee, or applicant for employment suffer discrimination because of race, color, creed, sex, sexual orientation, marital status, family status, genetics, national origin, religion, age, military or veteran status, pregnancy, or disability.

Responsibility for implementing the policy is assigned to the Chief Human Resource Officer, who will render full assistance and support for those seeking help and assistance. This policy will be reviewed by the administration each year. Heartland AEA employees are informed of the non-discrimination and affirmative action policies as a part of initial orientation and annual review is confirmed through employee certification of the staff handbook.

The Agency will respond promptly to allegations of discrimination in employment practices by investigating or arranging for the investigation of an allegation. The processing of a complaint or

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allegation will be handled confidentially to the maximum extent permissible by law. Individuals found to have engaged in discrimination, including discriminatory harassment, in violation of this policy may be subject to disciplinary action up to and including termination of employment.

If individuals would like to file a complaint, please use the general complaint form found on the Heartland AEA website at: <http://www.heartlandaea.org/non-discrimination/> and submit to the Chief Administrator or one of Heartland AEA's Level 1 Investigators below: ([Heartland Staff Directory](#))

- Primary: Chief Human Resources Officer
- Alternate: Chief Student Services Officer
- Chief Administrator

If the alleged harassment is on the basis of sex and falls within the AEA's Title IX obligations under Board Policy 104 (Discrimination and Harassment Based on Sex Prohibited), the AEA's Title IX grievance procedures will be utilized.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is strictly prohibited. Individuals who are found to have engaged in retaliation are in violation of this policy.

If individuals have questions or a complaint related to this policy please contact the Heartland AEA Chief Human Resources Officer, 6500 Corporate Dr., Johnston, IA 50131-1603, the Director, Iowa Civil Rights Commissioner, 2600 Park Avenue, Suite 100, Des Moines, Iowa 50321-1270, (515) 281-4121 or Director, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Ste. 320, Kansas City, MO 64106, (816) 268-0550.

#### Legal References:

- 20 U.S.C. § 1681 et seq.
- 34 C.F.R. § 106 et seq.
- 20 U.S.C. §§ 1221 et seq.
- 20 U.S.C. §§ 1701 et seq.
- 29 U.S.C. § 206 et seq.
- 29 U.S.C. § 794
- 42 U.S.C. §§ 2000d and 2000e.
- 42 U.S.C. §§ 12101 et seq.
- 34 C.F.R. Pt. 100.
- 34 C.F.R. Pt. 104.
- Iowa Code §§ 216.6; 216.9; 256.11, 280.3.
- 281 I.A.C. 12.

Date of Adoption:

4/9/19

Amended: 5/10/22, 5/9/23

Updated Civil Rights addresses and  
Phone numbers 1/10/25, 6/30/25