

## **Simplify Global Education Diversity and Inclusivity Policy**

### **Purpose:**

Simplify Global Education (SGE) is deeply committed to creating an empowering atmosphere rooted in respect, inclusivity, and equality. This Anti-Discrimination and Inclusivity Policy embodies our active stance against discrimination and harassment, ensuring that our programs, activities, and operational frameworks champion equity and respect for all.

### **Scope:**

This policy is universally applicable to everyone associated with SGE, encompassing employees, volunteers, program participants, contractors, and any individual professionally connected to our organization.

### **Policy Statement:**

SGE adopts a proactive zero-tolerance approach to discrimination and harassment of any form, explicitly prohibiting such behaviors based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, amnesty, or veteran status. Our commitment spans all organizational activities, from hiring and termination processes to volunteer and vendor selection and service delivery. We pledge to actively foster an environment that welcomes and embraces every member of our community, including staff, clients, volunteers, subcontractors, and vendors. This commitment requires all community members to engage in and advocate for inclusive practices and interactions.

### **Active Complaint Procedure:**

SGE treats discrimination and harassment allegations with utmost gravity and encourages affected individuals to come forward. Our active complaint mechanism includes:

- **Immediate Reporting:** Direct reporting to a supervisor, the HR department, or any approachable member of management.
- **Thorough Investigation:** A commitment to conducting a swift, comprehensive investigation into reported incidents, assuring confidentiality to the greatest extent feasible.
- **Proactive Resolution:** Following the validation of discrimination claims, SGE will enact effective corrective measures to address the issue and deter future incidents.

### **Retaliation Prohibition:**

We strictly forbid any retaliation against individuals who report discrimination or harassment, engage in investigations, or assert their rights under applicable laws. Such retaliatory behavior will prompt disciplinary action, up to and including termination or severance of association with SGE.

### **Responsibility and Enforcement:**

Every SGE representative is obligated to comprehend and comply with this policy. Failure to adhere will trigger disciplinary procedures, potentially leading to employment termination or discontinuation of association for non-employees.

**Review and Update:**

To maintain its relevance and efficacy, this policy will be reviewed annually and updated as necessary. Amendments will reflect evolving legal standards, societal expectations, and the mission of Simplify Global Education, solidifying our dedication to a discrimination-free and inclusive environment.