

Policy

Title Anti-Discrimination Policy	Number	Office of Origin Human Resources
Effective Date August 17, 2020	Owner Approved By President and CEO	Date Approved August 14, 2020
Revision (History) 2.0	Owner Chief Operating Officer	Review Date August

PURPOSE or POLICY STATEMENT:

The Institute for Excellence in Education (Institute) is committed to a learning and working environment in which all individuals are treated with respect. The Institute strictly prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information or any other characteristic protected by law.

DESCRIPTION:

The Institute will comply with all anti-discrimination laws, including Title VII of the Civil Rights Act of 1964; Americans with Disabilities Act (ADA); Age Discrimination in Employment Act (ADEA).

This policy follows guidelines set forth by IACET (Category 1, Element 6). Any changes to the policy should align to the IACET guidelines.

See the Institute’s Anti-discrimination Information Dissemination Process for the procedures used to disseminate this policy.

APPLICABILITY (includes consequences for noncompliance):

This policy applies to all client partners, including learners, and all instructors, contractors, and employees of the Institute.

In the event of noncompliance, the Institute encourages all individuals to file a report with its VP of Finance and Administration, and should do so without fear of retaliation. Noncompliance reports will promptly and thoroughly be investigated by the VP of Finance and Administration and will result in disciplinary action and may include termination of participation in the learning event and/or employment of instructor or staff. If one files a complaint and is not satisfied with its resolution, the individual may appeal to the Institute's Chief Operating Officer. False and malicious complaints may be the subject of appropriate disciplinary action.

COGNIZANT OFFICE:

Should you have any questions about this policy, require interpretations and/or assistance with resolution of problems or special situations, please contact:

Jackie Mullikin, VP of Finance and Administration, 989-317-3510, jmullikin@excellenceined.org

Policy

Title Disclosure Policy	Number	Office of Origin IEE
Effective Date August 17, 2020	Owner Approved By President and CEO	Date Approved August 14, 2020
Revision (History) 2.0	Owner Chief Operating Officer	Review Date August

PURPOSE or POLICY STATEMENT:

The Institute for Excellence in Education (Institute) requires all instructors, either those directly employed by the Institute or independent contractors, to divulge their interests, including any share of royalties or profits from product promotion or endorsement, in any products, instruments, devices or materials that may be included in the learning event.

DESCRIPTION:

The intent of this policy is to disclose to the learner if the instructor has a vested interest in any product, instrument, device, or materials that may be used in the learning event. In some cases, the Institute may permit an instructor with proprietary interests to conduct a learning session. To maintain a high standard of professional conduct, this may be allowed provided that disclosure of these interests are made. The determination of whether or not to permit an individual with interests will be handled through the Disclosure Policy Process.

This policy follows guidelines set forth by IACET (Category 1, Element 7). Any changes to the policy should align to the IACET guidelines.

The Institute will provide a copy of the policy to all instructors, contractors, and employees of the Institute and ask that a signed copy be returned to the VP of Finance and Administration. Signed copies will be kept in employees personnel files.

APPLICABILITY (includes consequences for noncompliance):

This policy applies to all instructors, contractors, and employees of the Institute.

This policy will be published with all professional development, training, and learning. Promotional materials (i.e. brochures, catalogue, website, mail and email promotions) for all learning events will contain this disclosure. In addition, the disclosure will be shared at the beginning of all learning events.

Failure to provide this disclosure will result in disciplinary action and may include termination of employment or contracting.

COGNIZANT OFFICE:

Should you have any questions about this policy, require interpretations and/or assistance with resolution of problems or special situations, please contact:

Jackie Mullikin, VP of Finance and Administration, 989-317-3510, jmullikin@excellenceined.org

Policy

Title Intellectual and Legal Property Rights Policy	Number	Office of Origin Human Resources
Effective Date August 17, 2020	Owner Approved By President and CEO	Date Approved August 14, 2020
Revision (History) 2.0	Owner Chief Operating Officer	Review Date August

PURPOSE or POLICY STATEMENT:

The Institute for Excellence in Education (Institute) respects the intellectual and legal property rights of all materials used in its learning events and either holds those rights directly as author or has received permission from the content owner as required by applicable law.

DESCRIPTION:

The Institute often creates its own learning materials for learning events however sometimes these materials include the work of others. Through this policy, the Institute clarifies that all appropriate action is taken to ensure intellectual and legal property rights are not infringed upon and will cite the work of others when applicable through the Intellectual and Legal Property Rights Process.

This policy follows guidelines set forth by IACET (Category 1, Element 8). Any changes to the policy should align to the IACET guidelines. The policy will be implemented through the Institute-created process for IACET (Category 1, Element 8).

APPLICABILITY (includes consequences for noncompliance):

This policy applies to all instructors, whether contractors or employees of the Institute.

Noncompliance with this policy will result in disciplinary action and may include termination of employment or contracting.

COGNIZANT OFFICE:

Should you have any questions about this policy, require interpretations and/or assistance with resolution of problems or special situations, please contact:

Jackie Mullikin, VP of Finance and Administration, 989-317-3510, jmullikin@excellenceined.org

Policy

Title Privacy and Information Security of Learners Policy	Number	Office of Origin IEE
Effective Date August 3, 2020	Owner Approved By President & CEO	Date Approved August 14, 2020
Revision (History) 2.0	Owner Chief Operating Officer	Review Date August

PURPOSE or POLICY STATEMENT:

The Institute for Excellence in Education (Institute) shall protect the privacy and keep secure the information provided by its learners and will release education records only as instructed by the learner upon completion of a learning event.

DESCRIPTION:

The intent of this policy is to ensure the privacy and security of learner information. In all cases, learner information is considered strictly confidential and kept on a secure server and in a secured filing system only accessible to authorized personnel.

Individuals who have a role of information input, maintenance, release and issuance of learners' records following learning event completion must follow the instructions in the recording keeping system operations manual to ensure compliance with this policy. In addition, this information will be disseminated at applicable employee orientation and training meetings.

"Education records" are those records, files, documents, and other materials which contain information directly related to a learner and are maintained by the Institute.

Any release of learner records requires written authorization from the learner. This authorization will be kept in the learner's individual file per the Privacy and Information Security of Learners Policy process.

This policy follows guidelines set forth by IACET (Category 8, Element 6). Any changes to it should align to the IACET guidelines. This policy is linked to IACET (Category 8, Element 4).

APPLICABILITY (includes consequences for noncompliance):

This policy applies to all instructors, contractors, and employees of The Institute.

Noncompliance with this policy will result in disciplinary action and may include termination of employment.

COGNIZANT OFFICE:

Should you have any questions about this policy, require a copy of the policy, require interpretations and/or assistance with resolution of problems or special situations, please contact:

Jackie Mullikin, VP of Finance and Administration, 989-317-3510, jmullikin@excellenceined.org