

## NON-DISCRIMINATION POLICY

Vivekananda Yoga University (VaYU) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, VaYU expects that all relationships among persons in the office will be business-like and free of explicit bias, prejudice, and harassment.

VaYU has developed this policy to ensure that all its employees, Faculty, and Students, can work in an environment free from unlawful harassment, discrimination, and retaliation. VaYU will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of VaYU prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

### 1. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of VaYU to ensure equal employment opportunity without discrimination or harassment on the basis of race (including hairstyle/texture), 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. VaYU prohibits any such discrimination or harassment.

### 2. RETALIATION

VaYU encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of [Company Name] to promptly and thoroughly investigate such reports. [Company Name] prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### 3. GRIEVANCE PROCEDURE

If an employee, Faculty, Student, or any individual believes that they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are required to follow the procedure below;

- i. Students can raise their Grievances by following the procedures outlined in the *"Student Grievance and Complaint Policy"* listed on [VaYU Policy Page](#).
- ii. Faculty members can consult Section 9.4 of the Faculty Handbook, titled *"Faculty Grievance Policy and Procedure"*.
- iii. Staff members can find guidance in Section 7 of the Staff Handbook known as the *"Staff Grievance Policy."*

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, VaYU will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

**Note:** VaYU is an online university, so your message to us may not be responded to immediately. Since we are unable to respond to personal emergency situations, call '911' if you are in the US or your local emergency or police system.

To share your feedback and ideas email us at [hr@vayuusa.org](mailto:hr@vayuusa.org).

## References:

[\*SHRM - The Voice of All Things Work\*](#)