

The following general information regarding the Adler School's Non-discrimination policy and Title IX Coordinator is provided to assure that members of the Adler School community have access to and are aware of the processes and policy available to protect members of our community from discrimination or harassment.

The School's designated Title IX Coordinator receives, investigates, and supervises resolution processes related to reports or complaints of sex discrimination or harassment. The Adler School's designated Coordinator is the Associate Vice President for Human Resources. The Coordinator supervises all sex discrimination and harassment complaints and keeps records thereof. The Coordinator is also responsible for training and preventative measures in these areas. Complaints of sex discrimination or harassment should be directed to:

Elinor Hite
Associate Vice President for Human Resources
Adler School of Professional Psychology
17 North Dearborn
Chicago, IL 60602
312-662-4000 ext. 4415
ehite@adler.edu

It is the policy of the Adler School of Professional Psychology that no person shall be the object of discrimination or harassment on the basis of race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, or other status protected by local, state, or federal law in its employment or its educational settings, including all academic, required, or School-sponsored activities, whether on or off campus. The Adler School reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have engaged in harassment, discrimination, and/or retaliation in violation of this policy.

Examples of discrimination in violation of this policy include treating an employee, student, or other member of the School community differently in the terms and conditions of his or her employment or education, or making decisions about a person's employment, compensation, or education based upon race, color, ethnicity, religion, sex, gender, sexual orientation, national origin, age, marital status, parental status, family relationship status, physical or mental disability, military status, or other protected status. To illustrate, faculty may not apply different academic standards to students based on their race, age, or other protected category. Similarly, students may not prevent other students from participating in course work or a School-sponsored activity based on their gender, sexual orientation, or other protected category.

The Office of Human Resources (OHR) is responsible for receiving, processing, and investigating complaints of discrimination, harassment, and/or retaliation against School employees, students, and persons outside the School community, such as external vendors, and training site personnel. When complaints involve students, the Assistant Vice President of Human Resources will coordinate investigating and resolution processes with the AVP of Student Affairs. All reports will be investigated and documented as complaints, which will initiate the resolution process.

There are multiple channels for reporting violations of this Policy. Anyone who has been the subject of, has witnessed, or is aware of discrimination, harassment, or retaliation, should make a complaint as soon as possible to the OHR, or to the responsible supervisor, Chair, or

Dean. The Workplace and Student Complaint Form is available on the school website but violations may be reported via other means, including telephone, in person, or email. All employees of the Adler School are responsible for reporting incidents of discrimination, harassment, or retaliation that come to their attention to the Associate Vice President of Human Resources at 312-662-4415 or ehite@adler.edu.

Students also may file a complaint with the OHR as long as it concerns the actions of a School faculty or staff employee, or if it concerns an unknown person or someone outside the School community. Student complaints about the actions of other students are handled by the Office of Student Affairs in conjunction with the OHR. Students who wish to make such a complaint may contact the Associate Vice President of Student Affairs directly at 312-662-4141 or studentaffairs@adler.edu.

The Adler School strongly encourages complainants to make a complaint as soon as possible after an alleged violation occurs. The timelier a complaint of discrimination, harassment or retaliation, the better the OHR will be able to investigate the complaint. OHR's ability to investigate a complaint may be limited if the complaint is not made within a reasonable time period after the alleged occurrence(s). The OHR encourages the filing of complaints within 120 days of the alleged occurrence(s), although complaints submitted after 120 days will still be investigated and resolved according to this Policy. A complainant should receive an acknowledgement of receipt from the OHR within 10 business days of filing a complaint. If this does not occur, the complainant should contact the OHR directly to confirm receipt of the original complaint. Complaints should be directed to:

Elinor Hite
Associate Vice President for Human Resources
Adler School of Professional Psychology
17 North Dearborn
Chicago, IL 60602
312-662-4415
ehite@adler.edu

Complaints involving students should be directed to either the contact listed above, or:

Greg MacVarish
Associate Vice President for Student Affairs
Adler School of Professional Psychology
17 North Dearborn
Chicago, IL 60602
312-662-4141

This document constitutes general information, and not the complete Non-Discrimination and Non-Harassment Policy