

# SafeFoodTest.com      **Non-Discrimination Policy Statement**

## **Statement of Commitment**

SafeFoodTest.com is committed to providing a business environment free from discrimination and harassment. Our success depends on it. Our core values and our respect for others demand it. Federal law requires it. It is the opinion of SafeFoodTest.com that our students and clients deserve nothing less.

SafeFoodTest.com will do this by creating a business environment that promotes inclusion and respect. SafeFoodTest.com will not allow, within its operations, conduct that creates an intimidating, offensive or hostile environment on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, or any other basis protected by law.

Behavior that constitutes discrimination or harassment should be reported immediately to the Executive Director of Programs/CEO of SafeFoodTest.com at [david@safefoodtest.com](mailto:david@safefoodtest.com) or 562-292-0555. SafeFoodTest.com Executive Director of Programs/CEO will take swift and appropriate corrective action. Retaliation or threats of retaliation against individuals who report unlawful discrimination or harassment will not be tolerated by SafeFoodTest.com.

If there is a finding of non-compliance with regard with this Non-Discrimination and harassment policy statement set forth above, appropriate disciplinary action ranging from counseling up to and including termination, will be taken against the SafeFoodTest.com employee/representative who violated this policy.

Executive Management of SafeFoodTest.com will be held accountable for upholding and implementing the letter and spirit of this policy; maintaining a business atmosphere free from any form of discrimination as well as use every opportunity to accomplish the objectives of this policy.

## **How to make a complaint**

Any person wishing to make a complaint of discrimination can consult and/or file a complaint with the Office Manager. In the event that a complaint is against the person designated to handle initial complaints, the complainant can consult and file with Executive Director.

## **Appeal Process**

Within 10 days, either the complainant or the respondent may make a written request that an investigation be reviewed stating which aspect of the investigation is inadequate. The request must be submitted to office manager who will determine if the investigation is to be re-opened in order to address the concerns raised.

## **Right to File a Complaint with Outside Agency**

This policy is meant to provide effective mechanisms for preventing and addressing discrimination in this workplace. However, every employee also has the right to file a complaint with an outside agency such as the California Human Rights Commission or the Workers' Compensation Board.

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