NON-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

“NON-DISCRIMINATION POLICY” section on page 1 of this Catalog should be replaced with:

NON-DISCRIMINATION POLICY

ASA College is an equal employment affirmative action institution. The college does not discriminate against any person on the basis of age, gender, race, color, creed, religion, marital status, national or ethnic origin, disability, or sexual orientation in its admissions, employment, educational programs, student services, activities, or administration of education policy, except as such condition may constitute some bona fide occupational or assignment qualifications. ASA is firmly committed to providing all students equal access to its programs, resources, opportunities and facilities. Violations of the College’s policies against unlawful discrimination and harassment may result in disciplinary action, including but not limited to being barred from campus, suspended, or dismissed from the College.

ANTI-HARASSMENT POLICY

ASA is committed to a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, status as a veteran, or any other protected status. Offensive or harassing behavior will not be tolerated against any employee. This policy covers students, vendors, customers, or others who enter our workplace, as well as all employees. Supervisory or managerial personnel are responsible for taking proper action to end such behavior in their workplace.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each employee. No employee of this company is exempt from this policy.

Offensive conduct or harassment of a sexual nature, or based on race/ color/ religion/ age, sex, national origin, disability, status as a veteran or any protected status is prohibited. This may include but is not limited to:

- Offensive physical actions, written, spoken, or graphic communication (for example, obscene hand or finger gestures or sexually explicit drawings)
- Any type of physical contact when the action is unwelcome by recipient (for example, brushing up against someone in an offensive manner)
- Expectations, requests, demands, or pressure for sexual favors
- Slurs, jokes, posters, cartoons, and gestures that are offensive
- Any form of bullying that rises to the level of harassment, i.e., bullying and harassment based on gender or sex stereotypes including sexual harassment and gender-based harassment of lesbian, gay, bisexual and transgender (LGBT) individuals.

Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status,
- Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person’s work performance.
- A third party is offended by the sexual conduct or communication of others.
Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee engaging in this type of behavior. Any supervisor or manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.

Anyone who believes he or she is being discriminated against as a result of harassing behavior (for example: other employees being given special treatment in exchange for sexual favor(s)) is encouraged to report it. Complaints should be made to the Human Resources Director or a Vice President. All complaints will remain as confidential as possible and will be subject to ASA’s Grievance Procedure (described in the following section). Complaints made in good faith will in no way be held against an employee.

The following persons have been designated to handle inquiries regarding the non-discrimination and anti-harassment policies:

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