



CircleUp Education

Anti-Discrimination Training Policy

For All Participants of CircleUp Education Training and Consulting Services

1. Policy Statement

CircleUp Education is dedicated to maintaining an inclusive, equitable, and respectful learning environment in all our Continuing Education and Training (CE/T) programs. Discrimination, whether explicit or implicit, is strictly prohibited. This policy applies to all participants, trainers, developers, planners, administrators, and staff involved in our programs, across all delivery formats, including in-person, online (synchronous or asynchronous), and blended learning environments.

2. Definitions

- **Explicit Discrimination:** Overt actions, statements, or behaviors that directly discriminate against individuals based on race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or any other legally protected characteristic. Examples include derogatory comments, exclusion from activities, or denial of opportunities based on these characteristics.
- **Implicit Discrimination:** Subtle, often unconscious biases that can lead to discriminatory actions or attitudes. This includes microaggressions, biased assumptions, or unequal treatment that is not overt but still harmful. Examples include making assumptions about someone's abilities based on their appearance or cultural background.
- **Microaggressions:** A form of verbal or non-verbal discrimination that stems from unconscious associations between a person's social identity (such as race, gender, or age) and biased perceptions (e.g., assuming someone's incompetence based on their appearance). Microaggressions, though subtle, can cause significant harm and are considered a form of implicit discrimination.

3. Prohibited Actions



Discrimination can manifest in various ways across different platforms, and all forms are strictly prohibited. Examples include but are not limited to:

- **In-Person:**
 - **Verbal:** Making derogatory or stereotypical remarks about a participant's race, gender, or other protected characteristics during class discussions or informal conversations.
 - **Non-verbal:** Displaying offensive or discriminatory images, gestures, or body language that makes others uncomfortable.
 - **Exclusion:** Ignoring or excluding individuals from group activities or discussions based on their protected characteristics.
- **Online (Zoom):**
 - **Chat Functions:** Using the chat feature to make discriminatory remarks or jokes.
 - **Visuals:** Sharing screens or presentations that contain discriminatory or offensive content. Note: To prevent misuse, the screen-sharing feature is disabled by default in all CircleUp Education Zoom sessions. If screen sharing is enabled, discrimination remains strictly prohibited.
 - **Emojis and Interactive Elements:** Offensive emojis are disabled in our Zoom sessions to prevent misuse. In cases where other interactive elements like digital whiteboards are used, discrimination in any form is still prohibited.
 - **Security Measures:** All online and blended learning sessions are kept locked and are invite-only to prevent "Zoom bombing," which refers to the intrusion of unauthorized individuals who may disrupt the session, often with offensive or disruptive content.
- **Asynchronous:**
 - **Content:** Including biased or discriminatory language, images, or examples in course materials or discussion forums.
 - **Interaction:** Responding to students' questions or contributions in a way that reflects implicit biases, such as favoring certain groups over others.

4. Reporting and Addressing Discrimination

Participants who experience or witness any form of discrimination are encouraged to report it immediately. CircleUp Education is committed to addressing all reports promptly and confidentially.

- **Reporting Mechanism:**
 - Participants can complete a 100% confidential Anti-Discrimination Report Form, available online and via QR code in all training materials.
 - The report can be submitted anonymously if preferred.



- **Response Process:**

- The Compliance Team will review the report within 48 hours.
- An investigation will be conducted by the Compliance Team along with two directors to ensure that checks and balances are in place to avoid biases.
- In cases of egregious discrimination, the trainer or staff member involved may be immediately removed from their duties until the investigation is complete and corrective action has been taken.
- Corrective actions may include retraining, a shadowing requirement where future sessions are monitored by a supervisor to ensure that discrimination does not occur, or other measures as deemed necessary.

5. Discrimination at CircleUp Education

CircleUp Education is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy extends to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Microaggressions & Implicit Bias: CircleUp Education recognizes that implicit forms of discrimination, such as microaggressions, can be just as harmful as explicit forms. All employees, volunteers, managers, and founders receive training on implicit bias, microaggressions, and strategies for identifying and interrupting these behaviors. Employees are expected to use the skills from these trainings to interrupt microaggressions and report them to management for proper resolution.

Conscious Conversations: To address instances of implicit bias or microaggressions, CircleUp Education encourages the use of Conscious Conversations. These are structured discussions aimed at raising awareness and addressing unconscious or conscious forms of discrimination. Employees are trained to engage in these conversations to support each other in maintaining an inclusive workplace.

Institutionalized Discrimination: CircleUp Education prohibits the creation and maintenance of policies, practices, or procedures that perpetuate discrimination. Any employee who identifies institutionalized discrimination is required to report it immediately. All such reports will be thoroughly investigated with the intent to dismantle any systems of oppression within the organization.



Liability for Unlawful Discrimination: Employees or volunteers found to have engaged in unlawful implicit or explicit discrimination are subject to disciplinary action, up to and including termination of employment. CircleUp Education employees may also be held personally liable for damages resulting from their discriminatory actions, and CircleUp Education will not cover these damages.

6. Implicit Bias and Discrimination Training

CircleUp Education requires all employees to undergo mandatory in-house training on implicit bias and discrimination. This training is designed to proactively prevent discrimination and equip staff with the tools to address any issues that may arise. Our goal is to foster a culture of awareness and respect where all forms of discrimination are understood and actively mitigated.

7. Mandatory Training for New Employees

To ensure that all employees are well-equipped to support our commitment to diversity and inclusion, the following training programs are mandatory and must be completed within the first 90 days of employment at CircleUp Education:

- **Diversity Uncovered:** A foundational course that explores explicit and implicit bias in the workplace, how these biases can lead to intentional and unintentional harm, and strategies for interrupting such behaviors in ourselves and others.
- **Cultural Competency Uncovered Series** (all 4 modules):
 1. **Accessible Language in Action:** Understanding language, acronyms, and the diversity of communication styles across different cultures.
 2. **Unraveling Cultural Threads:** Learning how to gain insights into different cultures without falling into stereotypes, and understanding the complexities of cultural identity.
 3. **Cultural Competency Conversations:** Developing communication skills that foster open dialogue about cultural norms, including how to address potentially offensive or harmful behaviors.
 4. **Cultural Competency in Action:** Acquiring practical skills and tools for deepening connections with individuals from different cultural backgrounds, understanding their values, norms, and rituals.
- **Racism Uncovered:** An in-depth examination of the roots and impact of racism, along with strategies for addressing and combating it in various settings.
- **White Fragility:** A course designed to help employees understand and confront their own biases and the role of privilege in perpetuating inequality.



- **Discussion Circle about Privilege, Power, and Discrimination:** A facilitated group discussion that encourages reflection and dialogue on the dynamics of privilege, power, and discrimination in various contexts.

Completion of these courses is a condition of employment, and non-compliance may result in disciplinary action.

8. Acknowledgment

All trainers and staff at CircleUp Education are required to sign an acknowledgment form confirming their understanding of and commitment to this policy. Non-compliance may result in disciplinary action, up to and including termination of their ability to teach CEU courses.

Prezi Slide Bullets for Accessibility Request

Slide 1: Introduction to Anti-Discrimination Policy

- Commitment to a respectful, inclusive, and equitable learning environment.
- Zero tolerance for discrimination of any kind.

Slide 2: Definitions of Discrimination

- **Explicit Discrimination:** Overt and direct actions or statements.
- **Implicit Discrimination:** Subtle biases or microaggressions.

Slide 3: Prohibited Actions

- **In-Person:** Verbal slurs, non-verbal gestures, exclusion from activities.
- **Online (Zoom):** Discriminatory chat messages, offensive visuals, misuse of interactive elements.
 - Note: Screen sharing and offensive emojis are disabled by default.
 - **Security Measures:** Sessions are locked and invite-only to prevent "Zoom bombing."
- **Asynchronous:** Biased content in materials, unequal treatment in forums.

Slide 4: Reporting and Addressing Discrimination

- Confidential reporting through the Anti-Discrimination Report Form.



- Compliance Team response within 48 hours.
- Investigation conducted by Compliance Team and two directors.
- Immediate removal and shadowing requirement for egregious cases.

Slide 5: Discrimination at CircleUp Education

- Equal opportunity employer with a commitment to non-discrimination.
- Prohibition of microaggressions and implicit bias.
- Use of Conscious Conversations to address and interrupt discrimination.
- Commitment to dismantling institutionalized discrimination.
- Liability for unlawful discrimination leading to disciplinary action.

Slide 6: Implicit Bias and Discrimination Training

- Mandatory in-house training on implicit bias and discrimination.
- Training to prevent and proactively address discrimination.

Slide 7: Mandatory Training for New Employees

- Completion of Diversity Uncovered, Cultural Competency Uncovered, Racism Uncovered, and White Fragility series within 90 days.
- Discussion Circle on Privilege, Power, and Discrimination.
- Non-compliance may result in disciplinary actions.

Slide 8: Acknowledgment and Consequences

- Mandatory acknowledgment for all trainers.
- Non-compliance may result in disciplinary actions, including termination.



File A Report by Scanning the QR Code or following the Link



<https://www.research.net/r/P6QSCM6>