
The purpose of this policy is to establish standards to prevent and address discrimination, harassment, and retaliation. Misconduct that meets the definition of sexual harassment under Title IX will be addressed under the *Title IX Policy*.

All applicants, employees, students, and third parties who are members of our community

A.

Lincoln Educational Services (Lincoln) is committed to maintaining an educational and work environment free from discrimination and harassment based on age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, and disability. Lincoln does not discriminate, nor will it permit or tolerate discrimination or harassment against a student, employee, or other member of each school's community, on any of the listed bases in its programs, activities and services. This Policy also prohibits retaliation. Lincoln also makes reasonable accommodation for qualified students and employees with disabilities.

This Policy covers all employees and students of Lincoln, applicants for enrollment or employment, as well as any third parties who are members of our community and/or conducting business on our premises.

Any inquiries regarding this Policy can be directed to the Compliance Coordinator for each campus. The Compliance Coordinator can be reached at the address, email address and phone number in each school's catalog or to the Office for Civil Rights (OCR), at the U.S. Department of Education, at www.ed.gov, or to both the Compliance Coordinator and OCR.

Employment and educational opportunities are open to all qualified applicants solely on the basis of their experience, aptitude, and ability. This Policy applies to all policies, programs, and areas of employment and educational opportunities, including but not limited to admissions, recruiting, hiring, training, promoting, compensating, benefits, transfers, disciplinary actions, terminations, layoffs, and job-related social or recreational programs.

This Policy applies to prohibited conduct that occurs in a Lincoln program, activity or service, which includes conduct:

1. on campus;
- 2.

B.

1. Discrimination: Discrimination includes, but is not limited to, conduct that, on the basis of any of the grounds listed above, excludes participation in, denies the benefits of, or otherwise subjects an individual to different treatment or other discrimination in a Lincoln program, activity, or service.
2. Harassment: Harassment is defined conduct, based on any of the grounds listed above, that has the purpose of effect or interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or educational environment. (Misconduct that meets the definition of sexual harassment under Title IX will be addressed under the *Title IX Policy*.)

Whether conduct is sufficiently severe or pervasive to constitute a hostile environment is determined both from a subjective and objective perspective. A hostile environment can be created by oral, written, graphic, or physical conduct, and can take many forms including but not limited to:

- Racial slurs
- Ethnic jokes
- Disparaging or insensitive remarks about an individual's religion, age, physical ability or sexual orientation
- Physical or verbal threats

A determination of a hostile environment considers the totality of the circumstances and includes: 1) the degree of interference; 2) the type, frequency, and duration of the conduct; 3) the relationship between the Respondent and the Complainant; 4) the nature and severity of the conduct; 5) whether the conduct was directed at more than one person; 6) whether the conduct arose in the context of other discriminatory conduct; and 7) whether the conduct implicates concerns related to academic freedom or protected speech. A single instance may be sufficient for a finding of a hostile environment if the

C.

When an individual believes that he or she has been discriminated or harassed against on one of the protected bases in this Policy, or retaliated against, the misconduct should be reported immediately or as soon as possible to the individual's supervisor/teacher or the Compliance Coordinator at the campus. Individuals may also report incidents of discrimination, harassment, or retaliation to the Alertline system at 1-866-844-1427. You may also report discrimination, harassment or retaliation by completing and submitting a complaint using the [Online Reporting System \(Pennsylvania campuses Online Reporting System\)](#). 19ent 5(1.1 (6-3 (he m)-3 om)-3 (pl)1 (i)-4 (a1)-6 (e C)1 (oor)-3 rt1 (n)nati (t)-3 , the

