



## **Anti-Discrimination Policy**

Think Small is dedicated to providing high-quality educational training to our clients while upholding principles of equality, diversity, and inclusion. We are committed to creating a learning environment that is free from discrimination, harassment, and bias of any kind. This anti-discrimination policy outlines our organization's commitment to promoting a culture of respect, dignity, and fairness in all educational training provided to our clients.

The purpose of this policy is to ensure that all clients participating in educational training provided by Think Small are treated with respect and fairness, regardless of their race, color, ethnicity, national origin, religion, gender, sexual orientation, gender identity, age, disability, or other protected characteristic. We aim to create an inclusive and supportive learning environment where all clients feel valued, respected, and empowered to participate fully in the training experience.

This policy applies to all educational training offered by Think Small to clients, including workshops, eLearnings, webinars, summits, and other learning opportunities. It applies to all staff members, volunteers, contractors, and instructors involved in the creation and/or delivery of educational training, as well as to all clients who participate in these trainings.

### Nondiscrimination

Think Small does not discriminate against clients on the basis of race, color, ethnicity, national origin, religion, gender, sexual orientation, gender identity, age, disability, or any other protected characteristic in the provision of educational training.

### Equal Access

All clients have the right to equal access to educational training provided by Think Small regardless of their background, identity, or status. We are committed to providing reasonable accommodations to ensure that clients with disabilities or special needs can fully participate in our training.

### Respectful Treatment

We expect all staff members, volunteers, contractors, and instructors involved in the creation and/or delivery of educational training to treat clients with respect, dignity, and courtesy at all times. Discriminatory language, behavior, or actions will not be tolerated.

**Inclusive Curriculum** – Think Small is committed to developing and delivering educational training that is inclusive and culturally responsive. We strive to incorporate diverse perspectives, experiences, and voices into our curriculum to ensure all clients feel represented and valued.

### Reporting Procedures



Clients who believe they have experienced discrimination, harassment, or bias during educational training are encouraged to report their concerns to [director@thinksmallinstitute.org](mailto:director@thinksmallinstitute.org). All reports will be promptly and thoroughly investigated, and appropriate action will be taken to address and remedy the situation.

Confidentiality – Think Small is committed to maintaining the confidentiality of clients who report incidents of discrimination, harassment, or bias. Reports will be handled with sensitivity and discretion, and information will only be shared with individuals directly involved in the investigation and resolution process.

#### Training and Education

Think Small will provide training and education to staff members, volunteers, contractors, and instructors on anti-discrimination policies and procedures to ensure compliance and promote a culture of inclusion and respect in all educational training.

Think Small is dedicated to promoting diversity, equity, and inclusion in all aspects of our work, including the delivery of educational training to our clients. By adhering to the principles outlined in this anti-discrimination policy, we strive to create an educational environment that fosters learning, growth, and empowerment for all individuals, regardless of their background or identity.

The Think Small Institute Director is responsible for overseeing the implementation and enforcement of this anti-discrimination policy. Clients with questions, concerns, or complaints related to discrimination in educational training should contact [director@thinksmallinstitute.org](mailto:director@thinksmallinstitute.org) for assistance.

This policy is effective as of 8/1/2020 and supersedes any previous policies or guidelines related to antidiscrimination in educational training provided by Think Small.

Think Small is committed to upholding the principles of equality, fairness, and respect in all educational training provided to our clients. By adhering to this anti-discrimination policy, we reaffirm our commitment to creating a learning environment where all individuals are valued, supported, and empowered to reach their full potential.