

Equal Employment Opportunity Policy

HTH is an equal opportunity employer and makes employment decisions, including, but not limited to, hiring, firing, promotion, demotion, training, and/or compensation, on the basis of merit. It is the policy of HTH to afford equal employment and advancement opportunity to all qualified individuals without regard to race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

HTH is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of HTH and prohibits unlawful discrimination by any employee of HTH, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, HTH will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to HTH. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact their School Director and the Business Office to request such an accommodation, specifying what accommodation he or she needs to perform the job. HTH will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to unlawful discrimination, please follow the complaint procedure outlined below.

Unlawful Harassment Policy

HTH is committed to providing a workplace that is free of unlawful harassment. In keeping with this commitment, HTH maintains a strict policy against unlawful harassment of any form including harassment based on race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

This policy applies to all persons involved in the operation of HTH, including supervisors, non-supervisory employees (coworkers), and third parties. HTH will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees and third parties, including students, parents, customers, clients, and suppliers, who have workplace contact with HTH employees.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Unlawful harassment in any form, including verbal, written, physical, and visual harassment, based on any protected category.
- Unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made an explicit or implicit term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior. The following is a partial list:
 - Unwanted sexual advances;
 - Offering employment benefits in exchange for sexual favors;
 - Making or threatening reprisals after a negative response to sexual advances;
 - Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
 - Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, unwanted sexual advances or propositions, invitations or comments about any employee's body or dress;
 - Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual,
 - Letters, notes, electronic mail, instant messaging, Internet usage or other forms of correspondence or media containing sexually explicit, pornographic, or sexually-suggestive subject matter; and,
 - Physical conduct such as touching, assault, or impeding or blocking movements.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures based on any protected category;
- Verbal conduct such as threats, epithets, derogatory comments, or slurs based on any protected category;
- Physical conduct such as assault, unwanted touching, or blocking normal movement based on any protected category; and,
- Letters, notes, electronic mail, instant messaging, Internet usage or other forms of correspondence or media containing threats, epithets, or derogatory subject matter based on any protected category.

It is important to note that unlawful sexual harassment can occur when males sexually harass females or other males, and when females sexually harass males or other females.

This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

Employees who violate this policy are subject to discipline up to and including the possibility of immediate termination of employment.

If you believe you have been subjected to unlawful harassment, please follow the complaint procedure outlined below. Employees must report conduct prohibited by this policy whether or not they are personally involved.

Retaliation

HTH prohibits retaliation against any employee because of the employee's opposition to a practice or conduct the employee reasonably believes to be unlawful or because of the employee's lawfully protected participation in an investigation or proceeding. Any retaliatory adverse action because of such opposition or participation may be unlawful and will not be tolerated.

If you believe you have been subjected to unlawful retaliation, please follow the complaint procedure outlined below.

HTH's Complaint Procedure (Discrimination, Unlawful Harassment, Retaliation)

Any employee who believes that he or she has been discriminated against, unlawfully harassed, or retaliated against (or who has knowledge of such conduct occurring)—regardless of whether the employee was the alleged victim, witness, bystander, or otherwise—must promptly report the facts of the incident(s), the name(s) of the individual(s) involved, and the names of witnesses, to his or her supervisor or to the School Director, or any of the HTH Officers. If the employee believes that his or her supervisor is involved in the alleged conduct, the report should be made directly either to an HTH Officer, or any other supervisor to whom the employee feels comfortable reporting. It is the responsibility of each employee to immediately report any violation or suspected violation of this policy to one or more supervisory employees so that complaints can be quickly and fairly resolved.

Supervisors must report any alleged incidents of discrimination, unlawful harassment, or retaliation to an HTH Officer, even if the supervisor believes that the alleged conduct does not rise to the level of violating HTH's policies or applicable law. This will allow HTH to engage in appropriate action.

All complaints submitted pursuant to this policy should be done in writing, but they may be done verbally. The report should be specific and include reference to direct quotations when language is relevant, any documentary evidence (notes, pictures, cartoons, e-mails, etc.), and names of witnesses. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

Upon notice of each complaint, HTH will attempt to resolve the situation by promptly undertaking an effective, objective, and thorough investigation of all claims through the use of "qualified personnel" and using methods that provide all parties with "appropriate due process." During the investigation, HTH will provide regular progress updates, as appropriate, to those directly involved. HTH will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected. HTH will make efforts to protect the privacy and confidentiality of all concerned parties to the extent possible and consistent with the process of a thorough investigation.

There will be no retaliation against any employee for using this complaint procedure in good faith or for honestly filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. If an employee believes that he or she has been retaliated against for engaging in such

conduct, he or she should contact his or her School Director, supervisor, or an HTH Officer.

If HTH determines that unlawful conduct has occurred, appropriate remedial measures will be taken in accordance with the circumstances involved. Any employee who is found to have engaged in discrimination, unlawful harassment, or retaliation is subject to disciplinary action, up to and including the possibility of immediate termination of employment. Appropriate action will also be taken to deter future conduct. Any supervisor or manager who knew about such unlawful conduct and took no action to stop it or failed to report the harassment to his/her School Director or an HTH Officer, or some other appropriate management employee also may be subject to discipline up to and including the possibility of immediate termination of employment.