

Koning Enterprises, Inc. dba Contractors Institute

ANTI-DISCRIMINATION POLICY

Purpose

Koning Enterprises, Inc. dba Contractors Institute (“the Company”) is committed to providing a safe, flexible, and respectful environment for staff, clients, and students. No person participating in services or continuing education courses, whether as an employee, client, or student, at Koning Enterprises, Inc. dba Contractors Institute, shall, on the grounds of race, color, gender, physical ability, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, including in the learning environment, to which this part applies.

SCOPE

This policy applies to:

- All staff, including managers and supervisors; full-time, part-time, or casual, temporary or permanent staff; job candidates; students, apprentices, contractors, sub-contractors, and volunteers;
- How the Company provides services or continuing education to clients or students and how it interacts with other members of the public;
- All aspects of continuing education, employment, recruitment, and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport;
- On-site, off-site or after-hours work; work-related social functions; conferences—wherever and whenever staff may be because of their duties;
- Treatment of staff, clients, students, and members of the public encountered while providing services or continuing education;
- Ensuring a discrimination-free learning environment in all in-person and online educational settings, promoting inclusivity and respect for all students and instructors.

As far as this policy imposes any obligations on the Company, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee’s written employment contract.

STUDENT RIGHTS AND RESPONSIBILITIES

All students attending continuing education or examination preparation courses, whether in person or online, are entitled to:

- An opportunity to participate in continuing education or examination preparation courses offered at the Contractors Institute. Such opportunities may be defined by licensing or certification requirements as defined by Florida Statutes, Florida Administrative Code, or the Florida Department of Business & Professional Regulation.
- Access to services or benefits provided through Contractors Institute continuing education or examination preparation courses.

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- A learning environment free from discrimination, bullying, and harassment, fostering respect for diverse backgrounds and perspectives.

UNACCEPTABLE CONDUCT

Discrimination, bullying, and sexual harassment are unacceptable at the Company and are unlawful under legislation including:

- Sex Discrimination Act 1984;
- Racial Discrimination Act 1975;
- Disability Discrimination Act 1992;
- Age Discrimination Act 2004.

Staff (including managers) or students found to have engaged in such conduct might be counseled, warned, or disciplined. Severe or repeated breaches can lead to formal discipline up to and including termination of employment or expulsion from courses.

Under the law, staff can be held personally liable for certain breaches of discrimination law, and the Company can also be vicariously liable for staff members' conduct.

CONFIDENTIALITY

It is unacceptable for staff at the Company to talk with other staff members, clients, or suppliers about any complaint of discrimination or harassment without the Company's express permission.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

DECISIONS TO BE BASED ON MERIT

All recruitment and job selection decisions at the Company will be based on merit—the skills and abilities of the candidate as measured against the inherent requirements of the position—regardless of personal characteristics.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

RESOLVING ISSUES

The Company strongly encourages any staff member or student who believes they have been discriminated against, bullied, sexually harassed, vilified, or victimized to take appropriate action by making a complaint in accordance with the Grievance Handling Policy.

Any staff member or student who has witnessed any discrimination, bullying, sexual harassment, vilification, or victimization should report this to their manager or other responsible person in the

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Company or can raise a complaint in accordance with the Grievance Handling Policy.

OTHER POLICIES

Employees and students are encouraged to read this policy in conjunction with the Employee Handbook and other related documents:

- Anti-Harassment and Anti-Bullying Policy

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