



## ACE Mentor Program of America, Inc. Corporate Policies

### **Policy on Equal Opportunity and Non-Discrimination**

ACE Mentor Program of America, Inc. (“ACE Mentor”) is strongly committed to the principles of equal opportunity and non-discrimination in all its activities. ACE Mentor admits students of any race, color, religion, sex, sexual orientation, ancestry, national or ethnic origin, disability, genetic information, gender identity, or any other characteristic protected by federal, state or local law. Further, ACE Mentor does not discriminate on any of these bases in the administration of its mentoring policies, admission policies and scholarship and grant programs.

### **Policy Against Sexual and Other Harassment**

ACE Mentor is committed to operating programs free of unlawful discrimination, including harassment that is based on any legally protected status; and as such will not tolerate any form of harassment that violates this policy. Students and/or mentors shall conduct themselves in a professional manner always and shall refrain from sexual advances, verbal or physical conduct of a sexual nature, or requests for sexual favors. Any student, mentor or ACE Mentor employee who violates this policy shall be subject to discipline.

### **Policy Against Retaliation**

ACE Mentor prohibits any employee or mentor from treating any other person adversely for reporting discrimination or harassment in good faith. Moreover, ACE Mentor will not tolerate any retaliation for a good faith complaint by any person acting on his or her own behalf, on behalf of another or for filing an administrative claim with a federal, state or local governmental agency.

### **Reporting Procedures**

If anyone associated with ACE Mentor has experienced or witnessed any conduct that is inconsistent with these policies, they are encouraged to immediately notify any Officer or Director of ACE America, including without limitation the following:

Peter Davoren  
Chair of Board

Charlie Bacon  
Vice Chair of Board

These policies do not require reporting harassment to any individual who is creating the harassment.

All reports describing conduct that is inconsistent with this policy will be investigated promptly. ACE Mentor will attempt to preserve confidentiality to the extent possible, and will take appropriate action once the report has been thoroughly investigated. If an investigation reveals that a violation of these policies or other inappropriate conduct has occurred, then ACE Mentor shall endeavor to take appropriate corrective action.