



Institute for International Medicine Discrimination Policy

I. Introduction

INMED is committed to maintaining a safe, healthy, and fair environment for all members of the Institute's community. To that end, INMED will not tolerate discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information.

Further, INMED will provide reasonable accommodations to students and employees who need them for medical or religious reasons, as required by law.

Regarding employment of both faculty and staff, INMED has adopted the following Equal Employment Opportunity statement: [EEO](#).

II. Report Process

- 2.1 Students or employees who believe that a member of the INMED community has engaged in prohibited discrimination may file a report with INMED. The institution encourages community members to report violations as soon as possible after an incident, but violations may be reported at any time. If INMED determines, based upon the nature of the allegations, that a report should be addressed by another department or third-party, INMED will direct the person submitting the report to the appropriate department and refer the matter to that department or third-party.
- 2.2 Employees or students will not be punished for reporting discrimination, participating in a discrimination investigation or lawsuit or opposing discrimination. INMED will protect the confidentiality of employees who report discrimination or participate in a discrimination investigation to the greatest extent possible. All INMED employees, students, or others working on behalf of or representing INMED, shall report suspected or actual instances of discrimination to their supervisor, the President, or a member of the Board of Directors.



- 2.3 Requests for information, inquiries, or reports of possible violations should be submitted through the [Questions & Concerns form](https://form.jotform.com/213226104121133) (<https://form.jotform.com/213226104121133>)
- 2.4 Upon receiving a report, INMED will reach out to the complainant and offer to schedule a meeting. The report, meeting, and collection of evidence will determine whether the alleged conduct could constitute a violation of the discrimination policy. INMED will notify the complainant of its determination of the investigation. A summary of the allegations, evidence, and written notes will be filed with the Vice President of Academic Affairs.
- 2.5 Interviews conducted as part of the investigation may be recorded by the institution. Recordings not authorized by the institution are prohibited.
- 2.6 INMED uses the preponderance of the evidence standard of proof to determine responsibility for violations of its discrimination policy.
- 2.7 If INMED determines a violation of the discrimination policy has occurred, INMED's President, Vice President of Academic Affairs, and Director of Student Affairs will render an appropriate sanction based on the evidence provided. Respondents may appeal the sanction through the [Appeal Request form](https://form.jotform.com/213225802562146) (<https://form.jotform.com/213225802562146>) within fourteen calendar days of the date they are formally notified of the sanction.
- 2.8 If a respondent is dissatisfied with the resolution offered by the President, Vice President of Academic Affairs, and Director of Student Affairs, he or she may contact the [Department of Higher Education and Workforce Development](#) for information on filing a formal grievance against the school.