



MANHATTAN SCHOOL OF MUSIC

**AFFIRMATIVE ACTION PLAN AND COMMITMENT
TO EQUAL EMPLOYMENT OPPORTUNITY**

Table of Contents

Page

President’s Statement	2
Overview and Purpose of the Affirmative Action Plan.....	2
Diversity Goals.....	2
Affirmative Action Policy Statement	3
Administrative Responsibility	3
Reaffirmation of School Policies:	4
Exhibit A.....	5
Equal Employment, Notice of Nondiscrimination, Anti-Harassment Policy, Retaliation	5
Title IX/MSM Sexual Misconduct Policy	5
ADA (including reasonable accommodation standard and procedures).....	5

President's Statement

Manhattan School of Music is an educational institution that values diversity and the rich variety of thought and experience it brings to our School. We strive towards building a culture of inclusiveness by supporting the recruitment and retention of a diverse workforce and by promoting an environment free from discrimination where all people are recognized and rewarded on the basis of individual performance.

Manhattan School of Music is dedicated to serving the entire School community with mutual respect, honesty, and openness. We value our coming together to work to end all forms of oppression and maintaining an environment where all are free to affirm and celebrate their differences and commonalities. Each member of the School's community has a responsibility to support a more diverse and inclusive campus environment in which to work, teach, and study.

Manhattan School of Music offers employees and students the personal opportunity to discuss the impact of the School's diversity efforts on their own lives and encourages employee and student feedback. The School strongly urges the reporting of all incidents of discrimination or harassment, regardless of the offender's identity or position in the School. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination or harassment.

Concerns and complaints related to equal opportunity in employment based on aspects of diversity protected under federal, state, and local law, including harassment complaints filed by any member of the Manhattan School of Music community against any employee, as well as complaints arising under Title IX, should be directed to Carol Matos, Vice President for Administration and Human Relations. The School's various Equal Employment Opportunity policies and procedures are publicly available on the School's website, and links to those policies are also set forth at the end of this Plan in Exhibit A (page 5).

The School's current version of its affirmative action plan is posted on the website at www.msmnyc.edu/affirmative-action-plan-commitment-equal-employment-opportunity/ and is available for review by any community member or applicant for employment. Please contact Carol Matos, Vice President for Administration and Human Relations, for additional information.

Overview and Purpose of the Affirmative Action Plan

The Affirmative Action Plan has been developed to: 1) promote equal employment opportunities at all levels of Manhattan School of Music; and 2) illustrate and underscore the School's ongoing commitment to diversity and inclusiveness by adopting policies that will ensure equal employment opportunities for minorities and women.

Diversity Goals

- Ensure that our community embraces and supports individuals from all racial, ethnic, religious, gender identity or expression, sexual orientation, class, disability, and nationality groups in their chosen pursuits.

- Ensure that individuals from all backgrounds have the opportunity to achieve their full potential.
- Strive to create a community and leadership that reflect the composition of the broader society.

Affirmative Action Policy Statement

The School's Equal Employment Opportunity and Affirmative Action Policy apply to all employees and applicants.

It is the School's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by federal, state, or local laws and regulations. This policy applies to all the terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Advancement to positions of greater responsibility is based on an individual's abilities and demonstrated performance.

The School is committed to Equal Employment Opportunity and, as part of the Affirmative Action Plan, the School shall:

- (a) Recruit, hire, upgrade, train and promote in all job classifications, without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by federal, state, or local laws and regulations;
- (b) Base employment decisions on the principles of Equal Employment Opportunity, and with the intent to further the School's Affirmative Action commitment;
- (c) Ensure that all terms and conditions of employment such as compensation, benefits, layoff, return from layoff, School-sponsored training, educational tuition assistance and social and recreation programs, shall be administered without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by federal, state, or local laws and regulations;
- (d) Ensure that promotion decisions will be made in accordance with the principles of Equal Employment Opportunity and Affirmative Action by imposing only valid requirements for promotional opportunities;
- (e) Pursue opportunities to recruit and develop job candidates who have the desire and potential for becoming qualified employees.

Administrative Responsibility

The Office of Administration & Human Relations is responsible for administering the School's Affirmative Action Plan. This includes the School's equal opportunity policies and procedures ensuring compliance with related laws and regulations dealing with human rights; providing the entire School community with training on search procedures and human rights policies; on-going

development of the Affirmative Action Plan; collecting and analyzing employee statistical data; preparing and submitting required internal and external reports; investigating human rights complaints (e.g., sexual harassment, discrimination, etc.); and administering the internal discrimination procedures.

The Office of Administration and Human Relations is available to assist the campus community with its recruitment and retention efforts and provide guidance regarding its equal employment opportunity and affirmative action policies and procedures. Carol Matos, Vice President for Administration and Human Relations, has been assigned responsibility for the administration of the Affirmative Action Plan and that the intent and practice of this policy is carried out.

Reaffirmation of School Policies:

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by federal, state, or local laws and regulations. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.

This policy of equal opportunity applies to all policies and procedures relating to recruitment, hiring, admission, financial aid, compensation, benefits, termination, and all other terms and conditions of employment and education. Links to the School’s current policies are set forth at Exhibit A below.

The office of the Vice President for Administration and Human Relations maintains reporting and monitoring procedures for these policies. Questions or concerns should be referred to the Vice President for Administration and Human Relations. Students may direct their questions and concerns to the Provost and Senior Vice President, Dean of Students, or the Vice President for Administration and Human Relations and Title IX Coordinator.

Appropriate disciplinary action may be taken against any faculty or staff or student for violating this policy after review and investigation by administration.

Signed by Executive of School  Date 4/28/2017
James Gandre, President

Exhibit A

Manhattan School of Music

Equal Employment and Educational Opportunity Policies

Policies followed by links:

- **Equal Employment, Notice of Nondiscrimination, Anti-Harassment Policy, Retaliation**
 - www.msmnyc.edu/equal-employment-educational-opportunity-policies/
- **Title IX/MSM Sexual Misconduct Policy**
 - www.msmnyc.edu/msm-title-ix-sexual-misconduct-policy/
- **ADA, including reasonable accommodation standard and procedures**
 - <http://3fv92513fnvf2m1ou93dy4td-wpengine.netdna-ssl.com/wp-content/uploads/2017/11/Accomodation-of-Individuals-with-Disabilities.pdf>