

# Commitment to Equal Opportunity and Diversity

Kelm Academy is committed to providing a learning, living, and working environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

## Kelm Academy EEO Climate

If you're a professional looking to advance your career, progress into business, technology and leadership, or plan to start your own business, Kelm is the best place for you.

Also consistent with this commitment, Kelm Academy prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender, pregnancy, age, national origin, disability, sexual orientation, marital status, status as a victim of domestic violence, citizenship or immigration status, creed, genetic predisposition or carrier status, unemployment status, partnership status, military status, or any other applicable legally protected status in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other University-administered programs and functions.

Nothing in this policy shall abridge academic freedom or the Academy's educational mission. Prohibitions against discrimination and discriminatory harassment do not extend to actions, statements or written materials that are relevant and appropriately related to course subject matter or academic debate.

This policy governs the conduct of all Kelm Academy students, faculty, staff, and visitors that occurs on the campuses or in connection with sponsored programs. This policy also governs conduct by Kelm Academy students, faculty, staff and visitors that creates, contributes to, or continues a hostile work, educational, or living environment for a member or members of the school community. Information regarding any form of discrimination may be directed to:

### Inquiries or complaints:

- Kelm Academy  
Registrar's Office of Equal Opportunity and Affirmative Action  
P.O. Box 110  
Lynbrook, NY 11563  
(516) 387-2077  
[registrar@kelmacademy.org](mailto:registrar@kelmacademy.org)
- Department of Education  
Office for Civil Rights (New York Office)  
(646) 428-3800  
[OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

## SNAP Non-Discrimination Policies

Kelm Academy policy for working with SNAP recipients in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies. We are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

### Program Complaints

Applicants and participants can file program a complaint directly with Kelm Academy (see page 1 – Inquiries or Complaints section).

### Civil Rights Complaints

Applicants and participants can file complaints through OTDA or directly with the USA. Contact information can be found on the SNAP application ([LDSS-4826](#), [LDSS-5166](#)) and in Book 1: What You Should Know About Your Rights and Responsibilities ([LDSS-4148a](#)). Complaints can be forwarded to OTDA through your district's SNAP Civil/Human Rights Designee, the person selected by the district to investigate and manage civil rights complaints in the district.

Mail: NYS Office of Temporary and Disability Assistance  
SNAP Civil Rights Team (SCRIT)  
Division of Legal Affairs  
40 North Pearl Street – 16C  
Albany, NY 12243  
(518) 474-7693  
[Otda.sm.scr@OTDA.ny.gov](mailto:Otda.sm.scr@OTDA.ny.gov)



**Kelm Academy and its affiliate organizations are an equal opportunity provider.**