



The Power
of International
Education

2023 Reaffirmation of Equal Employment Opportunity and Affirmative Action Policy Statement

The Institute of International Education (IIE) is a committed equal opportunity employer that complies with all applicable federal, state and local anti-discrimination laws, orders, directives and regulations. As a U.S. Government contractor, IIE maintains Affirmative Action Programs (AAPs) in compliance with Executive Order 11246, by which IIE is required to develop written Affirmative Action Plans (AAPs) annually that address the employment and career advancement of qualified women, minorities, U.S. protected veterans and individuals with disabilities.

IIE is committed to diversity and inclusion by offering a respectful work environment free from discrimination, harassment, and retaliation. We are committed to employing and promoting individuals based on their merits, regardless of race, color, religion, sex, national origin, age, status as a qualified team member with a disability, status as a U.S. protected veteran, pregnancy, sexual orientation, gender identity or expression, marital status, citizenship, status with regard to public assistance, or any other protected classification. Team members and applicants should report acts of discrimination, harassment, and retaliation immediately in accordance with the guidelines described in IIE's Worldwide Code of Conduct. These reports will be investigated promptly.

IIE will not discharge or in any other manner discriminate against team members or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another team member or applicant. However, team members who have access to the compensation information of other team members or applicants as a part of their essential job functions cannot disclose the pay of other team members or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by IIE, or (c) consistent with the IIE's legal duty to furnish information.

This policy extends to all terms, conditions, and privileges of employment, including but not limited to: job advertisement, recruitment and hiring, promotion, demotion, transfer, layoff and termination, compensation, benefits, education and training, reasonable accommodation due to disability or religion, work assignment, company-sponsored social and recreational programs, and other working conditions.

As required by the Americans with Disabilities Act and state and local laws, IIE provides reasonable accommodations to applicants and team members with disabilities to assist with their ability to complete the essential functions of a job unless so doing would cause an undue hardship for IIE. Requests for accommodation should be made in writing to Human Resources.

I, Courtney Temple, Executive Vice President & CAO, maintain overall responsibility for implementation of IIE's Equal Employment Opportunity (EEO) practices and AAPs. I have assigned the primary management of and accountability for ensuring full compliance with the plan to the Affirmative Action Officer. I have selected Kristy McCarthy to serve in this role for IIE. The Affirmative Action Officer has the authority, resources, support of, and access to IIE's top management necessary to ensure the effective implementation of the AAPs.

Should you have questions regarding our AAPs or wish to view the available portions of the plans, please contact IIE's Affirmative Action Officer, Kristy McCarthy, at kmccarthy@iie.org to schedule an appointment on Monday's from 2 p.m. to 4 p.m.

A handwritten signature in black ink that reads 'Courtney Temple' in a cursive script.

Courtney Temple
Executive Vice President & CAO
Institute of International Education (IIE)