

Equal Treatment Policy

Issued by Just Dawn Love, LLC | Version 1.0 | Effective September 15, 2026 | Policy owner: Dawn Love, CEO/Founder

1. Policy overview

The DawnLoveAI Institute exists to make AI skills available to everyday working people, including people who have been left out of technology training before. Everyone who deals with us will be treated fairly and with respect. Nobody will be treated less favorably because of age, disability, race, color, ethnic or national origin, religion or belief, sex, sexual orientation, gender identity, pregnancy or parental status, marital status, veteran status, employment status or income.

2. Scope of the policy

This policy covers learners, applicants, clients and sponsoring organizations, Board Advisors, and any trainer, guest speaker, contractor or employee. It applies to marketing, enrollment, teaching, assessment, certificates, complaints and every other part of our work, face to face and online. Just Dawn Love, LLC currently has no employees. The employment sections below state the standards we will apply from our first hire or contract.

3. Inclusive marketing and enrollment

- Our marketing states plainly who the program is for: working adults in non-technical roles. It does not exclude or discourage any group.
- Images, examples and case studies reflect a range of ages, backgrounds and occupations.
- Entry requirements are limited to what is needed to take part: basic computer skills and access to a device and the internet. We do not require a degree or a particular job title.
- Places are offered in the order that complete applications are received. Nobody is refused a place for a reason connected with a personal characteristic.
- The program offers four learner pathways, so that job seekers, career changers, small business owners and employed professionals all work with examples relevant to them.

4. Teaching and assessment

- All learners are assessed against the same published completion criteria, using the same Skills Checks and capstone rubric.
- Session times, religious observance and caring responsibilities are considered when cohort dates are set, and a learner who misses a session for such a reason is told how to catch up.
- Reasonable adjustments for disabled learners are made under our Disability Discrimination Policy.

5. Harassment and bullying

Harassment is unwanted behavior connected with a personal characteristic that violates a person's dignity or creates an intimidating, hostile, degrading or offensive environment. Bullying is repeated behavior that humiliates, undermines or excludes a person. Both are judged by their effect on the person, whether or not offense was intended. Neither is tolerated in a classroom, a virtual classroom, its chat, a group message thread or any communication connected with our programs, whether it comes from a trainer, a learner, a client or a visitor.

Ground rules for respectful participation are agreed at the start of Session 1. The trainer will act at once on behavior that breaks them.

6. Disciplinary measures

A learner who harasses, bullies or discriminates against another person may be warned, removed from a session or removed from the program. A trainer, contractor or Board Advisor who does so may have their engagement ended. Decisions about removal from a program are recorded, and the person affected may appeal to an independent reviewer under our Complaints Policy and Procedure.

7. Employment standards

- **Terms and conditions.** Pay and terms for any role will be set by the role and not by who holds it.
- **Recruitment and selection.** Roles will be advertised openly, with criteria limited to what the role needs, and selection will be on merit against those criteria.
- **Promotion, training and development.** Every trainer and contractor will have equal access to development. Each trainer is expected to keep a record of their own continuing professional development, and we will share training opportunities with all trainers on the same terms.
- **Performance, discipline and grievance.** The same standards and the same fair process will apply to everyone.
- **Ending an engagement.** Decisions will be based on conduct, performance or business need, never on a personal characteristic.

8. Responsibilities

- **Dawn Love, CEO/Founder,** is responsible for this policy, for leading by example, and for acting promptly on any concern.
- **Everyone who works with us** is personally responsible for treating others fairly, and agrees to this policy by signing our Code of Ethics and Conduct.
- **Host organizations** for face-to-face cohorts confirm in their booking agreement that learners will be treated equally on their premises.

9. Handling complaints of discrimination, harassment or bullying

Anyone can raise a concern informally with Dawn Love, or make a formal complaint under our Complaints Policy and Procedure. If the concern is about Dawn Love, it can go directly to an independent reviewer (solomon@dawnloveai.com or trellis@dawnloveai.com). Complaints are handled in confidence as far as possible, and nobody will be treated less favorably for raising a concern in good faith.

10. Support

We are too small to run an employee assistance program. A person affected by discrimination, harassment or bullying may bring a supporter to any meeting about their complaint, may choose which independent reviewer they speak to, and will be told about relevant outside sources of help.

11. Relevant law

Just Dawn Love, LLC is based in Georgia, United States. We follow the principles of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963 and the Americans with Disabilities Act of 1990, together with applicable Georgia law, and we apply those

principles to learners and contractors whether or not the law requires it of an organization our size. As a provider accredited in the United Kingdom, we use the UK Equality Act 2010 as our benchmark.

12. Communication and review

This policy is published at dawnloveai.com under The DawnLoveAI Institute tab, is sent to every learner with their enrollment confirmation, and is given to everyone who signs the Code of Ethics and Conduct. It is reviewed before each new cohort alongside the complaints log and learner feedback, and at least once a year.

Approved and signed by the head of the organization

Signature		Date	
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Dawn Love, CEO/Founder, Just Dawn Love, LLC (The DawnLoveAI Institute) Date approved: September 18, 2026 Next review due: September 15, 2027