

Maya Angelou Public Charter Schools

High School

&

Young Adult Learning Center

Employee Policies

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Sexual Harassment

The organization has a zero-tolerance policy for any kind of harassment. The organization prohibits harassment or discrimination because of race, color, sex, religion, national origin, ethnicity, age, genetic information, disability, sexual orientation, gender identity or expression, political affiliation, personal appearance, marital status, family responsibilities, matriculation, source of income, place of business or residence, tobacco use, victim of domestic disputes, employment status or any other basis protected by federal, state or local law. The organization's anti-harassment policy applies to all persons involved in the operations of the organization and prohibits harassment by any employee of the school including managers, supervisors and coworkers. The organization's anti-harassment policy also protects employees from harassment by fellow employees and others conducting business with the organization. If harassment occurs on the job by someone not employed by the organization, such as an organization volunteer, the procedures in this policy should be followed as if the harasser were an employee of the organization.

Harassing conduct includes, but is not limited to the following: epithets, slurs, denigrating jokes, stereotyping, unwanted solicitations of any kind, threatening, intimidating, or hostile acts; displays or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion to an individual or group and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individual's work performance
- Or otherwise adversely affect an individual's employment opportunities.

The above list of examples is not meant to be all-inclusive. No person will be adversely affected in employment with the organization as a result of bringing complaints of harassment.

Equal Opportunity

The Organization is committed to ensuring that equal employment opportunity is a reality in the workplace. Therefore the Organization complies with the provisions of the Civil Rights Act of 1866, ("1981"); The Civil Rights Act of 1964 as Amended ("Title VII"); the Age Discrimination in Employment Act, 1967 ("ADEA"); Title 1 Of The Americans with Disabilities Act of 1990 ("ADA"); Section 501 Of The Rehabilitation Act of 1973; The Equal Pay Act of 1963; the Pregnancy Discrimination Amendment to Title VII of the Civil Rights Act of 1964 (PDA); Executive Order 11246; Immigration Reform and Control Act, 1986 ("IRCA"); District of Columbia

Human Relations Act; local jurisdiction regulations, and all requirements imposed pursuant thereto, to the end that no person shall on the basis of race, color, religion, creed, ancestry, national origin, non-disqualifying physical or mental disability, protected veteran status, gender, gender identity, age, social-economic status, intellectual ability, sexual orientation, political opinion, personal appearance, physical characteristics, marital or familial status or any other characteristic protected by law, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination in the provision of any care or service.

Specifically, the above includes, (but is not limited to), adherence to law in the following: employees will be recruited for, selected for, assigned to, transferred to, laid off and promoted to, jobs without regard to race, color, religion, creed, ancestry, national origin, non-disqualifying physical or mental disability, protected veteran status, gender, gender identity, age, social-economic status, intellectual ability, sexual orientation, political opinion, personal appearance, physical characteristics, marital or familial status, or any other characteristic protected by law.

Race, color, religion, creed, ancestry, national origin, physical or mental disability, protected veteran status, gender, gender identity, age, social-economic status, intellectual ability, sexual orientation, political opinion, personal appearance, physical characteristics, marital or familial status, or any other characteristic protected by law will not be a factor in determining compensation or benefits for any job.

All facilities of the Organization will be utilized without regard to the employee's race, color, religion, creed, ancestry, national origin, physical or mental disability, protected veteran status, gender, gender identity, age, social-economic status, intellectual ability, sexual orientation, political opinion, personal appearance, physical characteristics, marital or familial status, or any other characteristic protected by law.

Staff privileges, training and Organization facilities will not be denied to employees on the basis of race, color, religion, creed, ancestry, national origin, physical or mental disability, protected veteran status, gender, gender identity, age, social-economic status, intellectual ability, sexual orientation, political opinion, personal appearance, physical characteristics, marital or familial status, or any other characteristic protected by law.

Be assured that employees can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Additional clarifying information is available from the US Department of Labor website (<http://www.dol.gov/dol/topic/discrimination/index.htm>); DC Office of Civil Rights website (<https://ohr.dc.gov/>),

For inquiries or to file a complaint regarding the organization's compliance with its Equal Opportunity Policy, contact:

Robert Simmons, III Ed.D
rsimmons@seeforever.org
202-797-8250

Drug Free Workplace

As part of the organization's ongoing commitment to a safe and healthy work environment, we maintain a drug-free workplace policy. Any employee who reports to work or is working while under the influence of drugs or alcohol runs the risks of endangering his or her safety and the safety of others, destruction of or damage to personal or organization property, and a loss of productivity and workplace morale.

All employees are required to understand and comply with the organization's drug-free workplace policy. Any failure to comply with the guidelines of this policy can result in immediate termination of employment. Employees are prohibited from all of the following:

- Unauthorized use, production, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any controlled substance.
- Reporting to work, or working, while under the influence of alcohol or a controlled substance. Controlled substances include, but are not limited to, narcotics (such as heroin and morphine), cannabis (marijuana, hashish), stimulants (such as cocaine and amphetamines), depressants (tranquilizers) except by doctor's prescription, and hallucinogens (such as PCP, LSD, and "designer drugs").
- Use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any legal prescription drug in an illegal manner.

Additionally, employees are required to notify the employer in writing of his or her conviction for a violation of a criminal drug statute no later than five calendar days after such conviction.

Smoking is not permitted by staff, students, parents or other visitors at the entrances to any organization facilities, inside any organization facilities, or inside any organization vehicles at any time. Vaporizers and inhalation devices used for non-medical purposes are also prohibited.

Staff Complaint Resolution Process

The organization's complaint and grievance procedure provides for a prompt, thorough, and objective investigation of any claim of harassment, discrimination, retaliation, or any

other grievance. Appropriate action will be taken to deter any future harassment, discrimination, retaliation or any other negative behaviors.

These complaint procedures do not bar individuals from filing claims in other forums to the extent permitted by federal, state, or local law.

It is the responsibility of every employee to report harassment or other conduct that makes them uncomfortable in the workplace . If an employee has a question or concern about any type of discrimination or harassment occurring in the workplace, he/she is encouraged to bring the issue to the attention of his/her supervisor and/or the Human Resources Department, pursuant to the grievance procedures found in the Guide. Confidentiality will be maintained to the extent practicable.

Employees who believe that the organization has violated its policies against discrimination, harassment, or retaliation, or any applicable federal, state, or local law regarding the same, can submit a complaint as outlined in the following employee grievance procedure.

Employee Grievance Procedures

Step 1

An employee with a complaint regarding another staff member, whether it is a supervisor or fellow employee, should attempt to timely address the issue with the involved staff member. If this proves unproductive and / or does not bring resolution to the complaint, then the following procedure should be followed

Step 2

The employee should provide a written or verbal complaint to the campus principal/site director' or Human Resources. If the complaint is made verbally the director should make a written report that is acknowledged by the employee. The complaint should include:

- Details of the incident(s)
- Names of individuals involved, and
- Names of any witnesses.

'To the extent that an employee's complaint concerns the principal/site director, the employee may provide her or his initial notice directly to the attention of the Director of Human Resources or Chief Operating Officer. The Director of HR or Chief Operating Officer will, based on that review, provide the organization's response in a timely manner.

Step 3

The principal, site director, or Human Resources will conduct a preliminary investigation of the matter and provide a written report detailing the investigation and results.

Step 4

Based on a preliminary investigation, the principal, site director, or Human Resources may request that the parties meet with either the principal, site director, or HR or, if the parties prefer, with the Chief Executive Officer. If both staff persons agree, this meeting will be arranged, and the parties will be encouraged to mediate their differences.

Step 5

Whether the parties do or do not meet and mediate the dispute, the principal, site director, or HR will determine the appropriate action based upon the investigation.

Complainant may or may not receive details of final determination due to confidentiality of personnel matters. However, a notification that the investigation has concluded will be sent.

Step 6

If the complainant or other parties involved wish to appeal the decision from Step 5, he/she may submit a signed statement of appeal to the Chief Executive Officer within ten (10) business days after receipt of the response. The Chief Executive Officer will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Chief Executive Officer will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Nothing in this policy is intended to mitigate the organization's belief in and offer to provide mediation between staff, either before or at any time during the complaint process. Further, that an employee complaint process exists does NOT suggest that any complaint process must or should take place prior to or in lieu of any termination of employment. The complaint process is unrelated and in no way mitigates the right of See Forever to terminate employees.

Availability of a Mediation Process

The organization is committed to creating an environment where staff members will attempt to work out disputes in non-adversarial ways. With this in mind, the organization will provide mediation if a staff member requests such help.

That a dispute resolution process exists does NOT suggest that any mediation process must or should take place prior to or in lieu of any termination of employment. Mediation is available

to any employee if he/she wish-es, but the mediation process is unrelated to and in no way mitigates the right of See Forever or Maya Angelou Schools to terminate employees.

This mediation process is not intended to mitigate or supersede the procedures described above in the section on Harassment/Discrimination, but rather is intended to provide an alternative for staff to mediate differences with fellow staff members and/or supervisors in situations not involving alleged harassment.

Anti-Retaliation/Whistle Blower Policy

The organization prohibits retaliation against any employee because of the employee's opposition to a practice the employee reasonably believes to constitute employment discrimination or harassment or because of the employee's participation in an employment discrimination or harassment investigation, proceeding or hearing. Any retaliatory adverse action because of such opposition or participation is against organization policy and will not be tolerated. Employees who believe they have been retaliated against because of their opposition to an employment practice reasonably believed to be discriminatory, or because of their participation in an investigation, hearing or proceeding regarding alleged discrimination should provide a written or verbal complaint to the Human Resources Department and/or Chief Executive Officer as soon as possible.