

## **HARRASSMENT, INCLUDING SEXUAL HARRASMENT**

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected under federal, state, or local law.

In the District of Columbia, the following also are a protected class: actual or perceived race; color; religion; national origin; sex; pregnancy, childbirth or related medical conditions; age [18 or over]; marital status; personal appearance; sexual orientation, gender identity or expression; familial status; handicap; matriculation; political affiliation; genetic information; status as unemployed (hiring only); and tobacco use.

Violation of this policy will result in disciplinary action, up to and including immediate termination. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies. Employee Manual  
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- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy. Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately

report any harassing or discriminating behavior by nonemployees, including contractor or subcontractor

employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:

1. Discuss any concerns with Jenae Jones, HR Director at (202) 459-8633 or email [jenae.jones@eagleacademypcs.org](mailto:jenae.jones@eagleacademypcs.org) for an in person meeting at 400 Virginia Ave SW, Washington, DC 20024.

## **NOTICE OF NON-DISCRIMINATION**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Eagle Academy Public Charter School will be based on merit, qualifications, and abilities. Eagle Academy Public Charter School does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Eagle Academy Public Charter School will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination would be subject to disciplinary action, including termination of employment.

## **SUBSTANCE ABUSE**

The company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including volunteer and temporary employees. The rules apply during working hours to all employees of the Company while they are on Company premises or elsewhere on Company Business.

The manufacture, distribution, possession, sale or purchase of controlled substances of abuse on Company property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on Company property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited. So that there is no question about what these rules signify, please note the following definitions:

*Company property:* All Company owned or leased property used by employees.

*Controlled substance of abuse:* Any substance listed on Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

*Drug:* Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

*Drug paraphernalia:* Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

*Illegal drug:*

a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation

b. Any drug, including- but not limited to- a prescription drug, used for any reason other than that prescribed by a physician.

c. Inhalants used illegally

*Under the influence:* A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse. Using, selling, purchasing, transferring, manufacturing, or storing of an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment. Working or reporting to work, conducting company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition. Consistent with the rules listed above, any of the following actions constitutes a violation of the Company policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

## **DRUG TESTING - CONSENT**

All employees who interact with students will be subject to Drug Testing at any time pursuant to our consent to Drug Testing policy and agreement. The Consent to Drug Testing policy and agreement must be agreed to before any employment with the Company is official. Furthermore, all employees that participate in the Company's Before/After Care Childcare program are required to complete a drug test administered by our Third-Party Provider AMC (American Motor –Carrier Consortium) in conjunction with Quest Diagnostics Laboratories, prior to being assigned to childcare duties. Prohibited conduct is a state of influence not having the normal use

of mental or Employee Manual subject to disclaimer August 2014 physical faculties resulting from voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse. Consistent with the rules of our Substance Abuse policy any employee working or reporting to work, conducting company business or being on company property while under the influence of an illegal drug or alcohol, or in an impaired condition constitutes a violation of the Company policy on drugs and will subject an employee to a random drug test that may result in disciplinary action, up to and including immediate termination. Should an employee be suspected of drug abuse by his or her Supervisor, they will be immediately removed from the classroom or Childcare Center and reported to the office of Human Resources as well as instructed to report for a random testing within in 2 hours. Suspected employee(s) will be responsible to meet the random testing requirement by visiting with the company's Third-Party testing laboratory, Quest Diagnostics. Supervisors are required to provide instructions and official and necessary documentation to suspected employee(s). Any and all results of drug testing prior to the start of work or required during work are reported directly to the office of Human Resources and will be held confidential.

## **EMPLOYEE GRIEVANCE PROCESS**

Eagle Academy PCS values all of its employees. It is our vigorous interviewing, verification of qualifications and discussion and hiring diligence that employees are chosen to work here. Therefore, In the event a decision is made on behalf of an employee that results in suspension with or without pay or termination that an employee feels is unjust, bias, targeted or does not contain all relevant facts. He or she must provide within 48 hours a letter of concern and grievance review. The Grievance Committee will consist of the CEO, Deputy CEO, Designee, Director of Human Resources, and HR Generalist. All requests will be reviewed and any necessary meetings with employee and or supervisor will take place within 72 hours of receiving the concern and grievance review. Should additional time be required by the committee the employee will be notified as soon as possible.

## **WHISTLEBLOWER STATEMENT**

Employees with questions or concerns about discrimination or any other unlawful activity in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful activity would be subject to disciplinary action, including termination of employment.