



# Washington Leadership Academy

## Employee Policies

### SY19-20

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# Policy Prohibiting Discrimination, Harassment, and Retaliation

## Non-Discrimination & Equal Employment Opportunity

Washington Leadership Academy provides equal employment opportunity for all applicants and employees. Washington Leadership Academy does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex (including pregnancy, childbirth, related medical conditions, or breastfeeding), age, marital status, personal appearance, sexual orientation or preference, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, military and/or veteran status or any other classification protected by applicable local, state, or federal law.

Washington Leadership Academy does not tolerate discrimination against any employee or applicant by a supervisor, fellow employee, vendor, contractor, intern, or any other person or entity for any reason prohibited by law, including, but not limited to, the employee's or applicant's race, color, ethnicity, religion, national origin, sex (including pregnancy, childbirth, related medical conditions, or breastfeeding), age, marital status, personal appearance, sexual orientation or preference, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, military and/or veteran status or any other classification protected by applicable local, state, or federal law.

## Policy Prohibiting Harassment

Washington Leadership Academy is committed to providing a work environment free from harassing behavior of any kind. Harassment is a form of discrimination and is unlawful under federal and state law. Harassment generally consists of unwelcome conduct, whether verbal, physical, or visual, based upon an individual's protected status. Washington Leadership Academy requires the assistance of all of its personnel to ensure the work environment remains harassment-free.

Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity, and the status of being transgender, and can occur between any individuals, regardless of their sex or gender. Sexual harassment can include unwelcome or unwanted sexual advances, requests for sexual favors, and other conduct of a sexual nature when (1) submission to this conduct is explicitly or implicitly linked to decisions affecting hiring, evaluation, promotion, or other aspects of employment, (2) such conduct is made either explicitly or implicitly a term or condition of employment, or (3) such conduct interferes with an individual's employment or job performance or creates an intimidating, offensive, or hostile work environment, even if the complaining individual is not the target of the underlying conduct.

Washington Leadership Academy's Policy Prohibiting Discrimination, Harassment, and Retaliation is specifically designed to be broader than the law and to prohibit unwelcome conduct even if such conduct would not form the basis of a legal claim. Examples of prohibited behavior include but are not limited to:

- Derogatory comments, epithets, slurs, or jokes based on or relating to an individual's protected status;
- Unwelcome sexual flirtations, advances, or propositions, or unwelcome sexual innuendo, pranks, or gossip;
- An offer of an employment-related benefit, or threat of an adverse employment action, tied to submission to sexual advances;
- Physical advances of a sexual nature, including touching, kissing, hugging, pinching, patting, grabbing, or brushing against another person's body;
- Display of discriminatory or sexually suggestive posters, cartoons, drawings, screensavers, videos, images, or objects;
- Suggestive, obscene, or otherwise hostile notes, letters, emails, texts, messages, social media posts, or invitations;
- Visual conduct, such as leering or making sexual gestures;
- Sabotaging work product, bullying, name-calling, interfering with or destroying someone's work area, or otherwise interfering with an individual's work or work environment based on his or her protected characteristic;
- Stereotyping, including assuming or suggesting that people of a particular protected category act or look (or should act or look) in a particular manner;
- Comments about an individual's body, or sexually degrading words to describe an individual; and
- Making or threatening reprisal after an internal or external complaint of discrimination or harassment.

Harassment can occur either within or outside of Washington Leadership Academy's workplace, including at work assignments off-site or on social media. Harassing conduct can include a series of incidents or a single incident

Any Washington Leadership Academy employee who engages in harassment, whether within or outside of the workplace, will be subject to disciplinary action, up to and including termination. Any Washington Leadership Academy supervisors who know or should know that harassment has occurred, but who fail to report such harassment as noted below, will be subject to disciplinary action, up to and including termination.

# Discrimination and Harassment Complaint and Reporting Procedure

**Reporting:** Washington Leadership Academy cannot prevent or remedy discrimination or harassment unless it knows about it. If you believe that you have experienced or witnessed discrimination or harassment of any type, or have been retaliated against in any way, you must promptly notify your immediate supervisor. If circumstances prevent you from reporting the information to your supervisor, you are expected to immediately report such information to the Executive Director. If circumstances prevent you from reporting the information to the Executive Director, you are expected to report the information to the Board Chair.

Your complaint does not need to be in writing for us to begin our investigation, but the person to whom you make your complaint may ask you to describe the incident in writing.

**Investigating:** Washington Leadership Academy will promptly, thoroughly, and impartially investigate all good-faith discrimination and harassment complaints. In our investigation, we will seek to treat the matter as confidentially as possible, but we cannot promise complete confidentiality. The investigation may include individual interviews with the parties involved and, where necessary, with witnesses or others with relevant knowledge. Washington Leadership Academy will complete such investigations in a timely manner, and take appropriate corrective action if a violation of our policy is found to have occurred, up to and including discharge. All individuals are required to cooperate with any internal investigation. We will advise the reporting employee of the results of the investigation.

**No Retaliation:** Washington Leadership Academy strictly prohibits retaliation against any individual for reporting discrimination or harassment or participating in investigations under this policy. If you feel that you have suffered retaliation for reporting harassment or discrimination or for participating in an investigation, please file a complaint using the procedures described above. Any employee who engages in retaliatory conduct in violation of this policy will be subject to disciplinary action, up to and including termination.

# Drug-Free Workplace

## **Drug, Alcohol, and Substance Abuse**

Washington Leadership Academy has a vital interest in maintaining a safe and efficient working environment. Employees who work while under the influence of drugs or alcohol present a safety hazard to children, co-workers, and themselves. Working under the influence of drugs or alcohol limits your ability to perform and provide required services. Accordingly, Washington Leadership Academy is committed to maintaining a drug-free environment and will strictly enforce anti-substance abuse policies.

The following are strictly prohibited:

- Possession, transfer, sale, distribution, use, or solicitation of illegal drugs on Washington Leadership Academy grounds and facilities (including the parking lot and adjacent areas).
- Possession or use of alcohol during Washington Leadership Academy operational hours in Washington Leadership Academy facilities, apart from at approved staff events.
- Reporting to work or being present at work while intoxicated or impaired by alcohol or drugs or smelling like alcohol or drugs.
- Abuse of prescription drugs: Prescribed drugs will be allowed only when taken in accordance with an official physician's prescription, and where such use will not adversely affect your ability to properly and safely perform your duties. If you are taking prescription drugs that may affect your ability to perform your assigned tasks properly and safely, including, but not limited to, medically prescribed marijuana, you should inform your principal or supervisor before or immediately upon return to work. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as the use of any illegal drugs.

Washington Leadership Academy recognizes that alcoholic beverages may be served and consumed by employees, on occasion, at Washington Leadership Academy functions. Employees who consume alcoholic beverages while representing Washington Leadership Academy must always exercise good judgment with respect to alcohol consumption, refrain from inappropriate behavior, and act in a professional manner, including when alcohol consumption takes place off site.

Failure to adhere to the preceding rules of conduct may result in discipline up to and including termination, even for a first offense.

# Whistle Blower Policy

## **Whistleblower Policy**

Washington Leadership Academy is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure where you may report an action that you reasonably believe violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter related to Washington Leadership Academy's business operations and does not relate to private acts of an individual not connected to the business of Washington Leadership Academy.

If you have a reasonable belief that an employee of Washington Leadership Academy has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, you are expected to immediately report such information to your immediate supervisor. If circumstances prevent you from reporting the information to your supervisor, you are expected to immediately report such information to the Executive Director. If circumstances prevent you from reporting the information to the Executive Director, you are expected to report the information to the Board Chair.

All reports will be investigated promptly and impartially. Washington Leadership Academy will strive to keep your identity confidential while conducting an adequate review and investigation.

Washington Leadership Academy strictly prohibits retaliation against you for: (1) reporting to a supervisor, Executive Director, Board of Trustees, or a federal, state or local agency what you believe in good faith to be a violation of the law; (2) participating in good faith in any resulting investigation or proceeding; (3) exercising your rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect your rights; or (4) providing truthful information to law enforcement or in a court of law relating to the commission or possible commission by Washington Leadership Academy or any of its employees of a violation of any applicable law or regulation

Washington Leadership Academy may take disciplinary action (up to and including termination) against an employee who engages in retaliatory conduct in violation of this policy.