

Sela PCS – School Board Approved Employment Policies – SY2021-22

SEXUAL HARASSMENT POLICY

As stated in our anti-harassment § 2.3, Sela PCS is committed to providing a work environment in which all employees are treated with decency and respect. Accordingly, Sela PCS has a zero-tolerance policy toward sexual harassment. If you are found to have engaged in prohibited sexual harassment as defined below, you are subject to discipline up to and including immediate termination. All persons, whether employed by Sela PCS or a student at Sela PCS are covered by the Sexual Harassment Policy outlined in this section. Sela PCS does not condone or tolerate any form of sexual harassment involving employees or students. The school is committed to the creation and maintenance of a work environment in which all employees work in an atmosphere free from all forms of sexual harassment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment impact. While Sela PCS does not condone consensual sexual relationships between co-workers, if it does occur, employees must recognize the potential conflict of interest that exists where an individual may be improperly influenced by the existence of said personal or sexual relationship. Therefore, this situation should be avoided in all situations, but emphatically in situations where one of the parties supervises or evaluates the other.

Sela PCS defines sexual harassment as unwelcome written, verbal, or non-verbal sexual conduct that creates an offensive or hostile working environment. Such conduct rises to the level of sexual harassment when it has the effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment (hostile work environment sexual harassment). Sexual conduct also rises to the level of sexual harassment when the submission to or rejection by any individual of unwelcome sexual conduct is used as a basis for employment related decisions such as performance evaluations or, more overtly working at Sela PCS (quid pro quo sexual harassment). Lastly sexual conduct rises to the level of sexual harassment when submission to unwelcome sexual advances is explicitly or implicitly made a term or condition of an individual's employment.

Sexual harassment may involve unwelcome verbal or written conduct including but not limited to slurs, crude remarks, vulgarity, lewd/suggestive comments/noises, nicknames, teasing, or offensive discussions or questions. Sexual harassment may also involve unwelcome visual imagery including but not limited to offensive or suggestive images, graphics, or objects such as photographs, magazines, mouse pads, physical movements or gestures such as leering and following. Sexual harassment may also involve unwelcome physical conduct of a sexual nature including but not limited to, the touching of another person's body, the touching or displaying of one's own body, or any similar contact.

Sexual harassment may occur between people of the same or opposite sex, provided that it is directed against the person based on his or her sex. Examples of conduct that Sela PCS prohibits, when the conduct is based on gender and is unwelcome, include but are not limited to: (1) verbal harassment (e.g., sexual requests, comments, jokes, slurs); (2) physical

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harassment (e.g., physical contact or blocking movement); and (3) visual harassment (e.g., posters, gestures, cartoons, e-mails or drawings of a sexual nature).

As discussed in § 2.3 this anti-harassment policy is far reaching geographically and reaches any Sela PCS employee, student or third party. Sela PCS will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination.

EQUAL EMPLOYMENT OPPORTUNITY & ANTI-HARASSMENT POLICY

Sela PCS maintains a strong policy of equal employment opportunity. All decisions related to employment are made without regard to race, color, sex, age, religious beliefs, national origin, disability, gender, gender identity or expression, marital status, U.S. veteran status, sexual orientation, genetic information, personal appearance, matriculation, political affiliation, creditworthiness, or any other status protected by law. Our equal employment opportunity commitment applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, leaves of absence, training, and compensation.

Further, Sela PCS is committed to providing a work environment in which all employees are treated with decency and respect. Accordingly, Sela PCS absolutely prohibits any harassment on the basis of race, color, sex, age, religious beliefs, national origin, disability, gender, gender identity or expression, marital status, U.S. Veteran status, sexual orientation, genetic information, personal appearance, matriculation, political affiliation, creditworthiness or any other status protected by law. This is a zero-tolerance policy. Prohibited conduct may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement. Such prohibited conduct may also include written or graphic material placed on walls, bulletin boards or elsewhere on Sela PCS's premises, included in e-mail, or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above. While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a hostile work environment, it can nonetheless make coworkers uncomfortable.

Please also be reminded that Sela PCS computers and the data generated on, stored in, or transmitted to or from Sela PCS computers are the property of Sela PCS for all purposes. Therefore, Sela PCS expressly cautions your use of Sela PCS e-mail, voicemail, fax, telephone, cell phone or other electronic messaging systems, or the Internet as these may form the basis of a Complaint for unlawful harassment or discrimination. If you receive an offensive message, please report said message to the Human Resources Representative.

Keeping this in mind, the offensiveness of any prohibited conduct is subjective, and the fact that you do not find a particular statement or image offensive does not mean that everyone shares

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your view. Geographically, these standards apply not just on the Sela PCS campus, but anywhere a work-related function or activity is taking place. Furthermore, these standards apply to everyone, not just Sela PCS employees and students, but to all third parties including prospective employees, clients, vendors, and persons who come in contact with Sela PCS. Accordingly, any offensive behavior is inappropriate and may result in disciplinary action, up to and including termination of employment, regardless of whether it is unlawful.

DRUG AND ALCOHOL USE

Sela PCS is committed to providing a drug-free, healthy, and safe workplace and to fostering the well-being and health of our employees. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. That commitment is jeopardized when any Sela PCS employee abuses alcohol or illegally uses drugs on the job; comes to work under their influence; or possesses, distributes, or sells any controlled substances in the workplace. Employees are expected to report for work in fit-for-duty condition and to perform their jobs in a satisfactory manner as determined by the company. Any individual who conducts business for the school, is applying for a position or is conducting business on the school's property is covered by our drug-free workplace policy. This organization encourages employees to voluntarily seek help with drug and alcohol problems.

While on Sela PCS premises or conducting official business for Sela PCS off-premises, no employee may:

- Use, manufacture, possess, distribute, sell, trade, or offer for sale any illegal drugs, including prescription drugs for which the employee has no valid prescription,
- Drink alcohol on the job except as authorized under this policy at approved social-business functions, or
- Report to work under the influence of alcohol or illegal drugs.

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.

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- Clearly state consequences of policy violations.

Employees are permitted to consume alcoholic beverages during social gatherings on company premises or off-site at functions authorized or sponsored by the school with prior approval. Before you schedule such an event, you must obtain prior approval from the Head of School. Employees attending such events must plan for safe transportation afterwards, such as an alcohol-abstaining designated driver. Moreover, employees should use good judgment and make similar arrangements for safe transportation for any event not sponsored by the school involving co-workers, contractors, students/parents, or vendors at which alcohol is served. While it is the personal decision of an individual to lawfully use alcoholic beverages, it is essential that such use does not interfere with the safe performance of your job duties or reduce your dependability. No employee should consider alcohol use a business obligation at any time.

Employees suspected of possessing or using alcohol or illegal drugs on Sela PCS property are subject to inspection and search, with or without notice. Employees' personal belongings, including any bags, purses, and clothing, are also subject to inspection and search, with or without notice. If Sela PCS has a reasonable suspicion that an employee is under the influence of alcohol or illegal drugs, Sela PCS reserves the right, in its sole discretion, to require such employee to undergo alcohol and/or drug testing as described below.

Employees are subject to testing based on, but not limited to, observations of apparent workplace use or possession of, or impairment by, alcohol or illegal drugs. Reasonable suspicion to test includes, but is not limited to, the odor of alcohol on the body or breath, slurred speech, unsteady standing or walking, inability or difficulty completing routine tasks, disorientation or confusion, or erratic or unusual behavior.

A Human Resources representative and/or the Head of School will be consulted before sending an employee for testing. Testing may be conducted off site as determined in Sela PCS's sole discretion, and will test for alcohol and/or illegal drugs, including, but not limited to, cannabinoids (THC), cocaine and opiates. Testing will be conducted by analysis of breath, saliva, urine, hair, and/or blood, as determined by Sela PCS in its sole discretion. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of the administration must escort the employee to the testing site and will then plan for the employee to be transported home.

Employees will be paid for time spent in alcohol or drug testing and then suspended with pay pending the results of the alcohol or drug test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test with the Head of School and Human Resources. If the results are negative, the employee will return back to work. An employee who tests positive will have an opportunity to provide a legitimate medical explanation, such as a physician's prescription, for the positive result.

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take

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appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply. If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Sela PCS recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

All information received by Sela PCS through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

COMPLAINT PROCEDURE

Sela PCS investigates all complaints of harassment and discrimination as soon as practicable based on the circumstances. Sela PCS does not tolerate any retaliation against an employee who has reported sexual or other harassment or discrimination. This no-retaliation policy applies to all reports made in good faith, regardless of whether the complaint ultimately is determined to be unfounded. The company specifically prohibits all Sela PCS employees and supervisors from taking any adverse action against anyone in retaliation for reporting a good faith claim of unlawful harassment or discrimination. Failure or refusal to participate in an investigation can result in disciplinary action up to and including dismissal, depending on the circumstances.

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If an individual believes that he or she has been subjected to conduct that violates Sections 2.3-2.5, by another Sela PCS employee, vendor, or other business contact, the individual should immediately report the incident to the Head of School. If the Head of School is involved in the reported conduct, or, for some reason the employee feels uncomfortable about making a report to the Head of School, the employee can contact the Board Chair.

Sela PCS will investigate any such report as appropriate, and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated these prohibitions against harassment, discrimination, and retaliation. Sela PCS will make every effort to maintain confidentiality throughout the investigatory process to the fullest extent possible.

WHISTLEBLOWER POLICY

No employee of Sela PCS or person acting on behalf of Sela PCS in attempting to comply with any policy established by Sela PCS (including ethics, conflicts, or anti-fraud) shall:

- Be dismissed or threatened to be dismissed;
- Be disciplined or suspended or threatened to be disciplined or suspended;
- Be penalized or any other retribution imposed, or
- Be intimidated or coerced

Based to any extent upon the fact that the employee has reported an incident or participated in an investigation in accordance with the requirements of this Policy. Violation of this section of the Policy will result in disciplinary action, up to and including dismissal.