



SEE FOREVER FOUNDATION

**MAYA ANGELOU
SCHOOLS**

High School

&

Young Adult Learning Center

Employee Policies

SY 2021-2022

Table of Contents

Sexual Harassment	3
Equal Opportunity	5
Drug Free Workplace	6
Staff Complaint Resolution Process	7
Whistle Blower Policy	9

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 federal Equal Employment Opportunity Commission defines "sexual harassment" as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Depending on the circumstances, the following types of behavior may constitute unlawful sexual harassment. This list is illustrative only and not exhaustive:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body,
- sexually degrading words used to describe an individual, or suggestive or



- obscene letters,
- notes or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to Human Resources.

All allegations of sexual harassment or other unlawful harassment will be promptly and thoroughly investigated and, if substantiated, remedial action will be taken to end the unlawful harassment. Reports can be made without fear of reprisal or retaliation. Staff will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, See Forever Foundation will not tolerate or permit retaliation by supervisors or co-workers against any complainant or anyone assisting in a harassment investigation.

The District of Columbia's Office of Human Rights (DCOHR) investigates and prosecutes complaints of prohibited harassment in employment. If you believe you have been harassed or discriminated against or that you have been retaliated against for resisting or complaining, you may file a complaint with the DCOHR in addition to exhausting the above complaint procedure.

Equal Opportunity

See Forever Foundation/Maya Angelou Schools makes every effort to hire the most qualified candidate for each position. Skill, experience, education, attitude, and potential for growth are considered when employment selections and all other employment- related decisions (such as compensation, policy administration, etc.) are made.

The organization is committed to ensuring that equal employment opportunity is a reality in the workplace. To provide equal employment and advancement opportunities to all individuals, employment decisions at SFF/MAS will be based on merit, qualifications, and abilities. SFF/MAS does not discriminate in employment opportunities or practices based on race, color, religion, national origin, sex, sexual orientation, pregnancy, veteran status, childbirth or related conditions, age, marital status, gender identity, genetic information, physical or mental disability or any other characteristic protected by Federal or District of Columbia law.

Any employee with questions or concerns about this policy and/or any type of discrimination in the workplace is encouraged to bring these issues to the attention of the HR representative.

Staff can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



Drug Free Workplace

See Forever Foundation/Maya Angelou Schools is committed to providing a safe and productive workplace for our employees and students. The unlawful presence of controlled substances in the workplace conflicts with these vital interests and constitutes a violation of the public trust. For these reasons, we have established, as a condition of employment and continued employment, the following policy.

The unlawful or unauthorized use, abuse, manufacture, distribution, dispensation, possession, sale, purchase of a controlled substance, drug paraphernalia, or alcohol during working hours and in the workplace, while driving and organization or personal vehicle for business, on Organization premises, or while engaged in SFF/MAS business (whether or not on Organization premises), is prohibited. Employees also are prohibited from reporting to work or working while they are using or under the influence of alcohol, any drugs, as well as any controlled substances which may impact an employee's ability to perform their job or otherwise pose safety concerns, except when the use

is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee to report to work. Employees must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their manager.

However, to the extent permitted by and in accordance with applicable law, this exception does not extend any right to report to work under the influence of medical marijuana or to treat the lawful use of medical marijuana as a defense to a policy violation or a positive drug test, to the extent employees are subject to any drug testing requirement.

You must notify Human Resources of any criminal drug statute conviction for a violation occurring within the workplace within five (5) calendar days of such conviction.

All employees are hereby advised that full compliance with the foregoing policies shall be a condition of employment at the organization. Any violations of this policy may subject an employee to disciplinary action, up to and including termination.

The Organization maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist employees recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

Staff Complaint Resolution Process

The organization's complaint and grievance procedure provide for a prompt, thorough, and objective investigation 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. 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 employee grievance procedure that immediately follows.

Staff 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:

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

To the extent that an employee's complaint concerns the principal/site director, the employee may provide an initial notice directly to the attention of the Director of Human Resources or Chief/Deputy Chief Operating Officer. The Director of HR or Chief/Deputy 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 wishes, 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 is intended to provide an alternative for staff to mediate differences with fellow staff members and/or supervisors in situations not involving alleged harassment.

Whistle Blower Policy

If any employee reasonably believes that some policy, practice, or activity of See Forever Foundation (SFF) is in violation of law, a written complaint must be filed by that employee with Human Resources. It is the intent of SFF to adhere to all laws and regulations that apply to the organization and the purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of SFF and provides SFF with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

See Forever Foundation will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of SFF, or of another individual or entity with whom See Forever Foundation has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. SFF will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the organization that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.