

SY21-22 DC Scholars PCS Employee Policies

Section 2: Employment Policies

Equal Employment Opportunity

DC Scholars is an equal opportunity employer. This EEO policy statement reinforces our commitment to a diverse workplace built on equality. This policy applies to all terms and conditions of employment including, but not limited to, hiring, promotion, compensation, termination, leaves of absence, training, and advancement. This policy applies to current and prospective employees, internal and external community and business partners, consultants, and vendors. Equal opportunity should and does apply to everyone, we also understand that it is especially important for people in groups that have historically been subjected to unfair treatment in the workplace. We are committed to avoiding discrimination based on conscious or unconscious biases and ensuring all qualified job applicants and employees are treated fairly, regardless of:

race, ethnicity, color, ancestry, sex, religious beliefs, immigration status, marital/domestic partnership/civil union status, familial status, family responsibilities, political affiliation, pregnancy, childbirth or related medical conditions, breastfeeding and reproductive health decisions, domestic and sexual violence victim status, national origin, nationality, age, physical or mental health related disabilities, affectional or sexual orientation, veteran status, military service, genetic information, gender, gender identity, gender expression, personal appearance, matriculation, credit information, lawful use of tobacco products, and unemployment status.

DC Scholars complies with all applicable laws, rules, and regulations preventing discrimination against job applicants and employees. Any employee of DC Scholars who violates this policy may be subject to disciplinary action, up to and including termination.

Management's Responsibility

At DC Scholars, all types of discrimination and harassment is prohibited. All employees, including management at DC Scholars, are responsible for:

- Implementing this policy and taking steps to prevent harassment.
- Ensuring employees under their supervision are familiar with and understand the policy.
- Promptly report complaints to Human Resources.

Open Door Policy

We encourage employees to ask questions, share ideas, voice concerns, and share problems when necessary. Please feel free to talk to a supervisor or any member of the management team. We cannot solve the problem if we do not know about it.

Employment-At-Will

While we anticipate a long and mutually rewarding relationship, an employee may terminate the employment relationship with or without cause or notice at any time, and DC Scholars may terminate the employment relationship with or without cause or notice, at any time.

Please be advised that Employment-At-Will cannot be waived or altered except by a written agreement signed by the Board Chair of DC Scholars or authorized designee. In this regard, employees should not construe any oral statement as guaranteeing employment for a specific period.

Genetic Information Nondiscrimination Act of 2008 (GINA)

In accordance with the Genetic Information Nondiscrimination Act of 2008 (GINA), DC Scholars does not request or require from its employees genetic information of any individual or family member of the individual, except as may be specifically allowed by law. To comply with this law, DC Scholars asks that employees refrain from providing any genetic information when responding to any request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Title IX of the Education Amendments of 1972 (Title IX)

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title VII of The Civil Rights Act of 1964 (Title VII)

Title VII includes federal laws against employment discrimination and harassment. These laws make it illegal for employers to discriminate against a person based on a number of characteristics, including prohibitions based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), or national origin. Below are some of the laws enforced by the EEOC under Title VII.

Age Discrimination in Employment Act (ADEA)

The Age Discrimination in Employment Act (ADEA) forbids age discrimination against people who are age 40 or older. The ADEA prohibits employers from making decisions to hire, fire, or promote employees based on their age.

Fair Credit Reporting Act (FCRA)

All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, and any other applicable state and federal laws. Background reports are kept confidential and are only viewed by individuals involved in the hiring process. In accordance with the FCRA, if information is obtained in a background check that may lead to denial of employment, an explanation of any adverse decision will be provided along with a copy of the report and the applicant will have the opportunity to dispute the report's accuracy.

In accordance with The National Child Protection Act of 1993, as amended, the DC Criminal Background Checks for the Protection of Children Act of 2004, and the DC School Safety Omnibus Amendment Act of 2018, all DCSPCS employees must submit to a criminal background check before the date of hire. The criminal background check is conducted in accordance with the Fair Credit Reporting Act.

Fair Labor Standards Act (FLSA)

The Fair Labor Standard Act (FLSA) is a federal law that sets minimum wage, overtime, and minimum age requirements for employers and employees. The FLSA creates two classifications of employees for the purpose of minimum wage and overtime. The two classifications are exempt employees and non-exempt employees. FLSA minimum wage and overtime requirements apply differently to employees depending on how they are classified. It is also important to note that the FLSA standards may not be the only legal standards that apply to employers.

The Pregnancy Discrimination Act (PDA)

The Pregnancy Discrimination Act forbids discrimination based on pregnancy regarding any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, such as leave and health insurance, and any other term or condition of employment.

Nursing and Breastfeeding Employees

Laws at the state and federal level, e.g., DC Human Rights Act and FLSA require employers to provide nursing employees with:

- Reasonable daily unpaid break periods, as required by the employee to express breast milk. If any break period, paid or unpaid, is already provided, the nursing break period runs concurrent with the break already provided.
- An employer shall make reasonable efforts to provide a sanitary room or location (not a bathroom or toilet stall) near the work area to express breast milk in privacy and security.

The Equal Pay Act

Requires that people in the same workplace be given equal pay for equal work. The jobs must be substantially equal, not identical. Job content (not titles) determines if jobs are substantially equal.

Health Insurance Portability and Accountability Act (HIPAA)

DC Scholars sponsors group benefit plans that are subject to the Health Insurance Portability and Accountability Act (HIPAA). Because of that law, privacy regulations apply to certain protected health information (PHI). PHI includes health status, medical condition, claims experience, medical history, genetic information, and evidence of insurability.

Personnel Files

Access to personnel records is governed in most cases by state law. DC Scholars will defer to regulatory statutes about employees' access to their personnel files.

Medical Information

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated by DC Scholars as confidential medical records. Information is shared in compliance with HIPAA regulations and on an as needed basis, e.g., benefit census data, FMLA forms and other circumstances.

Americans with Disabilities Act (ADA)

In compliance with the ADA Amendments Act of 2008 and the Americans with Disabilities Act of 1990, DC Scholars is committed to providing individuals with disabilities equal access to all employment opportunities. DC Scholars does not discriminate in its hiring and employment practices against qualified individuals with disabilities who can perform the essential job functions with or without a reasonable accommodation. A reasonable accommodation is any modification, change, or adjustment to the process of applying, the work environment, or a workflow making it possible for the individual with a disability to perform essential job functions.

Reasonable Accommodation Requests

Employees who need a reasonable accommodation should inform their supervisor and Human Resources as soon as possible.

ADA Interactive Process

Upon receiving a request from an employee for a reasonable accommodation, Human Resources, the employee, and their supervisor will begin an interactive process. The "interactive process" is a timely, good-faith communication between the employer and the employee to:

- Review the essential functions of the job.
- Assess if the employee needs a reasonable accommodation for a disability.
- Determine how the employee can be accommodated.

The interactive process begins with:

- Identifying specific limitations and needs.
- Assess if the information provided by an employee is sufficient to determine what accommodation may be needed.

If additional information is needed:

- The employee may be asked to provide supporting documentation including suggestions from a treating provider.
- This may include authorized communication with the employee's medical provider, or other treating provider.

Upon identification of an employee's specific limitations, essential job functions are reviewed to determine whether a reasonable accommodation will remove the workplace barrier, enabling the employee to perform job functions. A reasonable accommodation might include:

- Special equipment.
- Restructuring the job.
- Modifying the work schedule.
- Reassigning the employee, etc.

DC Scholars will determine what constitutes a reasonable accommodation. If there are several options, and one is less expensive, DC Scholars may choose that option if it effectively removes the workplace barrier. DC Scholars cannot require an employee to accept an accommodation. An employee who declines an effective accommodation may not be qualified to remain in their job. DC Scholars will monitor the accommodation to ensure it has enabled the ability to perform essential job functions. Information obtained concerning the medical condition of an applicant or employee will be treated as confidential and disclosed only as permitted by law and, if needed, during the interactive process.

DC Scholars will make reasonable accommodations to enable a qualified disabled individual to perform essential job functions unless doing so will create an undue hardship for DC Scholars. DC Scholars prohibits retaliation against employees requesting accommodations. Accommodations provided are documented and evaluated periodically for effectiveness. Any employee found to have engaged in retaliation against an employee may be subject to disciplinary actions.

Religious Observance Accommodation

Title VII of the Civil Rights Act prohibits discrimination based on religion. DC Scholars will provide a reasonable accommodation for employees' religious beliefs, observances, and practices.

A religious accommodation is an adjustment to the work environment that allows an employee to practice their religion. DC Scholars will work with employees to accommodate religious beliefs and practices, unless doing so would cause more than a minimal burden on the school's operations. If an employee believes they may need an accommodation for religious observance purposes, the employee should contact their

supervisor or human resources for assistance with evaluation and identifying an accommodation.

If an accommodation requires time away from work on a day or days during the school year, employees should request leave as early as possible. For religious observance accommodations resulting in time away from work, employees may use paid time off.

Discrimination and Harassment Prevention

It is the policy of DC Scholars to provide a work environment free from harassment and discrimination. This policy covers conduct of all DCSPCS employees, applicants and third parties.

- All instances of harassment and discrimination at and away from work while conducting DC Scholars business, attending events, or in any way connected to DC Scholars.
- The use of school-provided business systems, such as electronic mail, voicemail, instant messages, social media, and the Internet.

Discrimination can occur when someone means to treat a person differently, or less favorably, based on protected characteristics, (e.g., race, color, religion, and disability). Examples of discriminatory behavior can include unfair treatment, harassment, and retaliation.

Although the law does not prohibit offhand comments, or isolated incidents that are not serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision. Disagreements, discussions regarding work performance and expectations, or other work-related conflicts may not be considered harassment.

Harassment is a Form of Discrimination

Harassment involves conduct, whether verbal, physical, or visual, that is unwelcome, sexual in nature, based on: *race, color, religion, sex, pregnancy, childbirth, or related conditions, reproductive health decisions, breastfeeding, gender identity, gender expression, nationality, national origin immigration status, ancestry, age, marital status, domestic partnership statutes, civil union status, familial status, family responsibilities, political affiliation, domestic and sexual violence victim status, sexual orientation, physical or mental disability, veteran status, genetic characteristics, veteran status, military service, matriculation, credit information, lawful use of tobacco products, personal appearance, unemployment status, other status protected by applicable federal, state, and local laws or policy.*

Different Types of Discrimination and Harassment

Sexual Harassment

Sexual harassment is a form of discrimination and is prohibited. Sexual harassment is generally defined as conduct that is unwelcome and can include physical, verbal, and visual conduct, sexual advances, requests for sexual favors, and other unwanted behaviors sexual in nature. Sexual harassment can also be based on sex, gender, gender identity, gender expression, etc.

Examples of prohibited conduct include:

- Sexual propositions and repeated unwanted sexual flirtations, advances, or invitations.
- Implying sexual favors are a condition of employment or continued employment.
- Treatment/promises of preferential treatment for submitting to sexual conduct.
- Unwanted physical contact (touching, grabbing, kissing, or brushing against).
- Verbal conduct, sex jokes, teasing, sounds, and comments about a person's body.
- Questions and discussions of another person's or one's own sexual experiences.
- Sexually oriented derogatory or stereotypical comments.
- Verbal abuse of a sexual nature or based on sex or gender.
- Offensive leering, flirtatious eye contact, staring at a person's body, sexual gestures.
- Display and distribution of sexual, offensive, or sexually suggestive objects, images, electronic(soft)copy, websites, and hard copy materials, drawings, cartoons, graffiti, calendars, posters, and clothing.
- Communications, whether in writing, via text, voicemail, and email, that is offensive or sexually explicit, including cartoons, jokes, and viewing adult websites.

Even if sexual harassment is not directed specifically at an employee, the employee may still be a victim of sexual harassment when the harassment is pervasive in the work environment, affects employee's terms and conditions of employment, and/or creates an intimidating, hostile, or offensive work environment.

Sexual Harassment:

- May occur between persons of the same or different genders.
- Can take different forms and may be overt or subtle.
- Involves behavior that is not welcome or is personally offensive.
- Fails to respect the rights of others.

Sexual Harassment is considered unlawful when:

- Submission to conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of conduct is used as the basis for an employment decision.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The same legal standards used to define hostile environment and sexual harassment are applicable to other forms of unlawful harassment. Below are examples of other types of discrimination.

Sex and Gender Based Discrimination

This type of discrimination involves treating someone (an applicant or employee) unfavorably because of that person's sex, including sexual orientation, gender, gender identity, and pregnancy. For example, it is illegal to harass a transgender person by making offensive comments about transgender people in general.

National Origin Discrimination

This type of discrimination can include harassment can include offensive or derogatory remarks about a person's national origin, accent, or ethnicity. For example, mocking, ridiculing, or mimicking another culture, accent, appearance, or customs and making offensive comments about the ethnicity of a colleague or demoting or terminating an employee because of national origin is prohibited.

Age-Based Discrimination

Limiting an employee's opportunity to privileges and terms of employment in any way that denies or excludes any individual based on age (40+) is considered age discrimination and is prohibited. Age-based harassment can include, for example, offensive or derogatory remarks from an employee's own or other supervisor, a co-worker, or someone who is not an employee.

Race- and Color-Based Discrimination

Race-based discrimination involves treating an individual unfavorably because of race or because of personal characteristics associated with race, such as hair texture, skin color, or facial features. Color discrimination involves treating an individual unfavorably because of skin color or complexion. Discrimination can occur between individuals of the same race or color. Harassment can include, racial slurs, offensive and derogatory remarks about a person's race or color, or the display of racially offensive symbols.

Reporting Harassment and Discrimination

DC Scholars is committed to resolving complaints of discrimination and harassment. All reports of alleged harassment and discrimination are taken seriously and investigated.

An employee submitting a complaint or concern and reporting an alleged violation can expect to be treated courteously and have the matter handled swiftly and as confidentially as possible. It is understood that it is common for reports of harassment to be based on one person's word against another person's word. If an employee believes harassment of any kind has occurred, they should contact a supervisor, Human Resource, or the Head of School. As part of the process, a written statement may be requested.

Process for Investigating Complaints

In general, complaint handling follows a process to ensure consistent handling. The below steps may be involved as part of an investigation.

1. After a complaint is received (e.g., alleged harassment, policy violation, or other problematic behaviors) additional inquiries may be needed to better understand the circumstances and determine if further investigation is necessary.
 - If an investigation is the appropriate next step, it may be handled internally or an external third-party investigator may be used.
2. The investigation process will involve notifying those involved and gathering additional information. The person(s) who submitted a complaint, the individual about whom a complaint(s) was made, and witnesses, may be asked to participate in follow-up conversations.

Information gathered in an investigation is confidential. The complainant and individual who is the subject of a complaint is **not** entitled to the names of witnesses, interview notes, or other investigation related information.

3. After the information is reviewed, a determination is made as to whether the complaint can be substantiated.

- In some cases, an investigation finding is inconclusive, e.g., insufficient, or conflicting information.
- If it is determined that a violation did occur, corrective and disciplinary action may be taken. The course of action taken depends on the nature and severity of the conduct, and prior complaints.

4. At the conclusion of an investigation, the individual that reported a complaint is entitled to know the outcome, such as, if the reported complaint, behavior, or violation was substantiated, and if action is underway to address the issue. However, confidentiality must be maintained for all those involved in an investigation and the details of corrective action are confidential.

After an investigation is completed, Human Resources and/or the Head of School will meet separately with the individual that submitted a complaint, to notify them of the findings and the person who is the subject of the complaint regarding any corrective actions.

Confidentiality

DC Scholars is committed to maintaining confidentiality for all those involved in an investigation. Every effort will be made to maintain confidentiality. However, confidentiality cannot be guaranteed in every instance, but will be protected to the extent possible under the circumstances. Notes or documents received by those investigating will be kept confidential to the extent possible according to existing state or federal law. To discuss confidentiality, an incident, or seek information, employees are encouraged to contact their supervisor, Human Resources, or the Head of School.

See Something, Say Something

Any employee or applicant who is subjected to, witnesses, or has knowledge of actions or conduct violating DC Scholars EEO Policy or that could be perceived as harassment, or behaviors prohibited by the Discrimination and Harassment Prevention Policy should report it promptly to their Supervisor, Human Resources, or the Head of School.

Non-retaliation

It is unlawful to retaliate against an individual because they reported, or plan to report, a complaint, violation, perceived violation, or participated in an investigation. Making a report in good faith will in no way be used against an employee, nor will it have an adverse impact on the employee, even if the allegations cannot be substantiated.

Examples of retaliation can include demotion, reassignment to a less desirable position, an evaluation that is lower than it should be, making a person's work difficult (e.g., changing a schedule to conflict with responsibilities).

DC Scholars will not tolerate any retaliation against an employee that reports a violation or perceived violation or participates in an investigation. However, making a knowingly false or malicious report is prohibited and may be subject to discipline, up to and including termination.

Whistleblower Policy

DC Scholars requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of DC Scholars must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. This policy is intended to encourage and enable employees to raise serious concerns internally so DC Scholars can address inappropriate conduct and actions. Employees will not be fired, demoted, suspended, harassed, denied promotion, or experience any other kind of discrimination because of reporting.

In accordance with the Sarbanes-Oxley Act, any report of alleged impropriety within DC Scholars fiscal management is treated as confidential and anonymous. It is the responsibility of all Board members, employees, and volunteers to report violations or suspected violations in accordance with this Policy. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations to the Head of School, who has the responsibility to investigate all reported complaints. Examples of what should be reported to the Head of School, includes, and is not limited to:

- A reasonable belief or suspicion that fraud exists.
- Any cause for concern regarding DCSPCS business operations quality and integrity.
- A reasonable belief or concern that an employee has witnessed legal or regulatory compliance violations.

Complaints can be submitted on a confidential, anonymous basis directly to the Head of School, by email to HR-DC@dcscholars.org, or by mail:

*Head of School
DC Scholars Public Charter School
5601 E. Capitol Street, SE
Washington, DC 20019*

Confidentiality of Reported Violations

- All reports are investigated, and appropriate corrective action is taken if warranted.
- Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Sarbanes-Oxley Whistleblower Protection against Retaliation

- Any employee who in good faith submits information under DC Scholars Whistleblower policy will not be subject to retaliation.

- An employee who retaliates against an individual who reported information about fraud is subject to discipline, up to and including termination.

Confidentiality of DC Scholars School Records

Confidentiality is especially important with respect to student education records, which are protected from disclosure by federal privacy laws. Under the Family Educational Rights and Privacy Act (FERPA), DCSPCS employees are expected to keep student records, including, but not limited to, student registration forms, graded papers, and social security numbers, confidential. DCSPCS must have written permission from a parent or eligible student to release information from a student's record, except to the parties listed and under the following conditions:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes and accrediting organizations.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- To comply with a judicial order or lawfully issued subpoena.
- Officials in case of health and safety emergencies, state and local authorities, within a juvenile justice system, pursuant to State law.

Employees should consult with the Head of School before disclosing student information. Employees who have access to confidential information due to job responsibilities should not disclose such information for any reason, except as required to complete job duties e.g., social security numbers, driver's license, resident identification numbers, account numbers, credit or debit card numbers, security and access codes or passwords that permit access to medical, financial, or other legally protected information.

Confidential Information does not include information lawfully acquired by non-management employees about wages, hours or other terms and conditions of employment, if used by them for purposes protected by §7 of the National Labor Relations Act such as joining or forming a union, collective bargaining, or other concerted activity for their mutual aid or protection.

Employees leaving DC Scholars should ensure student records are returned and safeguarded to preserve the confidentiality of the information. Files and documents should be saved on the shared drive in the appropriate folder to ensure that other employees can have access to documents.

Non-Disclosure of Proprietary Information

It is vital to the continued success of the school that its proprietary information, intellectual property, and trade secrets are kept confidential. DCSPCS prohibit sharing materials, handbooks, templates, documents, etc. as they relate to work at DCSPCS with outside individuals and organizations without first obtaining the approval of the Head of School.

Both during and after employment, employees may not directly or indirectly use or disclose DCSPCS confidential information, except as authorized and necessary to perform duties for the school.

All material (writings, works of authorship, technology, inventions, discoveries, ideas and work product of any nature) and other Intellectual Property Rights (defined as all trade

secrets, copyrights, trademarks, patents and other intellectual property recognized by the laws of any jurisdiction) written, created or developed by any employee within DCSPCS through the use of DCSPCS resources or facilities, or supported by funds administered by DCSPCS during the course of employment will be and remain the sole property of DCSPCS.

Nothing in this Employee Handbook prohibits an employee from communicating with any governmental authority or making a report in good faith and with a reasonable belief of any violations of law or regulation to a governmental authority, or disclosing Confidential Information which the employee acquired through lawful means in the course of employment to a governmental authority in connection with any communication or report, or from filing, testifying or participating in a legal proceeding relating to any violations, including making other disclosures protected or required by any whistleblower law, the Department of Labor, or any other appropriate government authority. Under the 2016 Defend Trade Secrets Act (DTSA):(1) no individual will be held criminally or civilly liable under Federal or State trade secret law for the disclosure of a trade secret (Economic Espionage Act) that: (A) is made in confidence to a Federal, State, or local government official, direct or indirect, or to an attorney; and for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal so that it is not made public; and,

(2) an individual who pursues a lawsuit for retaliation by an employer for reporting a suspected violation of the law may disclose the trade secret to the attorney of the individual and use the trade secret information in the proceeding, if the individual files any document containing the trade secret under seal, and does not disclose the trade secret, except as permitted by order in that proceeding.

Drug and Alcohol Policy

DCSPCS provides a drug-free workplace and intends to comply with the Federal Drug-Free Workplace Act of 1988. DCSPCS prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation and/or transfer of alcohol or illegal drugs, or any other controlled substances, as defined in the Drug-Free Workplace Act of 1988, while on duty, on the premises of DCSPCS, or on DCSPCS business. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state, or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. DCSPCS also prohibits employees from having illegal drugs or controlled substances in their system when present on DCSPCS premises or on DCSPCS business. The use of alcohol or controlled substances while on school property or during the school day is forbidden and is cause for immediate discharge. As a narrow exception to this general prohibition, an employee over age 21 may consume limited quantities of alcohol off school premises in connection with DCSPCS-sponsored activities, provided that the consumption is limited to amounts of alcohol which will not result in the employee being legally under the influence of alcohol.

Reasonable Suspicion and Drug Testing

If there is reasonable suspicion that an employee is under the influence during the workday, DC Scholars reserves the right to request that the employee undergo an immediate drug test at the expense of DC Scholars. Failure to undergo the test if requested will result in the employee being asked to leave DC Scholars for the day and will not be allowed to return to work until the drug test is completed. A positive drug test or refusal to submit to a drug test is grounds for further disciplinary action, up to and including termination from DC Scholars.

An employee who believes that he or she may have a drug and/or alcohol problem is encouraged to seek help.

No Smoking Policy

In keeping with DC Scholars' intent to provide a safe and healthful work environment, smoking is prohibited throughout the indoor workplace. DC Scholars is a non-smoking campus.

Under the District of Columbia's Department of Health Functions Clarification Amendment Act of 2006, smoking in the workplace is prohibited. This includes all work areas, employee lounges, restrooms, conference rooms, classrooms, employee cafeterias, and hallways.

This means that smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco and the use of e-cigarettes is prohibited inside the building and in the event that construction is being done on campus, smoking is prohibited on the worksite. Employees that observe smoking should contact their supervisor, the Head of School or Human Resources. For employees seeking assistance with smoking cessation, contact DC Breathe, which offers counseling, mobile apps, and other services. Visit online: <https://breathcdc.org/cessation/>