



The Family Place Public Charter School

Employee Policies

(excerpts from the Employee Handbook)

I. Sexual Harassment (Prohibition of Harassment, Discrimination and Retaliation)

TFPPCS is committed to providing a work environment that is free of harassment or discrimination on the basis of any Protected Characteristics. Discrimination and harassment in all of these forms is unlawful and violates both the spirit of equal opportunity and the rights of the individual. It undermines the integrity of the employment relationship and can destroy the morale and commitment of the individuals involved. Even if an employee's conduct does not violate local, state, or federal law prohibiting harassment or discrimination, such conduct may be found by TFPPCS to violate its strong policy against improper harassment or discrimination of any individual.

TFPPCS's anti-harassment and anti-discrimination policy applies to all persons involved in the operations of TFPPCS, and prohibits harassment or discrimination based on a Protected Characteristic by any employee of TFPPCS, including supervisors and managers, as well as vendors, independent contractors, participants, donors and any other persons. It also prohibits harassment and discrimination based on the perception that anyone has any of the Protected Characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Harassment covers a range of behaviors, including subtle and not-so-subtle, verbal and non-verbal behavior. It can be engaged in or experienced by both males and females. TFPPCS will not tolerate any form of harassment based on a Protected Characteristic at any level. Harassment may take many forms, but the most common forms include:

- Verbal harassment such as jokes, epithets, slurs, negative stereotyping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or talents; references to a person as honey, doll, sweetheart, or similar remarks; questions

about a person's sexual practices; and patronizing terms and remarks;

- Physical or sexual harassment such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, staring at a person's body, and threatening, intimidating, or hostile acts that relate to a Protected Characteristic;
- Visual harassment such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion towards an individual because of a Protected Characteristic that is placed on walls, bulletin boards, or elsewhere on TFPPCS's premises, or circulated in the workplace or online; and
- Retaliation for reporting or threatening to report harassment.

Harassment or discrimination based on a Protected Characteristic is unacceptable both in TFPPCS's offices and in any work-related setting outside TFPPCS's offices such as during business trips, on office outings, at parties, and at business-related social events. It is also unacceptable to harass persons who are not TFPPCS employees but who may be encountered through or in connection with TFPPCS's activities, such as visitors, independent contractors, participants, donors, clients, or others connected with TFPPCS. Any employee who believes that he or she has been subjected to harassment or discrimination must report the incident to his or her supervisor, any other supervisor, or the Executive Director as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. Supervisors will refer all harassment or discrimination complaints to the Executive Director. TFPPCS will promptly undertake an effective, thorough, and objective investigation of the allegations. While TFPPCS will investigate such reports in as confidential a manner as possible, it cannot guarantee confidentiality at the expense of a thorough and effective investigation.

If TFPPCS determines that harassment or discrimination in violation of this policy has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by TFPPCS to be responsible for harassment or discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination. It is unlawful to retaliate or take reprisals in any way against an employee who has articulated a good faith concern about harassment or discrimination based on a Protected Characteristic against him or her or against another individual. TFPPCS will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers. TFPPCS encourages all employees to report any incidents of harassment or discrimination forbidden by this policy immediately so that complaints can be

quickly and fairly resolved. You also should be aware that government agencies investigate and prosecute complaints of harassment, retaliation, or discrimination in employment. If you think 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 appropriate agency.

II. Equal Employment Opportunity

TFPPCS offers equal employment and advancement opportunities to all individuals. Thus, employment decisions at TFPPCS are based on merit, qualifications, and abilities. We, at TFPPCS, do not discriminate against any person according to race, color, creed, religion, sex, national origin, disability, age, genetic information, marital status, domestic partnership status, citizenship status, military service, veteran status or any other characteristic protected by law (referred to as “Protected Characteristics”). This nondiscrimination policy extends to all terms, conditions, and privileges of employment and applies as well to the use of all company facilities, participation in all company-sponsored activities, and all employment-related matters such as promotion, compensation, benefits and termination of employment.

III. Drug-Free Workplace (Substance Abuse Policy)

TFP is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee’s work performance, efficiency, safety, and health, and, therefore, seriously impair the employee’s job performance. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes TFP to the risks of property loss or damage, or injury to other persons.

These rules and standards of conduct apply to all employees either on TFP property or during the workday (including meals and rest periods). Behavior that violates TFP policy includes, but is not limited to:

- Possession or use of alcohol, or being under the influence of alcohol while on the job.
- Driving on TFP business while under the influence of alcohol or controlled substances.
- Distribution, sale, or purchase of an illegal drug or controlled substance while on the job.
- Possession or use of an illegal drug or controlled substance without a prescription, or being under the influence of an illegal drug or controlled substance, without a prescription, while on the job.

If you are taking a legal drug or other substance, whether prescribed or not, which could affect job safety or performance, you must notify your supervisor and provide a physician's written statement that the substance does not adversely affect your ability to safely and efficiently perform your job duties and/or provide any work restrictions. You need not disclose the drug or substance prescribed or the underlying condition for which the drug or substance was prescribed. This written statement must be provided to your supervisor before you report to your work. You may not be permitted to perform your job duties unless it is determined that you can do so safely. Violation of these rules and standards of conduct will not be tolerated. TFP also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, TFP reserves the right to conduct searches of its property or employees and/or their personal property with or without notice to employees or consent, and to implement other measures necessary to deter and detect abuse of this policy, with or without notice to employees or consent, consistent with applicable law.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off TFP property will not be tolerated because such conduct, even though off duty, reflects adversely on TFP. In addition, TFP must keep people who sell or possess controlled substances off TFP premises in order to keep the controlled substances themselves off the premises.

All employees should report evidence of alcohol or drug abuse to a supervisor or other manager immediately. If the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee is required to report the violation. Failure to do so could result in disciplinary action, up to and including termination of employment, for the non-reporting employee. TFP will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation consistent with applicable law. Employees desiring such assistance should request a treatment or rehabilitation leave. TFP is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is TFP obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to comply with the terms of any rehabilitation program, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect TFP's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who

acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

TFP may require employees to undergo drug and/or alcohol testing if it has reasonable suspicion that the employee is under the influence of drugs or alcohol while performing work for TFP. In addition, TFP may require drug or alcohol testing in connection with a work-related accident in accordance with state law.

IV. Staff Complaint Resolution Process

Any employee who wishes to lodge a complaint should report the issue to his or her supervisor, any other supervisor, or the Executive Director as soon as possible. You will be asked to provide details of the issue, names of individuals involved, and names of any witnesses if there was a specific incident involved in the complaint. Supervisors will refer all harassment or discrimination complaints to the HR representative or Executive Director. TFPPCS will promptly undertake an effective, thorough, and objective investigation of the complaint. While TFPPCS will investigate such reports in as confidential a manner as possible, it cannot guarantee confidentiality at the expense of a thorough and effective investigation. TFPPCS will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees, or co-workers.

V. Whistle Blower Protection Policy

Reporting Responsibility: This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that TFPPCS can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about serious violations of TFPPCS's policies or suspected violations of law or regulations that govern TFPPCS's operations.

No Retaliation: It is contrary to the values of TFPPCS for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of TFPPCS. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure: TFPPCS has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or

you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or Board Chair/Co-Chair. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Director, Board Chair/Co-Chair or designated employee or board member, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director, Board Chair/Co-Chair or other designated employee or board member.