

# Washington Yu Ying Public Charter School Staff Handbook Policies

As of Nov. 8, 2021



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## Anti-Harassment Policy Statement

[Please see page 92, Appendix D: Anti-Harassment & Anti-Violence Policy for a complete policy.](#)

It is Yu Ying's intent to maintain a workplace free from harassment or intimidation of any employee by co-workers, management personnel, vendors, or others. Harassment because of an individual's race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or any other status protected under applicable federal, state or local laws will not be tolerated. Sexual harassment is illegal and is defined as unwelcome sexual advances, requests for sexual favors, or any visual, verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) 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.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors, sexual jokes or innuendos, verbal abuse of a sexual nature, commentary about an individual's body, pranks, catcalls, leering, insulting or obscene comments or gestures, display or circulation of cartoons or pictures that may be considered to be derogatory or offensive, and any other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, sexual orientation, marital status, disability, or any other characteristic protected by the law. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

This policy applies to all applicants and employees. Employees found in violation of this policy will be subject to disciplinary action up to and including immediate dismissal and may be found personally liable in any legal action brought against them.

Yu Ying strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Any employee who believes he or she has witnessed or been subjected to harassment or intimidation in the workplace should notify the Human Resources Representatives, School Administration, or Executive Director immediately, or in the alternative, the Secretary of the Board of Trustees.

Yu Ying will endeavor to investigate all complaints as expeditiously, thoroughly, and impartially as possible. Yu Ying will make every attempt to keep the information provided to it in the complaint and investigation process as confidential as possible. The person lodging the complaint will be advised of the results of any investigation, and the appropriate corrective action will be taken against the harasser when investigation confirms the allegations. If after investigating any complaint of harassment or unlawful discrimination Yu Ying learns that an employee has purposely provided false information regarding the complaint, disciplinary action up to and including dismissal may be taken against the individual who provided the false information.

There will be no retaliation against employees for reporting harassment or assisting Yu Ying in the investigation of a complaint. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. An employee who believes he or she experienced or witnessed any incidents of retaliation prohibited by this policy should notify the Human Resources Representatives, School Administration, or

Executive Director immediately, or in the alternative, the Secretary of the Board of Trustees.

## **Equal Employment Opportunity Policy Statement**

Washington Yu Ying Public Charter School has and shall continue to have a policy that all persons are entitled to equal employment opportunity based upon personal capabilities and qualifications, regardless of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or any other status protected under applicable federal, state or local laws. Yu Ying will not discriminate against any qualified applicants or employees with respect to any terms or conditions of employment based on their membership in any protected class. Yu Ying also prohibits discrimination and harassment based on a perception that anyone is in one of these protected categories, or is associated with a person who is or is perceived as being in any one of these protected categories.

This Equal Employment Opportunity Policy applies to all policies and procedures relating to recruitment and hiring, promotion, compensation, benefits, termination and all other terms and conditions of employment.

Yu Ying does not and will not permit employees to engage in unlawful discrimination or harassment practices. It is the responsibility of all employees to ensure that the concepts of equal employment opportunity, non-harassment and non-discrimination are understood, abided by and carried out by everyone. An employee who experiences or witnesses any conduct that is inconsistent with this policy should report such incidents to the Human Resources Representatives or School Administration. Contact information for the Human Resources Representatives and School Administration are provided on the School's Intranet. The Human Resources Representative or School Administrator who receives such a report shall report such incidents to the Executive Director. A prompt investigation of all complaints will be conducted.

There will be no retaliation against employees for reporting discrimination or assisting Yu Ying in the investigation of a complaint. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. An employee who believes he or she experienced or witnessed any incidents of retaliation prohibited by this policy should notify the Human Resources Representatives, School Administration, or Executive Director immediately, or in the alternative, the Secretary of the Board of Trustees.

## **Drug-Free/Smoking Policy**

## Drug Policy

Yu Ying is committed to protecting the safety, health and well-being of all employees and individuals in our workplace. 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.

It is the policy of Yu Ying to maintain age-appropriate, developmental drug and alcohol education and prevention programs. The program shall convey to students that the use of illicit drugs and the unlawful possession of alcohol are harmful and wrong.

The standards of conduct in the school clearly prohibit, at a minimum, the unlawful possession, manufacture, distribution, dispensing, possession or use of a controlled substance. No student or staff member shall use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time.

Discipline for violating the standards of conduct set out above will be governed by the school's policies and rules. Consistent with federal, state and local law, the school will impose sanctions on students and staff members who violate the standards of conduct, up to and including for students, expulsion and referral for prosecution, and for staff, up to and including immediate dismissal.

**Any employee who is convicted for a violation of a criminal drug statute occurring in or outside the workplace must notify the Human Resources Representative no more than five calendar days after the conviction.**

## Smoking Policy

Yu Ying promotes a healthy working and learning environment and therefore, smoking is prohibited on the school premises, including the parking lot.

## Whistle Blower Policy and Reporting Procedures

### Overview

As employees and representatives of Yu Ying, we all must:

- Have high standards for ourselves and each other
- Fulfill our responsibilities with integrity
- Comply with all applicable policies, laws, and regulations

If an employee observes another Yu Ying representative engaging in a dishonest, unethical, or illegal activity, the employee may report that activity to her/his supervisor, Chief Operating Officer, Executive Director or Board Trustee. The employee reporting the dishonest, unethical, or illegal activity will be protected under this policy.

## Definitions

A whistleblower as defined by this policy is an employee or representative of Washington Yu Ying who reports a work-related activity that the employee or representative considers to be illegal or dishonest or unethical.

Illustrative examples of illegal, dishonest, or unethical activities include violations of federal, state or local laws; purposefully taking leave from work without reporting that leave in Yu Ying's payroll system and to a supervisor, not charging fellow employees or families for services received; and fraudulent financial reporting.

## Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Yu Ying can address and correct inappropriate conduct and actions.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate members of Yu Ying's leadership team are charged with these responsibilities (see below).

## Reporting Procedures

1. Employees share their knowledge of or concerns about illegal, dishonest, or unethical activities with their supervisors, Yu Ying leadership, or by completing an anonymous form.
  - **Share information with a supervisor:** Employees are encouraged to communicate with their supervisors about any questions or concerns they have about dishonest practices, ethical violations, or legal questions. Supervisors are required to report any complaints or concerns about suspected violations by phone and in writing to the Yu Ying's Executive Director, COO, or Board Chair / Vice Chair within one business day of receiving the complaint.
  - **Share information with the Executive Director, COO, or Board Trustee.** If they are not comfortable speaking with a supervisor or are not satisfied with the supervisor's response, employees are encouraged to talk with or write to the Executive Director, Chief Operating Officer, or a Board Trustee.
  - **Complete an anonymous form.** If they would like to provide information anonymously, employees may complete and submit this [anonymous form](#). The information provided on the anonymous form is sent directly to the

Board Chair and Vice Chair. No Yu Ying staff member has access to the results of this form.

2. Within one business day of receiving the complaint, the Executive Director, COO, or Board Trustee will send written notification to the person who submitted a complaint (if that person is known) and acknowledge the receipt of the reported violation or suspected violation.
3. Within two business days of receiving the complaint, the Executive Director, COO, or Board Trustee will inform the full board in writing about the nature of the complaint. If only the Board Chair / Vice Chair receives the complaint, s/he will also inform the Executive Director and COO of the complaint if sharing such information is appropriate.
4. The Executive Director or Board Chair has the responsibility to investigate all reported complaints. All reports will be promptly investigated, documented, and appropriate corrective action will be taken if warranted by the investigation. Information about the investigation will be shared with the Executive Director, COO, and Board Trustees in the form of written updates. If the complaint or concerns are related to the actions of the Executive Director or COO, the Board Chair or Vice Chair will share information about the investigation with the Executive Director or COO as it is appropriate to do so.
5. This policy permits the Executive Director, COO, Board Chair or Vice Chair to seek and receive guidance from an appropriate advisor, such as a lawyer or accountant, when investigating the whistleblower's concern or complaint.
6. At the conclusion of the investigation, the Executive Director, COO, Board Chair or Vice Chair will provide a final written report, including major findings, recommendations, and next steps, and submit this final report to the full board.
7. Once the investigation is complete, the Executive Director or Board Chair will share high-level findings from the report with the whistleblower as it is appropriate or permissible by law.

## Whistleblower Protections

This Whistleblower Policy protects employees in two important areas – confidentiality and against retaliation:

- *Confidentiality*. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, the identity of the whistleblower may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.
- *No retaliation*. Yu Ying will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse

employment action such as termination, compensation decreases, and poor work assignments, or threats of physical harm.

A whistleblower who believes they are being retaliated against must contact the Executive Director, COO or Board Trustee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. An employee or Board Trustee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or dismissal from Board service.

## Acting in Good Faith

Anyone sharing information about a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## Contact Information

### Executive Director:

Maquita Alexander | [maquita@washingtoneyuying.org](mailto:maquita@washingtoneyuying.org) | 202-635-1950

### Board of Trustees Chair:

LeMar White | [lemarwhite@gmail.com](mailto:lemarwhite@gmail.com)

### Board of Trustees Vice Chair:

Kelly Yee | [kelly.lin.yee@gmail.com](mailto:kelly.lin.yee@gmail.com)