

LAYC CAREER ACADEMY

EMPLOYMENT POLICIES

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (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 involve individuals of the same or different sex and may include a range of behaviors including, for example: words, signs, jokes, pranks, sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, intimidation, physical contact, or violence.

Particular caution and judgment must be exercised in any romantic and/or sexual relationships between Career Academy personnel because it is sometimes difficult to distinguish between consensual and unwelcome situations. If a romantic and/or sexual relationship develops between a supervisor and employee, the supervisory relationship should be terminated at once.

Equal Opportunity

At LAYC Career Academy there shall be no discrimination with respect to employment or any of the terms and conditions of employment, on the basis of race, creed, color, religion, national origin, citizenship, ancestry, sex, gender identity or expression, age, disability, marital status, familial status, military status, sexual orientation, personal appearance, family responsibilities, matriculation, tobacco use, political affiliation, genetic information or any other characteristic protected by applicable federal, state, or local laws. Any employee, including supervisors, involved in improper discriminatory practices will be subject to appropriate disciplinary action, up to and including termination.

Discrimination complaints should be reported to an employee's immediate supervisor, the Principal, or the Executive Director. If the complaint is about the Executive Director, the complaint should be reported to the Chair of the Board of Directors. Equal employment opportunity notices are posted in appropriate areas as required by law. The notices summarize

the rights of employees to equal opportunity in employment and provide the names and addresses of various government agencies that may be contacted in the event any person believes he or she has suffered discrimination.

Diversity in the Workplace

LAYC Career Academy is committed to a diverse workplace. LAYC Career Academy will reflect this commitment in its efforts to broaden opportunities for a full range of qualified candidates in accordance with applicable legal obligations, including affirmative action. LAYC Career Academy maintains an equal employment opportunity program for all employees and seeks to recruit and develop the best qualified persons available regardless of age, race, color, religion, sex, gender identity or expression, sexual orientation, national origin, disability, creed, citizenship, ancestry, disability, marital status, familial status, military status, genetic information or any other characteristic protected by applicable federal, state, or local laws. LAYC Career Academy also recruits, develops, and provides opportunities for qualified disabled persons and veterans.

Americans with Disabilities Act

LAYC Career Academy is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and all applicable state and local laws to ensure equal opportunity in employment for all qualified persons with disabilities.

Religious Accommodations

LAYC Career Academy recognizes the importance and value of accommodating religious observances and practices, and LAYC Career Academy is committed to supporting equality of employment opportunity by affirming the values of diversity and inclusiveness. This commitment includes embracing religious diversity. As part of this commitment, LAYC Career Academy will make good faith efforts to provide a reasonable accommodation of an employee's sincerely held religious belief, unless LAYC Career Academy believes such an accommodation would create an undue hardship. The intent of this Religious Accommodations Policy is to facilitate open communication between employees and Management and Human Resources to specifically discuss and take action to reasonably accommodate our employees' religious observance obligations.

In case any aspect of this policy conflicts with federal, state or local law or regulation, that law or regulation will prevail, without negating the rest of this policy.

If available, employees may elect to use, according to the applicable LAYC Career Academy policy, personal days to accommodate their religious observance obligations. Whenever an employee encounters conflicts between his or her religious observance obligations and his or her work schedule, task assignment, dress code, or other work-related matter, the employee should immediately contact either Human Resources or their immediate manager to discuss possible religious accommodations.

Review of these requests must be based on the impact of the accommodation on the work environment and work assignments. Management should seek the assistance of Human Resources. After an accommodation is discussed with Human Resources and his or her supervisor and if accepted by the employee, the supervisor should document the accommodation and make the appropriate arrangements, such as schedule adjustments, personnel swaps, or task reallocations.

HIV/AIDS in the Workplace

Misunderstandings about HIV/AIDS are widespread, often causing fears and anxieties. LAYC Career Academy will deal with HIV/AIDS in a humanitarian and nondiscriminatory fashion, while assuring the safety and health of all employees. All employees will be trained to understand HIV/AIDS.

LAYC Career Academy is committed to a responsible policy of nondiscrimination regarding HIV/AIDS. An employee living with AIDS or carrying HIV will be treated the same as any other employee suffering from a chronic illness or dealing with a disability. LAYC Career Academy will respect the confidentiality of all employees so affected.

Drugs and Alcohol

Consistent with LAYC Career Academy's obligations under federal law and with LAYC Career Academy's mission, LAYC Career Academy has formulated a policy regarding alcohol, drug, and controlled substance abuse. This policy, set forth below, is applicable to all LAYC Career Academy employees regardless of work location or employment status.

Alcohol, drug, and controlled substance abuse in the workplace reflects a national problem. LAYC Career Academy has a strong commitment to its employees to provide an alcohol, drug, and controlled substance-free work environment. Likewise, LAYC Career Academy is committed to providing this type of environment for the school community.

Alcohol is defined as a beverage that may be legally sold and consumed and that has an alcoholic content in excess of .5% by volume. Drugs are defined as any physical or mind-altering substance or any "controlled substance" or "controlled dangerous substance" as defined by federal, state or local statutes. These include, but are not limited to, any nonprescription drug or narcotic, heroin, cocaine, or marijuana, or a prescribed drug that is abused or not used in accordance with a physician's evaluation.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee found to be unlawfully using, manufacturing, selling, distributing, dispensing, possessing, or trafficking in drugs in the workplace or at any time during his or her employment with LAYC Career Academy will be considered in violation of LAYC Career Academy's drug and alcohol policy. In addition, any employee found to be under the influence of alcohol on LAYC Career Academy property or

while performing assigned duties elsewhere will be considered in violation of LAYC Career Academy's drug and alcohol policy. Violators of LAYC Career Academy's drug and alcohol policy may be subject to a full range of disciplinary actions, up to and including termination. Furthermore, any employee who has knowledge of a violation of this drug and alcohol policy has a duty to report such conduct promptly to the Principal or Executive Director.

All potential new hires may be asked, at LAYC Career Academy's discretion, to undergo a drug test prior to their start of employment. Testing positive for substances that are illegal on either the federal, state or local level may result in rescission of an offer of employment. Once employed, an employee may be required to submit to a drug or alcohol test at any time deemed necessary by LAYC Career Academy. LAYC Career Academy reserves the right to request a drug or alcohol test of a single employee, a group of employees, or all employees, at any time, without prior notification of the request. If a test is requested, employees will be expected to submit to testing as soon as immediately practicable. Refusal to submit to a drug or alcohol test at the request of LAYC Career Academy is grounds for immediate termination. A positive test result may result in immediate termination, but LAYC Career Academy reserves the right to recommend treatment for a drug or alcohol problem and make further employment contingent on successful completion of such a program. Employees undergoing counseling or treatment will not be exempt from LAYC Career Academy's rules, policies, procedures, or disciplinary application.

As stated elsewhere in this Manual, LAYC Career Academy reserves the right to search any employee's personal effects brought on LAYC Career Academy property as well as an employee's work area if an employee is suspected of being involved in alcohol, drug, or controlled substance abuse activities. Employees must notify LAYC Career Academy in writing of any criminal drug statute conviction in the workplace within five (5) calendar days of the conviction. A criminal drug conviction may result in immediate termination, but LAYC Career Academy reserves the right to recommend treatment for a drug or alcohol problem and make further employment contingent on successful completion of such a program. Employees undergoing counseling or treatment will not be exempt from LAYC Career Academy's rules, policies, procedures, or disciplinary application.

Employees will be asked to sign an acknowledgement that they received this policy.

1. Smoke-Free/Tobacco-free policy

LAYC Career Academy is committed to a smoke-free/tobacco-free work environment. Accordingly, smoking or use of other tobacco products is not permitted inside of LAYC Career Academy's offices and facilities. For employees who continue to smoke or use other tobacco products, they are asked to refrain from smoking in front of any LAYC Career Academy facility to prevent easy access by students, other employees and visitors to the facilities.

Staff Complaint Resolution Process

LAYC Career Academy recognizes that disputes may call for various forms of resolution.

1. Mediation

LAYC Career Academy encourages the use of mediation when disputes between co-workers and between employees and the Principal or Executive Director cannot be resolved directly by the parties. The Executive Director, his/her designee, or the Principal will secure the services of a mediator when appropriate.

Participation in mediation does not waive an employee's, the Principal's, or Executive Director's right to proceed with the formal complaint process or corrective interview procedure set forth below.

2. Filing a Complaint

In situations in which an employee wishes to bring a complaint to the attention of the Principal or Executive Director, the following procedure is to be utilized:

If the complaint is against a co-worker:

If an employee feels that an issue requires an action or explanation, the employee should first discuss it with the Principal. The Principal should offer suggestions regarding resolution of the situation. This could include a meeting with the co-worker, a meeting between the co-worker and the Principal, or any other possible measure aimed at resolving the situation.

If the employee does not consider the answer or action to be satisfactory, then the employee should fill out the Employee Complaint Form and present it to the Principal for action. The Principal will, when practicable, respond to the employee's complaint within ten calendar days, in writing. If a complete answer is not possible within the ten-day period, a new date must be established in agreement with the employee.

If the situation remains unresolved for a period of thirty days from the original date of the complaint, the Principal will refer it to the Executive Director. The employee may also request a meeting with the Executive Director. The decision of the Executive Director is final.

Agreements will be kept in the confidential personnel files.

Staff should not be reluctant to make use of this procedure in order to establish a hearing on a situation they believe needs to be resolved.

If the complaint is against your supervisor:

If the situation involves the Principal and/or the nature of the problem cannot be properly discussed with the Principal, the employee may discuss the situation with the Executive Director. Follow the same steps as described above.

If the complaint is against the Executive Director: Contact the Chair of the Board of Directors.

Whistleblower Policy

If any employee reasonably believes that some policy, practice, or activity of LAYC Career Academy is in violation of law, that employee must file a written complaint with the Executive Director or the Principal. It is the intent of LAYC Career Academy to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary for LAYC Career Academy to achieve compliance with various laws and regulations.

LAYC Career Academy will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of LAYC Career Academy, or of another individual or entity with whom LAYC Career Academy 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. LAYC Career Academy will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body any activity, policy, or practice of LAYC Career Academy 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.

Resignation

LAYC Career Academy requires an employee to provide written notice of his or her resignation at least 20 business days in advance of the anticipated termination date (two months for Principal and Executive Director). The employee will work collaboratively with their supervisor to inform colleagues, either via email or in person during staff meeting at least two weeks before the departure. This communication can come directly from the staff member or their supervisor, at the discretion of the supervisor.

Employees resigning will be asked to complete an exit interview with Human Resources. Employees that don't provide proper notice are not eligible for employment references/recommendations or rehire.

Reduction in Force and other involuntary separation.

Layoffs may be necessary. If an employee is laid off under a reduction in force, the employee loses no seniority if recalled within a three-month period from the date of termination. In the event of a reduction in force or other involuntary separation, the employee will work collaboratively with their supervisor, to notify colleagues of their departure at least two weeks before departure where possible, or as soon as possible.

This communication may also be conveyed by their supervisor or a member of the senior leadership team.

Parental Leave

LAYC's parental leave runs concurrently with DC's Paid Family Leave to provide a total of 10 weeks of paid leave. Benefits for the first 7 days following the onset of a qualifying event and the last 3 days of parental leave will be paid at 100% by the school. The remaining 8 weeks of parental leave will be paid by DOES in accordance with the regulations issued by Office of Paid Family Leave. There is a waiting period of up-to 12 months to qualify for two weeks offered by LAYCCA.

DC Paid Family Leave

In July 2020 District of Columbia passed a legislation that expanded employees leave benefits. The Department of Employment Services (DOES) , under Office of Paid Family Leave (OPFL) will provide both Part Time and Full time employees working in Washington DC with Paid Family Leave. There are three kinds of events for which employees may be eligible to receive Paid Family Leave:

- 1) Parental Leave – Up to 8 weeks to bond with a new child, including adopted or foster children. This leave will run concurrently with LAYCCA's parental leave to provide upto 10 weeks of paid leave, with 2 weeks paid 100% by LAYCCA and remaining 8 weeks paid by DOES.
- 2) Family Leave – Up to 6 weeks to care for a sick family member
- 3) Personal Medical leave – Up to 2 weeks for personal serious illness.

Eligibility and Benefits Payment

Benefits are available immediately after start of employment. There is a 7 day waiting period after the occurrence of a qualifying event . Benefits are capped at 90% of weekly salary to a maximum pay out of \$1,000 (income of \$57,777 annually or less).

Employees can only receive upto 8 weeks of Paid Family Leave in a single year, no matter how many different types of leave they may take. When the need for leave is foreseeable, employees should notify their employers in writing, at least 10 days before the onset of the leave.

How to apply

Employees may submit online application or submit a paper form. For information on how to apply for benefits , please visit dcpaidfamilyleave.dc.gov or call 202-899-3700.

For more information about these benefits, please access the '*Employee Handbook – DC Paid Family Leave*' on the DOES' website.