



DC Wildflower PCS: Employment Policies

The following are DC Wildflower's policies for applicable employment laws, excerpted from our Staff Handbook:

- equal opportunity
- sexual harassment
- drug-free workplace
- staff complaint resolution process
- whistle blower policy

Policies Related to Equal Employment Opportunity, Discrimination, and Harassment

Equal Employment Opportunity

DC Wildflower is committed to equal employment opportunity. We do not discriminate based upon any of the following: race, color, ethnicity, religion, national origin, sex (including pregnancy, childbirth, related medical conditions, or breastfeeding), age, marital status, personal appearance, sexual orientation or preference, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, military and/or veteran status or any other classification protected by applicable local, state, or Federal law. This policy governs all aspects of employment at DC Wildflower including but not limited to, hiring, assignments, training, promotions, compensation, employee benefits, employee discipline, discharges and all other terms and conditions of employment. DC Wildflower strictly prohibits any form of discrimination prohibited by law.

Discrimination and Other Unlawful Harassment

It is DC Wildflower's goal that you feel safe and welcome at work. Discrimination against employees and applicants for employment on the basis of race, color, ethnicity, religion, national origin, sex (including pregnancy, childbirth, related medical conditions or breastfeeding), age, marital status, personal appearance, sexual orientation or preference, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or military or veteran status (all as defined and protected by applicable law) is unacceptable and will not be tolerated.

Similarly, harassment of individuals on any of these bases is strictly prohibited. Harassment includes, but is not limited to: jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive. Any employee who fails to comply with DC Wildflower's non-discrimination and unlawful harassment policy will be subject to disciplinary action up to and including termination.

Sexual Harassment

Sexual harassment is defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whenever: (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that a reasonable person would find unwelcome and that is personally intimidating, hostile, or offensive.

As with DC Wildflower's rules on discrimination, it is DC Wildflower's goal that you feel safe and welcome at work. No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures, nor should any employee or applicant for employment be led to believe that an employment opportunity or benefit will, in any way, depend upon cooperation of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions including, but not limited to: (1) sexually-oriented verbal kidding, teasing, or joking; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or their appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.

Scope of Policies

These policies prohibiting harassment, whether sexual or of another nature, are not limited to relationships between and among employees and prospective employees; these policies also extend to interactions with parents (and other family members), clients, vendors, contractors, and others. No employee shall ever subject anyone to sexual harassment of any nature, including that conduct described above. Furthermore, no employee will be required to suffer sexual harassment by any DC Wildflower employee or contractor. Any unwelcome sexual overtures or other forms of sexual harassment should be reported immediately to the immediate supervisor, the Operations Partner, and the Executive Director or the Board of Directors.

Drug, Alcohol, and Substance Abuse

DC Wildflower has a vital interest in maintaining a safe and efficient working environment. Employees who work while under the influence of drugs or alcohol present a safety hazard to children, co-workers, and themselves. Working under the influence of drugs or alcohol limits your ability to perform and provide required services. Accordingly, DC Wildflower is committed to maintaining a drug-free environment and will strictly enforce anti-substance abuse policies.

The following are strictly prohibited:

- Possession, transfer, sale, distribution, use, or solicitation of illegal drugs on DC Wildflower grounds and facilities (including the parking lot and adjacent areas).
- Possession or use of alcohol during DC Wildflower operational hours in DC Wildflower facilities.
- Reporting to work or being present at work while intoxicated or impaired by alcohol or drugs.
- Abuse of prescription drugs: Prescribed drugs will be allowed only when taken in accordance with an official physician's prescription, and where such use will not adversely affect your ability to properly and safely perform your duties. If you are taking prescription drugs that may affect your ability to perform your assigned tasks properly and safely, including, but not limited to, medically prescribed marijuana, you should inform your Head of School or supervisor before or immediately upon return to work. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as use of any illegal drugs.

Failure to adhere to the preceding rules of conduct may result in discipline up to and including termination, even for a first offense.

Employee Complaints and Concerns

Many times, employees' concerns in the workplace come about due to miscommunication, misunderstandings, and hearsay. Many grievances and personal complaints are best handled between you and the person with whom you have the disagreement. Therefore, if you have a complaint or concern, please discuss it first with the person of concern, then with your immediate supervisor. If you feel that your supervisor has not properly addressed your complaint or concern, you may discuss it with the Executive Director.

Please note: If the complaint or concern pertains in any way to harassment or discrimination, you should follow the complaint procedures set forth in the Handbook's "Policy Prohibiting Harassment and Discrimination." DC Wildflower staff shall not retaliate for the filing of any complaint.

Whistleblower Policy

DC Wildflower is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure where you may report an action that you reasonably believe violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter related to DC Wildflower's business operations and does not relate to private acts of an individual not connected to the business of DC Wildflower.

If you have a reasonable belief that an employee of DC Wildflower has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, you are expected to immediately report such information to your immediate supervisor. If circumstances prevent you from reporting the information to your supervisor, you are expected to immediately report such information to the Executive Director. If circumstances prevent you from reporting the information to the Executive Director, you are expected to report the information to the Board Chair.

All reports will be followed up promptly, and an investigation will be conducted. In conducting investigations, DC Wildflower will strive to keep your identity confidential while conducting an adequate review and investigation.

DC Wildflower will not retaliate against you in the terms and conditions of your employment because you: (1) report to a supervisor, Executive Director, Board of Directors, or a federal, state or local agency what you believe in good faith to be a violation of the law; (2) participate in good faith in any resulting investigation or proceeding; or (3) exercise your rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect your rights.

DC Wildflower may take disciplinary action (up to and including termination) against an employee who engages in retaliatory conduct in violation of this policy.

In addition, DC Wildflower will not retaliate against any employee who has provided to law enforcement personnel, or in a court of law, truthful information relating to the commission or possible commission by DC Wildflower or any of its employees of a violation of any applicable law or regulation.