



## **SY 2022-23 Employee Policies**

### **Equal Opportunity Statement**

SCGW is committed to providing equal employment opportunity in all of our employment programs and decisions. Discrimination in employment on the basis of any classification protected under federal, state or local law is a violation of our policy and is illegal. All employees, applicants, students, vendors and SCGW visitors will be treated without regard to race, ancestry, citizenship, religion, color, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or any other factor protected by local, state or federal law. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, training, transfer, promotion and demotion, compensation and benefits, evaluation, discipline and termination.

As part of its policy to comply with all applicable EEO laws, SCGW not only prohibits discrimination in employment against otherwise qualified applicants/candidates and employees on account of a physical or mental disability, but also prohibits discrimination based on a record or perception of such a disability, or association with a person with such a disability. You should contact the Director of Human Resources or the Chief Operating Officer if you have any questions or concerns regarding this policy or you believe this policy may have been violated. If, at any time, an employee feels it would be unreasonable to use this procedure to report discrimination because of unusual or unique circumstances, the SCGW encourages the employee to discuss his/her concerns with a member of the management team. SCGW prohibits retaliation against employees who report or allege violations of this policy. Any employee found to be engaging in any type of unlawful discrimination and/or retaliation may be subject to disciplinary action up to, and including termination.

SCGW will:

- Investigate employee complaints;
- Take appropriate corrective action to stop discrimination;
- Protect employees from retaliation for reporting or participating in an investigation;
- Act with discretion to protect employee privacy, to the extent that this is possible and consistent with SCGW's commitment to a workplace free of illegal discrimination.

### **Anti-Harassment Policy**

SCGW is committed to providing a work environment in which all individuals are treated with respect and dignity. Inappropriate workplace behavior and harassment create conditions that are wholly inconsistent with this commitment. The purpose of the policy set forth below is not to regulate the personal morality of employees, but rather to create a work environment that is free from all forms of harassment, whether that harassment is because of race, ancestry, citizenship, religion, color, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or any other factor protected by local, state or federal law.

Discriminatory harassment, including sexual harassment, will not be tolerated by SCGW. This policy applies to all harassment occurring in the work environment whether or not on work premises, or at a



SCGW-sponsored event, and applies regardless of the gender of the individuals involved. This policy covers all employees of SCGW, as well as applicants for employment and third parties over whom SCGW has control, such as contractors, vendors, suppliers and visitors. This prohibition on harassment also extends to interaction with students and adult participants.

#### Sexual Harassment Defined.

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
- Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Some examples of what constitutes sexual harassment include: threatening to take or taking employment actions—such as discharge, demotion, or reassignment—if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks; horseplay; use of stereotypes; offensive, insulting, derogatory or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender or sex-based pranks; and the display in the workplace of sexually suggestive objects or pictures, including through e-mail.

The above list of examples is not intended to be all-inclusive. Sexual harassment can happen between same-sex individuals as well as between opposite sex individuals. Employees should take care in informal business situations, including SCGW's functions and business trips.

#### Complaint Procedure

SCGW strongly encourages reporting of all incidents of sexual or other harassment, regardless of the identity of the offender. While SCGW requests that individuals who believe they are being harassed firmly and promptly notify the offender that his or her behavior is unwelcome, SCGW also recognizes that power and status disparities between the offender and the recipient of the offensive conduct may make such a confrontation difficult. Consequently, such direct communication is not a requirement or prerequisite to filing a complaint.

Any employee who believes that they are or have been the victim of illegal discrimination or harassment or observes conduct in violation of this policy should immediately notify the Director of Human Resources or Chief Operating Officer. (Any supervisor who is notified shall immediately report the incident to the Director of Human Resources). SCGW, through the Director of Human Resources or designated agent, shall fully investigate all complaints. SGCW will seek to maintain confidentiality throughout the investigative process to the extent practicable and consistent with SGCW's need to undertake a full investigation.. SCGW will consult with the aggrieved employee and interview all relevant identified witnesses or other parties.

Upon completion of the investigation, SGCW will take appropriate remedial action if it is necessary and supported by the facts. An employee who is found to have engaged in illegal discrimination or harassment may be subject to appropriate disciplinary action, up to and including termination.

An employee who reports an incident that the employee, in good faith, believes to be a violation of this policy, or who is involved in the investigation of harassment, will not be subject to reprisal or retaliation. Retaliation is a serious violation of this policy and should be reported immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this policy. Any person found to have retaliated against an individual for reporting discriminatory harassment or participating in



an investigation of allegations of such conduct will be subject to appropriate disciplinary action, up to and including termination.

SCGW is strongly committed to maintaining a workplace free of harassment or intimidation, including sexual harassment. All complaints are taken seriously and fully investigated. If you have any questions about this policy you should contact the Director of Human Resources.

### **Commitment To A Drug And Alcohol Free Workplace**

SCGW is steadfast in its commitment to maintain a safe, secure, drug-free environment. The special needs of SCGW's student and adult population makes it paramount that the environment be free of any and all intoxicating or mind-altering substances. To that end, SCGW adheres to and enforces the terms, mandates and principles of the Drug-Free Workplace Act of 1988. In addition, SCGW abides by the following as a matter of policy:

- Drug abuse is a danger in the workplace. It is unlawful to manufacture, distribute, dispense, possess or use illegal drugs in the workplace.
- Any and all drug abuse violations in the workplace will result in immediate discipline, up to and including termination.
- SCGW will make available a list of rehabilitation agencies that provide counseling, information on rehabilitation and assistance to employees with drug-related problems. All inquiries regarding rehabilitation will be kept confidential.
- As a condition of employment, each employee must sign a statement acknowledging that they read the Drug-Free Workplace policy and agrees to abide by the terms of the policy.

#### Definitions

**Illegal Drugs** – includes all chemical substances or drugs listed in any controlled substances act or regulations applicable under any federal, state or local laws which are illegal, may be legally obtainable but have not been legally obtained or were legally obtained but are not being used for prescribed purposes. SCGW reserves the right to modify and change the list of illegal drugs covered by this Policy.

**Medications** – includes any controlled substance, over-the-counter-medication or drug legally prescribed for an employee by a licensed physician for the treatment of the employee that is used solely for the purpose for which they were prescribed or manufactured.

**Alcohol** – refers to the intoxicating agent in beverage alcohol, ethyl alcohol or other low weight molecular weight alcohols, including, but not limited to, beer, wine, wine coolers, blended or distilled spirits, fermented ales, etc.

**On the Job** – An employee is on the job whenever they are:

- On SCGW's property, including parking lots, and other SCGW locations, at any time
- Driving or riding as a passenger in an SCGW vehicle
- Conducting SCGW business
- At an SCGW or SCGW-sponsored function or event

**Under the Influence** – If an employee has any measurable alcohol, illegal drugs or medications in his or her system and/or his or her normal physical or mental abilities or faculties or ability to perform the essential functions of his or her job duties have been affected by such substances, the employee is "under the influence."

**Essential Functions** – The fundamental job duties of the position held by an employee.



## Claims of Fraud, Waste, Abuse and/or Ethics Violations

It is the policy of SCGW not to engage in acts of fraud, waste, abuse and/or violations of applicable ethical standards of conduct. Any employee who witnesses or becomes aware of such a violation should immediately report it to the Chief Operating Officer or the Director of Human Resources. The Chief Operating Officer will be responsible for promptly investigating any such allegations in as confidential a manner as is appropriate and feasible. All SCGW employees are required to cooperate and participate in any such investigations. No one may discharge, demote, suspend, threaten, harass or in any other manner retaliate against an employee in the terms or conditions of employment because of any lawful act done by the employee reporting in good faith acts of waste, fraud, abuse and/or ethics violations. Any form of retaliation or adverse action against any employee for reporting in good faith a suspected violation of these guidelines, or for assisting in a complaint investigation, will not be tolerated and is prohibited. SCGW adheres to a no-reprisal approach for personnel reporting and will promptly investigate all allegations.

