



Briya

Public Charter School

Employee Policies

Briya Public Charter School

www.briya.org

Briya School Sites

2333 Ontario Rd. NW, Washington, DC 20009

3912 Georgia Ave. NW, Washington, DC 20011

100 Gallatin St. NE, Washington, DC 20011

4300 13th St NW, Washington, DC 20011

Human Resources Contact Information

Seghen Abebe

sabebe@briya.org

202-851-3420

Executive Director Contact Information

Christie McKay

cmckay@briya.org

202-797-7337

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Board of Trustees

Board Chair: Daniela Grigioni-Carozza, daniela.carozza@gmail.com

Board Vice Chair: Doris Garay, dorisgaray2@gmail.com

Board Secretary: Flor Buruca, florburuca@gmail.com

Board Treasurer: Bill Bletzinger, bill.bletzinger@gmail.com

Board members: Brittany Pope, Charlotte Baer, Jennifer Huang, Brenda Martinez, Alejandra Sandoval, Cara Sklar, Ji Sung Yang

Employment Policies

Equal Employment Opportunity (EEO)

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Briya. Briya's policy is intended to provide equal employment opportunity to all qualified applicants and Employees regardless of their race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity or expression, personal appearance, marital status, political affiliation, family responsibilities, genetic information, matriculation, military/veteran status, status as a special disabled veteran, or any other characteristic protected by applicable law. This policy applies to all policies and procedures relating to recruitment and hiring, training, promotion, compensation, benefits, transfer, layoff, termination and other terms and conditions of employment. Employment decisions at Briya are based upon relevant criteria, including an individual's performance, capabilities, qualifications, training, experience, and suitability.

Briya will reasonably accommodate an individual's physical or mental disability as required by law. The School also will reasonably accommodate an individual's religious obligations as required by law. Additionally, in compliance with D.C. and Maryland law, if a pregnant Employee requests an accommodation for a disability caused or contributed to by the pregnancy, Briya will explore reasonable accommodations, including leave, with the pregnant Employee, and it will endeavor to provide a reasonable accommodation unless doing so would impose an undue hardship on Briya. Briya will also provide accommodations to Employee's whose ability to perform their job is affected by childbirth, breastfeeding, or any related medical condition unless doing so would impose an undue hardship on Briya. Requests for accommodations should be made to the Human Resources Department. Briya prohibits retaliation against any Employee with a pregnancy-related disability who seeks a reasonable accommodation under this policy.

If an Employee or applicant feels he or she has been subject to behavior that violates this EEO policy, please contact the Human Resources Department.

All Employees are expected to follow and support this policy. Any Employee violating this policy may be subjected to disciplinary action up to and including immediate discharge.

Prohibition on Discrimination and Harassment

General Harassment and Discrimination

Briya strives to provide a work environment in which all Employees can work together comfortably and productively, with respect and dignity, free from harassment and discrimination. The School prohibits the harassment of or discrimination against any of its employees based on an individual's race, color, religion, age, sex, gender identity or expression, marital status, national origin, military/veteran status, disability, personal appearance, sexual orientation, political affiliation, family responsibilities, genetic information, matriculation, or any other characteristic protected by applicable law. To provide a comfortable work environment for all its Employees, the standards set by the School may be higher than those that are legally required. These standards apply not just to what occurs at the School's facilities, but anywhere a work-related function or activity is taking place.

Prohibited conduct includes, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the Employee's normal work or movement. Such prohibited conduct may also include written or graphic material placed on walls, bulletin boards or elsewhere on the School's premises, included in email, or circulated in the workplace that denigrates, shows hostility or aversion toward an individual or group because of the characteristics identified above. While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action, up to and including termination of employment, regardless of whether it is unlawful.

Sexual Harassment and Unwelcome Sexual Conduct

Briya's is also committed to providing a workplace free of sexual harassment and other unwelcome sexual conduct. Sexual harassment is defined as unwelcome sexual conduct that creates an offensive or hostile working environment or unwelcome sexual conduct that is made a condition of working at the School. Sexual harassment may occur between people of the same or opposite sex.

Examples of conduct that the School prohibits include but are not limited to:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., physical contact or blocking movement); and
- Visual harassment (e.g., posters, gestures, cartoons, e-mails or drawings of a sexual nature).

Retaliation

Briya does not tolerate any retaliation against an employee who has reported sexual or other harassment or discrimination. This no-retaliation policy applies whether the complaint of harassment or discrimination is ultimately determined to be well founded or unfounded. All employees and managers are especially prohibited from taking any adverse employment action against anyone in retaliation for reporting a good faith claim of unlawful harassment or discrimination.

If you feel that you have been retaliated against in violation of this policy, you should report the matter promptly to management in the same manner as any other form of harassment or discrimination.

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Complaint Procedure

If you believe that you have been subject to discrimination or harassment, or if you have witnessed discrimination or harassment directed toward another person, you are encouraged to make your unease and/or disapproval directly and immediately known to the offending employee, so long as you do not feel that your physical safety is in immediate danger. As the reporting employee you must immediately report the incident to your immediate supervisor and the Human Resources Department. All incidents of discrimination or harassment must be reported regardless of the seriousness. A supervisor or manager who receives any form of discrimination or harassment complaint – whether it is oral or in writing, formal or informal – and any supervisor or manager who witnesses discrimination or harassment, must immediately contact the Human Resources Department so it can be investigated in a timely and confidential manner. The Human Resources Department may request that such supervisor or manager participate in an investigation of the matter. If the Human Resources Department is involved in the reported conduct, then the Employee/supervisor/manager should report such conduct to the School Executive Director.

Briya will investigate any such report as appropriate, and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated these prohibitions against harassment, discrimination and retaliation. All employees have an obligation to cooperate fully in any investigation and to provide complete and accurate information. Failure to cooperate or to provide complete and accurate information will result in disciplinary action up to and including termination of employment.

Knowingly False Complaints

A knowingly false complaint of harassment or discrimination – as opposed to complaints that, even if erroneous, are made in good faith – may result in disciplinary action up to and including termination of employment.

Compliance Hotline

Mary's Center utilizes Lighthouse Services Inc. to provide all employees with access to an anonymous compliance hotline for reporting possible compliance violations. The purpose of the service is to ensure that any employee wishing to submit a report can do so anonymously and without fear of retribution. Lighthouse Services provides a toll-free number, along with several other reporting methods, all of which are available 24 hours a day, seven days a week for use by employees.

Telephone:

- English: 844-490-0002
- Spanish: 800-216-1288

Website: www.lighthouse-services.com/maryscenter

Email: reports@lighthouse-services.com (must include a copy of name with report)

Fax: 215-689-3885 (must include a copy of name with report)

Drug-Free and Alcohol-Free Workplace

Employees are expected to maintain the highest professional standard when conducting company business. Consumption or being under the influence of alcoholic beverages or drugs during working hours or the unlawful manufacture, distribution, dispensing, possession, or use of drugs is detrimental to this goal. Alcohol and substance abuse is a danger to users, other Employees, and Briya participants. Such abuse impairs the health and judgment of the user and is a threat to the safety of other Employees and participants.

Briya is committed to providing an alcohol-free and drug-free work environment at all company locations. Briya is also committed to providing assistance to Employees who voluntarily seek help with alcohol and/or substance abuse problems. If you believe you need help with such problems, you are encouraged to contact your supervisor or a Human Resources representative.

Drug Testing

At its discretion, Briya reserves the right to require drug testing to its Employees at pre-employment, at hire, and during employment at anytime to ensure the safety of its staff members, patients, participants, and the members of the general public.

Drug and Alcohol Policy

Briya 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 themselves and their co-workers. Moreover, the presence of drugs or alcohol in the workplace limits our ability to perform at the highest levels and provide the best possible service. Accordingly, the School is committed to maintaining a drug free environment. The following conduct is prohibited and may result in disciplinary action up to and including termination, even for a first offense:

- Possession, transfer, sale, use or solicitation of drugs on School property (including the parking lot and adjacent areas) or during working hours.
- Possession or use of alcohol on School property (including adjacent areas) or during working hours, unless specifically authorized by management.
- Reporting to work or being present at work while being intoxicated or impaired by alcohol or drugs.
- Reporting to work or being present at work with a detectable amount of any drug in the Employee's body.
- Abuse of prescribed drugs. Prescribed drugs will be allowed only when taken in accordance with a physician's prescription, and where such use will not adversely affect the ability of an individual to properly and safely perform his or her duties. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as use of other drugs.
- Under no circumstances should company funds be used to purchase drugs or alcohol.
- Pressure to consume drugs or alcohol by a supervisor or other coworkers should be reported to the Human Resources Department immediately.

No Smoking Policy

Briya has a vital interest in maintaining a healthy and safe environment for its Employees, participants, guests and visitors. In accordance with this interest and the law of the District of Columbia, smoking is prohibited at all Briya locations.

Anti-Fraud and Whistleblower Policy

Fraud is defined as any unsafe, dishonest, or illegal act or the intentional, false representation or concealment of a material fact for the purpose of misleading another to act upon it to cause harm to Briya Public Charter School (Briya) or to Employees of Briya.

As stewards of the financial and other resources of Briya, each employee has the responsibility for preventing fraud and safeguarding those assets. It is the policy of Briya that each employee is responsible for the prevention, detection, and reporting of fraudulent or potentially fraudulent activities. Whistleblower protections are in place to maintain the confidentiality of the reporting employee and to guard against retaliation.

Fraud Prevention

The prevention of fraud requires each employee to be alert and vigilant in the performance of his or her job responsibilities. Each employee is expected to:

- Act with honesty, integrity and the promotion of ethical behavior.
- Believe that fraud is possible and that you can identify it.
- Become familiar with Briya's system of internal controls and the policies in place to ensure the safeguarding of assets and to understand your role, such as:
 - Signature authority limits, which relate to Requests or Proposals, contracts, purchase orders, invoices, expense reports, and any documents that obligate Briya's resources – both financial and human.
 - Technology and Equipment Use Policy
 - Copyrights, Royalties, Patents Policy
 - Transportation Expense and Travel Expenses Policy
 - Consulting Policy
 - Other policies in the Employee Handbook
- Identify assets for which you have responsibility including budgets, intellectual property, office supplies, computers, petty cash, amounts collected as revenue, inventoried items etc.
- Ask yourself questions, with regard to the following:
 - If these assets were to be misused or misappropriated, how would I know?
 - What controls exist to prevent or detect inappropriate use or loss?
 - What additional controls are necessary to safeguard these assets?
- Ensure adherence to the background check (i.e. criminal, financial, and professional) and other hiring policies and procedures of Briya and support the school's efforts to hire honest employees.

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- Establish a positive control environment by ensuring that all employees are aware of your attention to potentially fraudulent activities and aware of their responsibilities to prevent fraud.
- Ensure that the following actions are taken:
 - Maintain a positive work environment, Report and account for all revenues generated and all expenditures incurred in the financial accounting system of Briya.
 - Make no false or artificial entries in the accounting records for any reason
 - Make no payments in the name of Briya for any purpose other than that described by the documents supporting the payment.
 - Do not use Briya funds or assets for unlawful purpose
 - Use good judgement when expending Briya funds for reimbursable travel costs, etc. to ensure value received for each expenditure.
 - Do not engage in false advertising, deceptive marketing practices or other misleading representations.
 - Do not establish any bank or investment accounts in the name of Briya without express permission from the Executive Director.
 - Record all transactions for accurate financial statement preparation.

Fraud Detection

To detect fraud, each employee must be aware of actions constituting fraud, which may include, but are not limited to:

- Forgery or alteration of any document or account belonging to Briya
- Dishonest reporting, on timesheets, of Briya activities
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies or other assets for non-program use or for personal use
- Impropriety in the handling or reporting of money or financial transactions, including the handling of customer credit card information, check copies, etc.
- Fraudulent financial reporting, billing for services not performed or for goods not delivered
- Participation in private inurement (using Briya's name or resources for personal gain)
- Disclosing confidential and proprietary information to outside parties, Accepting or seeking anything of material value (i.e. in excess of \$100) from contractors, vendors, or persons providing services/materials to Briya
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment without the appropriate permission
- Any similar or related inappropriate or dishonest conduct

If there is any question as to whether an action constitutes fraud, contact either the Executive Director or the Chair of the board.

Honorariums

Briya staff may accept honorariums for services provided external to Briya sanctioned activities. It is expected that all time spent on such activities shall not be charged to Briya, or Briya projects.

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Fraud Reporting

In the event of an alleged incident of fraud, each employee is responsible for acting as a whistleblower by immediately bringing the information to the following confidential resources:

1. his/her immediate supervisor or
2. Executive Director or
3. the Chair or the Secretary or Treasurer of the Board.

Employees must exercise caution and sound judgment to avoid baseless allegations, which are those made with reckless disregard for their truth or falsity. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. In addition, Employees who are aware of fraud and fail to report it may face personal action up to and including dismissal.

The whistleblower should NOT contact the suspected individual in an effort to determine facts or demand restitution. The whistleblower should NOT discuss the case, facts, suspicions, or allegations with anyone, unless specifically asked to do so by the Executive Director. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

1. The party receiving the information will treat it as confidential, but will share it with the Executive Director, the Chair of the Board, or the Secretary or Treasurer of the Board to ensure prompt action. The following actions may then be taken by Briya's management as the situation warrants: Notification to the Board Chair, Treasurer and Finance Committee.
2. Investigation by the Executive Director, the Board Chair, and the Secretary and Treasurer of the Board

Based upon the results of the investigation, the Briya may:

- Contact legal counsel.
- Undertake appropriate personnel action which may include restitution, suspension, or termination.
- Implement/Enhance relevant control systems.
- Conduct training of Briya staff as appropriate.

The member of Briya's management performing the investigation shall have full access to:

- All company records and premises
- All or any portion of the contents of files, desks, cabinets, and other storage spaces without prior knowledge or consent of any individual who may use any such items or facilities

Dishonest actions will not be tolerated and violators may be discharged and/or referred to the appropriate authorities. Restitution may be required. This policy will be applied, as appropriate, to all Employees regardless of position/title, length of service, or relationship to Briya.

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Whistleblowers Protections

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, an Employee's identity 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.

Briya 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 harassment, termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must file a written complaint with the Executive Director, the Board Chair, the Board Secretary, or the Board Treasurer immediately. A proven complaint of retaliation shall result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal, against the retaliating person. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Questions related to the interpretation of this policy should be directed to the Executive Director or the Board Chair.

Complaint Resolution Process

A complaint may include grievances concerning items such as wages, rates of pay, hours of employment or other conditions of employment, or any application or interpretation of any of Briya's personnel policies or procedures, including discrimination against an employee, which has not been resolved satisfactorily in an informal manner between the employee and immediate supervisor. Prior to initiating the formal, written complaint, the employee should attempt to resolve the grievance informally with his or her supervisor. If such effort fails, the grievance shall be processed pursuant to the following procedures:

1. Within ten working days from the occurrence of the matter on which a complaint is based, an employee may file a written grievance with her immediate supervisor on a form provided for that purpose. The supervisor must respond in writing within ten working days of receiving the written grievance.
2. If the employee is not satisfied with the written response of the supervisor, he or she has five working days from receipt of the supervisor's response to appeal the grievance to the School Leader. The School Leader must respond in writing within ten working days of receiving the written appeal.
3. If the employee is not satisfied with the response of the School Leader, he or she may, within ten working days of receipt of the School Leader's written response, file a written notice of appeal with the Staff liaison of the Board of Trustees (See contact information below) which shall state the reasons for the appeal. The Board of Trustees shall appoint a review committee consisting of three members of the board. The review committee shall thoroughly review the appeal and submit its conclusions to the Chair of the Board and to the employee in writing. The decision of the review committee shall be final and binding.

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In all steps of the complaint resolution process, failure of Briya to comply with the time limits specified will permit the employee to advance the grievance to the next step of the procedure, if any. Failure of the employee to comply with the time limits will end the grievance procedure with no further action required by Briya.

Trustee-Staff Liaison- Doris Garay (571) 455- 9506, 2333 Ontario Road NW Washington, D.C. 20009; e-mail: dorisgaray2@gmail.