



Capital Village PCS Employee Policies

No Harassment Policy

Capital Village Schools believes every employee has a right to work in an environment free from harassment. Harassment of an employee on the basis of his or her race, color, religion, sex, age, national origin, sexual orientation, disability, pregnancy, creed, ancestry, citizenship, political affiliation, marital status, veteran status, status with regard to public assistance, gender identity and/or expression, or any other factor prohibited by law is a serious violation of Capital Village Schools policy, and will not be tolerated.

Generally defined, harassment is behavior that attacks, disturbs or torments, whether verbal or physical in nature because of a person's protected characteristics. It can take the form of slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, pranks or other verbal or physical conduct which creates a perceived intimidating, hostile, or offensive working environment, interfering with a person's work performance or unreasonably affects an individual's employment opportunity. In addition, sexual harassment in the form of unwelcome sexual advances, sexual gestures, sexual comments, pressure for sexual activity, threats, offensive jokes, ridicule, slurs, derogatory actions or remarks, etc., is strictly forbidden.

Complaint Procedure: If you feel you or any other employees have been subjected to harassment of any kind, you are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If you are uncomfortable in addressing the matter directly with the harasser, or if you do so and the behavior does not stop, then discuss the matter immediately with your Supervisor, the Executive Director or a member of the Leadership Team with whom you feel comfortable.

Investigative and Corrective Action: All complaints will be investigated promptly, impartially and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. Any Supervisor, agent, or other employee who has harassed an employee will be subject to appropriate corrective action, ranging from a disciplinary warning to termination. No employee will suffer retaliation in any form for reporting instances of harassment.

Reporting Required: Supervisors are required to immediately report to the Executive Director all such incidents brought to their attention or of which they become aware. Early reporting and intervention have proven to be the best method of resolving actual or perceived incidents of harassment. Capital Village Schools urges prompt reporting of complaints or concerns so that rapid and constructive action may be taken.

Equal Employment Opportunity (EEO)

It is Capital Village Schools' belief that all persons, regardless of race, color, creed, religion, sex, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical or mental disability, sexual orientation, veteran status, political affiliation, gender identity, personal appearance, family responsibilities, matriculation, genetic information, credit information, status and/or expression, or any other basis prohibited by Federal, State, or local law, are entitled to an equal opportunity in all terms and conditions of their employment, including, but not limited to, hire, promotion, transfer, discipline, compensation, and any other employment related benefits.

If you feel you or any other employees have been subjected to discrimination of any kind, you should immediately report the discriminatory conduct or employment action to your immediate Supervisor, or another Supervisor with whom you feel comfortable under the circumstances. Once a complaint has been made, Capital Village Schools shall investigate the same and take appropriate remedial action, in accordance with the complaint and investigation procedure discussed in the "No Harassment Policy" in this Handbook.

Drug Free Workplace

Capital Village Schools is committed to providing a drug-free work environment. The illegal possession, distribution, or use of any controlled substances on Capital Village Schools premises or at Capital Village Schools functions is strictly prohibited. Similarly, reporting to work under the influence of any illegal drug or alcohol and the abuse of alcohol or medications in the workplace is not in Capital Village Schools' best interest and violates this Code.

Conflict/Problem Resolution (Open Door Policy)

Successful conflict resolution is at the core of the Capital Village Schools process. Our model is honest communication and feedback between employees. We ask for, and assume, a commitment of time and energy from all employees to work on resolving difficult and inter-personal issues.

The general guidelines for resolving conflict are:

- Direct, timely and open communication between employees is encouraged. If appropriate, we expect employees to make every attempt to resolve their individual differences prior to referring their concerns to administration.
- Employees may approach their Supervisor, the next level of administration or the Executive Director to seek assistance in resolving conflicts.
- Administration will seek to balance the competing needs of addressing an employee concern and, if applicable, preserving the legitimate authority of a Supervisor or ensuring the consistent application of Capital Village Schools policy and procedures. Administration may require conflicted parties to jointly present their issues. Obvious exceptions to this will occur when fears of retaliation or suspected legal issues may be involved.

Dealing with conflict is difficult for many of us. By working to overcome our natural fears and confronting issues that interfere with our ability to effectively work together, we can improve our work lives and accomplish more.

Cooperation with Investigations / Complaint Procedure & Whistleblower Protection

All directors, officers, and employees are expected to act in accordance with all applicable laws and regulations, and with the policies of Capital Village Schools at all times, and to assist in ensuring that Capital Village Schools conducts its business and affairs accordingly.

Any director, officer, employee, or consultant who has engaged in, or who reasonably suspects any other director, officer, employee, consultant, or grantee of engaging in, any violation of the law, regulations, ethical rules or any policy of Capital Village Schools must report such activity as soon as possible. Such activity may include, but is not limited to, financial wrongdoing (including circumvention of internal controls or violation of the accounting policies), fraud, harassment, or any other illegal or unethical conduct.

Reports of misconduct may be made by writing to the Chair of the Board. Alternatively, employees may make such reports to their Supervisor or to the Executive Director, where appropriate. Any person receiving such a report must refer it to the Executive Director or the Chair of the Board as soon as possible. Reports may be made anonymously, however the obligation to report a violation of a law, regulation, or policy is not satisfied by the individual reporting his or her own violation anonymously. All reports will be investigated and handled in a timely and sensitive manner.

Confidentiality will be maintained throughout the investigation to the extent reasonable and practicable under the circumstances, and consistent with appropriate investigative and corrective action. There will be no adverse employment action or other retaliation against any individual who reports a suspected violation or assists in an investigation, except in those instances where Capital Village Schools determines that a false report was made with intent to harm the organization or an individual within the organization. Intimidation, coercion, threats, or discrimination against any individual who reports suspected wrongdoing is prohibited and will be subject to appropriate disciplinary action, which may include termination.