



EPICENTER SUBMISSION - EMPLOYEE POLICIES

Sexual Harassment Policy (*taken from section 2.5 of the Employee Handbook*)

As stated in section 2.3, Global Citizens is committed to providing a work environment in which all employees are treated with decency and respect. Accordingly, Global Citizens has a zero tolerance sexual harassment policy. If you are found to have engaged in prohibited sexual harassment as defined below, you are subject to discipline up to and including immediate termination. All persons, whether employed by Global Citizens or a student at Global Citizens are covered by the Sexual Harassment Policy outlined in this section. Global Citizens does not condone or tolerate any form of sexual harassment involving employees or students. The school is committed to the creation and maintenance of a work environment in which all employees work in an atmosphere free from all forms of sexual harassment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment impact. While Global Citizens does not condone consensual sexual relationships between co-workers, if it does occur, an employee recognizes the potential conflict of interest that exists where an individual may be improperly influenced by the existence of said personal or sexual relationship. Therefore, this situation should be avoided in all situations, but emphatically in situations where one of the parties supervises or evaluates the other.

Global Citizens defines sexual harassment as unwelcome written, verbal, or non-verbal sexual conduct that creates an offensive or hostile working environment. Such conduct rises to the level of sexual harassment when it has the effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment (hostile work environment sexual harassment). Sexual conduct also rises to the level of sexual harassment when the submission to or rejection by any individual of unwelcome sexual conduct is used as a basis for employment related decisions such as performance evaluations or, more overtly working at Global Citizens (quid pro quo sexual harassment). Lastly sexual conduct rises to the level of sexual harassment when submission to unwelcome sexual advances is explicitly or implicitly made a term or condition of an individual's employment.

Sexual harassment may involve unwelcome verbal or written conduct including but not limited to slurs, crude remarks, vulgarity, lewd/suggestive comments/noises, nicknames, teasing, or offensive discussions or questions. Sexual harassment may also involve unwelcome visual imagery including but not limited to offensive or suggestive images, graphics, or objects such as photographs, magazines, mouse pads, physical movement or gestures such as leering and following. Sexual harassment may also involve unwelcome physical conduct of a sexual nature including but not limited to, the touching of another person's body, the touching or displaying of one's own body, or any similar contact.

Sexual harassment may occur between people of the same or opposite sex, provided that it is directed against the person based on his or her sex. Examples of conduct that Global Citizens prohibits, when the conduct is based on gender and is unwelcome, include but are not limited to: (1) verbal harassment (e.g., sexual requests, comments, jokes, slurs); (2) physical harassment (e.g., physical contact or blocking movement); and (3) visual harassment (e.g., posters, gestures, cartoons, emails or drawings of a sexual nature).

As discussed in section 2.3, this anti-harassment policy is far reaching geographically and reaches any Global Citizens employee, student or third party. Global Citizens will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination.

Equal Opportunity *(taken from the beginning of the Employee Handbook)*

Global Citizens is an equal opportunity employer and an organization that values diversity. We strongly encourage people from diverse backgrounds to apply. It is our policy to ensure that all individuals with whom we are in contact with are not discriminated against on the basis of race, color, sex, ethnicity, disability, gender identity, gender expression, age, marital status, national origin, religion, sexual orientation, military status, family responsibilities, pregnancy, parenthood, personal appearance, political affiliation, matriculation, genetic information, credit information, status as a victim or family member of domestic violence or stalking, or any other personal or professional status.

DRUG AND ALCOHOL USE *(taken from section 5.2 of the Employee Handbook)*

Although the District of Columbia has legalized some drug and alcohol use, Global Citizens is committed to providing a drug-free, healthy, and safe workplace. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. That commitment is jeopardized when any Global Citizens employee abuses alcohol or illegally uses drugs while at work; comes to work under their influence; or possesses, distributes, or sells any controlled substances in the workplace. Employees are expected to report for work in fit-for-duty condition and to perform their jobs in a satisfactory manner as determined by the School. Any individual who conducts business for the school, is applying for a position or is conducting business on the school's property is covered by our drug-free workplace policy. This organization encourages employees to voluntarily seek help with drug and alcohol problems.

While on Global Citizens premises or conducting official business for Global Citizens off-premises, the following are strictly prohibited:

- Use, manufacture, possess, distribute, sell, trade, or offer for sale any illegal drugs, including prescription drugs for which the employee has no valid prescription,
- Use, manufacture, possess, distribute, sell, trade, or offer for sale any alcohol during school operational hours, except as authorized under this policy and approved at social-business functions, or

- Report to work or being present at work intoxicated and/or impaired by alcohol or drugs (or smelling like alcohol or drugs).
- Abuse of prescription drugs. Prescribed drugs are only allowed in the event the employee has a written prescription from a licensed physician and does not impair the employee during the workday.

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on-duty or off-duty use of alcohol or other drugs. In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

Employees are permitted to consume alcoholic beverages during social gatherings on School premises or off-site at functions authorized or sponsored by the school with prior approval. Before you schedule such an event, you must obtain prior approval from the Founder + CEO | Head of School. Employees attending such events must make arrangements for safe transportation afterwards, such as an alcohol-abstaining designated driver or rideshare program. Moreover, employees should use good judgment and make similar arrangements for safe transportation for any event not sponsored by the school involving co-workers, contractors, students/parents, or vendors at which alcohol is served. While it is the personal decision of an individual to lawfully use alcoholic beverages, it is essential that such use does not interfere with the safe performance of your job duties or reduce your dependability. No employee should consider alcohol use a business obligation at any time.

Staff Complaint Resolution Process *(taken from section 5.14 of the Employee Handbook)*

At Global Citizens, we strive to maintain good employee relations and to foster a fair and enjoyable workplace. Unfortunately, situations sometimes arise where employees are not comfortable with their work environment, whether physical or personal, and elect to file a grievance. Many grievances and personal complaints are best handled between you and the person whom you have a disagreement with. Employees are expected to seek resolution through this channel first. Then, employees may seek assistance from the appropriate supervisory channels within Global Citizens. If you are not comfortable with raising the issue with your supervisor, or feel after you have raised the concern that it has not been properly addressed, you should inform the Founder + CEO | Head of School before bringing a concern to the Board of Trustees. Our goal is to provide a prompt, friendly, and mutually satisfactory settlement of differences as soon as

possible. If it is not possible to reach a resolution by working with supervisory staff and the Founder + CEO | Head of School, then staff may file a complaint with the Board of Trustees.

The purpose of the process is to provide employees with opportunities to address conditions perceived unfavorable to them that affect their employment with Global Citizens. Grievances may be either general in nature or personal to the employee:

- Conditions that are general in nature typically involve something physical in the work environment such as the temperature in the facility, the noise level in the work area, or a procedural requirement or recommendation. For issues of this type, we encourage you to speak to your supervisor and/or use staff meetings to express your concerns.
- Conditions that are personal may involve performance evaluations, supervisory or peer conflict, perception of unfairness, termination from employment, or a hostile work environment. We facilitate resolution of these issues by discussing them in confidence and sharing details on a need-to-know basis.

Global Citizens requires that this grievance process be followed for all situations. Typically, the employee and a member of the Administration Team meet to attempt to resolve the grievance. The goal is to achieve resolution at the lowest level possible while working up the chain of command as necessary.

At a minimum, you must provide the Founder + CEO | Head of School with a written communication providing notice of the concern and the desired resolution, prior to advancing to the next phase of the process.

For issues that cannot be resolved after engaging the Administration team, the Board complaint process is followed.

BOARD COMPLAINT PROCEDURE

The second phase of the Grievance Process begins when a staff member submits the Board Complaint Form. We advise you to attach a narrative that details your concern in the form of a formal memorandum. The complaint should also include:

- Any written communication between the employee and his/her supervisor concerning the matter.
- The employee's written communication with the Founder + CEO | Head of School giving notice of the concern.
- The Founder + CEO | Head of School's written response to the concern.
- Establish that no reasonable and satisfactory solution has been reached.
- Suggest a reasonable solution for the Board to consider.

A complaint must be filed in writing within two weeks from the date when the employee became aware of the issue about which s/he is grieving. Complaints should be addressed to the Board Chair. A copy of any complaint must be sent to the Founder + CEO | Head of School. The

Board Chair shall make a thorough review of the complaint and meet with the parties before making a final written decision.

The Board Chair will render a written decision to the employee, setting forth the basis for the decision within 30 days of a complaint submission. This shall be the final level of appeal. The complaint and the Board's reply will become a part of the employee's personnel file.

DISCIPLINARY ACTIONS

For employees who exhibit unacceptable performance or behavior, it is necessary to administer one or more steps of our disciplinary action policy in a fair and consistent manner.

Employees who are on performance improvement plans (see discussion below) are not eligible for promotional or transfer opportunities until they have satisfactorily completed the corrective action plan requirements. Global Citizens reserves the right to omit any or all levels of discipline depending upon the severity and/or nature of the offense.

The verbal counsel is usually the first step of the formal disciplinary process. In a private meeting, the supervisor provides the employee with a clear description and explanation of the organization's expectations and offers support and guidance in fulfilling these requirements. The supervisor typically follows up as needed, depending on the severity and/or nature of the problem.

If the verbal counsel does not result in improvement or resolution, the next step is to execute a verbal warning. During a private session with the employee, the supervisor discusses the details of the ongoing problem. In addition, the supervisor sets forth expectations required for resolution and advises the employee that continuation of the unacceptable performance or behavior may adversely affect continued employment at Global Citizens.

If the problem is not corrected, the supervisor provides a written warning, with or without a performance improvement plan (PIP), to the employee. The PIP outlines performance standards that management expects from the employee and identifies the time frames for improvement. The written warning and PIP are discussed with the employee, and the employee signs the written warning acknowledging that he or she has read and understands the document. The written warning and PIP, if any, are placed in the employee's personnel file.

While it is the desire of Global Citizens to provide employees with clear, consistent, and fair discipline, in the event an employee fails to respond to the corrective action attempts, in a school's discretion, the following actions may occur:

- Development of a PIP or extension of a current PIP
- Final written warning
- Suspension with pay
- No pay increase or bonus
- Demotion
- Termination
- Any other appropriate discipline.

If adequate improvement does not follow receipt of a written warning or if a further problem in performance or conduct occurs, the supervisor, in consultation with the Founder + CEO | Head of School, may place the employee on a one-day decision-making leave. The leave is unpaid or a day of vacation is deducted from the employee's account balance. The supervisor informs the employee that he or she is being suspended from work for a day to consider whether the employee can commit to fully acceptable performance or would instead prefer to leave Global Citizens and seek employment elsewhere. The supervisor documents this disciplinary action in the same manner as a written warning. If the employee elects not to commit to acceptable performance, the supervisor either initiates the termination process or accepts a resignation.

Termination may occur at any time when disciplinary action fails to produce a change in the employee's behavior that would justify continued employment or in cases of severe violation of policy or procedure. Because employment with Global Citizens is terminable at will, there is no requirement that an employee receive any sort of reminder or documentation prior to termination. Generally, however, termination occurs after an employee has received prior discipline, including a written warning. The School reserves the right to skip any steps in progressive discipline based on the circumstances.

In the event that an allegation of serious misconduct of the degree that may lead to dismissal of an employee comes to the attention of the Founder + CEO | Head of School , the Founder + CEO | Head of School may, in his/her discretion, use the following process:

- Allegations against the employee may be brought by a member of the leadership team, another staff member, a parent or a student. The written account is to be delivered (on paper or electronically) to the Founder + CEO | Head of School or School Administrator. It is preferable that the allegations be signed and dated by the individual submitting the written account, but circumstances may arise where obtaining signed allegations may not be possible.
- An investigation will be led by one of the School Administrators and supported by other leadership team members, as appointed by the Founder + CEO | Head of School . The support team shall be comprised of an odd number of leadership team members, with a minimum of three (3) members. The investigation may include interviews of any parties with information regarding the allegations, records reviews, a review of surveillance recordings and other actions to inform the process as necessary and as circumstances require.
- Depending on the nature of the allegations, the employee may be placed on Administrative leave (with pay) until a final determination is made.
- Legal advice may be sought to further inform the process and provide additional perspective.
- A "Findings Report" will be drafted by one of the School Administrators to record the information gathered through the investigation process and to recommend a particular course of action to the Founder + CEO | Head of School. Recommended actions might include: a written reprimand, suspension without pay for a stated period of time, termination of employment and/or contacting the authorities. To encourage consistency

and fairness, the "Findings Report" will also include similar incidents and any actions taken against the affected employee. At all times the process will take all reasonable steps to protect the privacy of those involved and personnel records will not be shared with anyone other than the Founder + CEO | Head of School and the School Administrator.

- The Founder + CEO | Head of School will meet with the investigation team to discuss the "Findings Report" and to ask clarifying questions. The recommendation of the investigative team will be strongly considered.
- The Founder + CEO | Head of School will determine what (if any) disciplinary action should be taken based on the "Findings Report" and other relevant information and in his or her discretion has the freedom to take whatever action he or she deems necessary given the report received and the nature of the circumstances.
- The Founder + CEO | Head of School and School Administrator (or other witnesses) will meet with the employee to discuss the "Findings Report." The Founder + CEO | Head of School will present the employee with a document stating the chosen disciplinary action; the employee will be asked to sign; a witness will sign; and a copy of the document will be placed in the employee's personnel file. If the employee refuses to sign the document, the refusal will be noted. Notwithstanding anything contained to the contrary herein, these procedures are only guidelines and in appropriate circumstances the Founder + CEO | Head of School may choose to vary from some or all of these procedures.

Certain instances of employee misconduct, performance problems, or other situations may be deemed serious enough, in the sole judgment of Global Citizens, to warrant immediate discharge without regard to the progressive discipline process. While the following list is not all-inclusive, it provides some of the behaviors and actions that may result in immediate dismissal from Global Citizens

- Unauthorized disclosure of student, staff, and school information
- Dishonesty (including, but not limited to, violation of timekeeping procedures or alteration of student records or documents)
- Theft, in any form
- Threatening, violent or disruptive behavior
- Possession or use of weapons or explosives on School property or in the course of performing job duties
- Disrespectful, rude, or unethical behavior toward a student or his/her family, supervisor, or coworker
- Insubordination, including failure to follow orders of or lying to a supervisor
- Reporting to work under the influence of or in possession of drugs or alcohol
- Theft, misappropriation, destruction, or misuse of School property or equipment
- Soliciting, accepting, offering, or conveying bribes or kickbacks
- Engaging in any conduct that the law punishes as criminal
- Conviction for violation of local, state, or Federal law, whether on duty or off duty, when such conviction could have an impact on the position held or the School
- Participating in any verbal or physical altercation in the workplace
- Making false statements
- Falsification of records
- Violation of anti-harassment or anti-discrimination policies

- Use of insider information
- Any other action deemed by the School to constitute employee misconduct or unprofessional conduct

WHISTLE BLOWER POLICY *(taken from section 2.8 of the Employee Handbook)*

At Global Citizens Public Charter School, we encourage all of our employees to raise any concerns to the leadership team prior to seeking any form of resolution outside of our school body. No employee, administrator or director who in good faith, reports a violation shall experience harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who reports a violation in good faith is subject to disciplinary action, which may include immediate termination.

If an employee is uncomfortable speaking with an immediate supervisor, or are not satisfied with the supervisor's/manager's response, the employee is encouraged to speak with another person in the school's administration (based on the employee's comfort level). Supervisors are required to report suspected violations of the Code of Conduct to the Founder + CEO | Head of School who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when employees are not satisfied or uncomfortable with speaking with any employee of Global Citizens, he/she/they should contact the Board Chair, Taura Smalls, at tsmall@globalcitizensschool.org.

Anyone filing a complaint concerning a suspected violation, or a violation of the Code, must be acting in good faith and must have reasonable grounds for believing the disclosed information designates a violation of the Code. Any allegations which are not substantiated, and which prove to have been made with malicious intent or made knowing the accusation is false, will be subject to disciplinary action, which may include immediate termination.

Violations, or suspected violations, may be confidentially submitted by the employee or may be submitted anonymously. These reports will be kept confidential to the extent possible consistent with the need to investigate the report.