General Employment Policies

Employment at Will

Your employment with CC PREP is "at will." This means that you may terminate your employment with CC PREP for any reason and at any time, and similarly, CC PREP may terminate your employment at any time and for any reason, not otherwise prohibited by law, without providing prior notice, warning or discipline. Nothing contained in this handbook is intended to create, and should not be construed, as a contract of employment or changing the "at-will" status of all CC PREP employees. This handbook does not form a contract with employees regarding any of the policies in this handbook. The provisions of the Handbook have been developed by management and, except for its policy of employment-at-will, may be amended or canceled at any time, at CC PREP's sole discretion.

Equal Employment Opportunity (EEO)/Non-Discrimination and Anti-Harassment

Policy Reference: HRM-008

CC PREP is an is Equal Opportunity Employer and it is our policy to prohibit discrimination of any kind and to afford equal employment and advancement opportunities to employees and applicants without regard to race, color, religion, sex, pregnancy, national origin, age, disability, sexual orientation, genetic information, veterans' status or any other characteristics protected by law. This policy applies to all terms, conditions, and privileges of employment, including, but not limited to, hiring, promotion, compensation, termination, leaves of absence, training, development, and advancement. The policies and principles of equal employment opportunities also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies, and any other firms doing business with or for CC PREP. CC PREP recognizes that we live and work in a diverse world, and values the skills and abilities of employees from all cultural backgrounds and traditions.

If an employee has any questions regarding the equal opportunity policy, or believe they have in any way been discriminated against, refer to the EEO complaint procedures, file a complaint by submitting an EEO Complaint Form, and/or contact their supervisor immediately. If unable to discuss the matter with their supervisor, contact Human Resources. After making the complaint known to the proper person at CC PREP or submitting an EEO Complaint Form, an employee also has the legal right to file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC), DOES Office of Equal Opportunity or another outside agency. Retaliation against complainants, alleged victims, or witnesses is. Acts of retaliation will result in disciplinary action regardless of the outcome of the underlying complaint.

Sexual Harassment

Policy Reference: HRM-007

CC PREP is committed to maintaining a work environment that is free from discrimination where employees at all levels of the organization can devote their full attention and best efforts to the job. Accordingly, CC PREP strives to ensure a workplace characterized by mutual respect. Everyone has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Discriminatory harassment, either intentional or unintentional, has no place in the work environment.

Accordingly, CC PREP will not tolerate any form of harassment of or by an employee, whether supervisory or nonsupervisory, or by third parties such as vendors, students, visitors or guests, based on race, sex, religion, color, national origin, age, disability, or any other factors protected by law. The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic, or physical conduct relating to an employee's race, sex, religion, color, national origin, age, disability, or other factor protected by law that would make a reasonable person experiencing such harassment believe that the conditions of employment have been altered and that the work environment has become hostile or abusive or which interferes with the person's job performance.

CC PREP regards all such conduct as creating a hostile and offensive work environment in violation of this policy, regardless of whether submission to such conduct is made either explicitly or implicitly a term or condition of employment.

All supervisory personnel within the organization are responsible for eliminating any and all forms of sexual harassment of which they are aware. Any management personnel who are made aware of sexual harassment and fail to take corrective action pursuant to this policy will be subject to discipline up to and including termination.

An employee who alleges that he or she is the victim of sexual harassment, or an employee who has knowledge of, or an employee who has witnessed any form of sexual harassment should bring the subject to the attention of his or her supervisor or human resources immediately. 0

Bullying and Harassment

Policy Reference: HRM-014

CC PREP defines bullying as a form of harassment; repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures can convey threatening messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.
- **Cyberbullying.** The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature

Such behavior violates CC PREP's Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

Individuals who feel they have experienced bullying should report this to their supervisor, or Human Resources; before the conduct becomes severe or pervasive. Individuals are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow CC PREP to take appropriate action, however, employees are required to report any

actual or suspected violations of this policy. All reports of violation will be investigated, and proper disciplinary action is taken if warranted.

Service Animals on Site

Policy Reference: HRM-035

CC PREP is committed to providing equal access to employment and educational opportunities for persons with disabilities. In keeping with these commitments, service animals are permitted on CC PREP property for persons with disabilities in accordance with relevant state and federal law and the requirements of this policy.

Service animals are allowed to accompany their handlers at all times and everywhere on CC PREP property, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g. mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) Service animals also may be prohibited when their presence fundamentally alters the nature of a program or activity. Service animals-in-training that meets the requirements of DC law is permitted on CC PREP property on the same basis as working service animals. All service animals must be accompanied by an official letter or card identifying them as a service animal.

Ownership of Work Materials at CC PREP

All work performed in the course of employment with CC PREP is exclusively for the benefit of CC PREP. CC PREP shall own all rights to any product, outcome, service, report or other materials developed by any employee and may make any use or nonuse of such works without further payment or obligation to the employee. If an employee leaves CC PREP, s/he cannot use, sell, and/or distribute, repackage or recreate any products or materials developed for CC PREP without written permission of the Chief Executive Officer.

Whistleblower Policy

Policy Reference: HRM-011

A whistleblower is an employee, consultant, or volunteer who informs a supervisor or the chief executive about an activity relating to CC PREP which that person believes to be fraudulent or dishonest.

CC PREP expects all employees to observe the highest standards of business and personal ethics while conducting organizational business. As representatives of CC PREP, employees are expected to practice honesty and integrity in fulfilling responsibilities; comply with all applicable laws and regulations, and to report violations or suspected violations in accordance with this whistleblower policy.

Personnel Files

Policy Reference: HRM-028

Employee personnel records are maintained in the human resources department. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations. Employees, or their representative, may request access to their basic personnel file. Depending upon the circumstances, employees may be provided access to records pertaining to internal investigations, with appropriate redactions to protect the rights of others.

Workplace Violence Prevention and Weapons-Free Workplace

Policy Reference: HRM-034

CC PREP is committed to preventing workplace violence and to maintaining a safe work environment. CC PREP has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated.

Smoke-Free Workplace

Policy Reference: HRM-006

CC PREP forbids the use of smoking materials in CC PREP facilities. Smoking is prohibited in all areas including classrooms, libraries, conference rooms, stairwells, elevators, hallways, and other indoor public areas.

All CC PREP locations are in Washington, DC and this policy is in accordance with D.C. Department of Health Functions Clarification Amendment Act of 2006 prohibiting smoking in most public places, effective April 4, 2006. The law requires that virtually all establishments and businesses with employees be smoke-free. This includes work areas, employee lounges, restrooms, conference rooms, classrooms, employee cafeterias, hallways, and vehicles owned by a private employer. According to the law, smoking is prohibited in all enclosed public places in the District of Columbia, including but not limited to educational institutions. It is a violation of District law for any person to smoke in an area where it is prohibited. It is also a violation for an employer, owner, manager, or person in authority to permit smoking in prohibited areas or fail to post "No Smoking" signs.

Drug-Free Workplace

Policy Reference: HRM-009

CC PREP has a vital interest in maintaining a safe, healthy workplace and our employees have a right to expect such a working environment. Anyone under the influence of illegal drugs, alcohol, or other unauthorized controlled substances while on or about CC PREP premises at any time, on CC PREP business, or engaged in an CC PREP-sponsored activity poses a serious threat to the safety and productivity of, among others, himself or herself and his or her coworkers.

Employees must report to work free of alcohol and other drugs (other than those used by and in accordance with a prescription). An employee will be subject to discipline, up to and including termination, for possessing, consuming, having in his or her system, using, manufacturing, distributing, dispensing, selling, or purchasing drug paraphernalia, alcohol, or other drugs while on or about CC PREP premises, on the property of clients, stakeholders, and partner or peer organizations, while on duty, or at any time while operating a CC PREP vehicle. Drug testing of employees may randomly occur.

Visitors in the Workplace

To provide for the safety and security of staff and the facilities at CC PREP, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors will enter and sign in at the main entrances of any CC PREP offices and receive a visitor badge. Authorized visitors will be escorted to their destination. Staff is responsible for the conduct and safety of their visitors and staff should monitor all participants and visitors when they are using CC PREP's equipment.

If an unauthorized individual is observed on any CC PREP premise, staff should immediately notify the senior-most staff member in the office or, if necessary, direct the individual to the main entrance.

Children on Site

Policy Reference: HRM-036

Operating an adult public charter school, CC PREP is committed to maintaining an appropriate learning environment for adult learners. To achieve the objective as an adult public charter school, CC PREP expects the full cooperation of all staff and students in observing these policies, which apply to all persons under the age of 18 who are not otherwise enrolled in programs of CC PREP. CC PREP reserves the right to exclude from its property any person failing to provide appropriate supervision of any child in his or her care.

The workplace and learning environment may not be used in lieu of childcare or daycare. In the case of an unforeseen emergency, children may be permitted to temporarily accompany the responsible adult to the classroom or workplace only with the permission of the instructor or supervisor.

Staff Complaint Resolution

Policy Reference: HRM-030

Complaints Involving Another Employee

Employees are encouraged to take complaints involving a coworker directly to that person for discussion and resolution, if appropriate, as soon as possible, preferably within 24–48 hours of any incident giving rise to a complaint. If the two employees are unable to resolve their differences, they may at any time request a mediation meeting with their supervisor where both employees are present.

If the complaint is unresolved at that level, a second mediation meeting can be arranged with the director of human resources or designee. The decision of human resources, in consultation with the chief executive officer, shall be considered final. A written record of the consultation will be made.

Employees are generally required to discuss and seek resolution of personnel issues with their supervisor. However, if the problem involves the supervisor, employees can discuss and seek resolution of personnel issues with human resources. A written record of the consultation will be made. Human resources, in consultation with the chief executive officer, will investigate and render a decision as promptly as possible under the circumstances.

CC PREP discourages gossip among or about the staff.

Employee Benefits

Employee Benefits And Eligibility

CC PREP has established a variety of employee benefit programs designed to assist you and your eligible dependents to remain healthy and meet the financial burdens that can result from illness and disability and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of CC PREP. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits (summary plan descriptions are available in Human Resources). Your rights are governed by the terms of the Plan documents. You should refer to the applicable Plan documents or insurance policies for complete information for any rights and obligations you have under the Plan or insurance policies. In the event there is any difference between the terms of the descriptions contained in this handbook and the applicable Plan documents or insurance policies, the terms of the applicable Plan documents and insurance policies shall control. Any and all of these benefit programs may be modified or discontinued at the discretion of CC PREP.

Many of the benefits outlined below are subject to the current contracts with insurance carriers and may be amended at any time. Employees will be notified promptly of any changes to their benefits. Plan documents, which detail limits and specific eligibility requirements, are available from Human Resources.

The following employee benefits are fully or partially sponsored by CC PREP offered to eligible employees, which is defined as any regular FT or PT employee working 30 hours or more per week.

- Medical
- Dental
- Vision
- Retirement Plan

You cannot make changes to your certain plans until the next open enrollment period unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in the election due to a change in family status is effective the next pay period.

Pre-tax premium deductions

CC PREP offers a pre-tax contribution option for staff members. If you enroll in eligible plans, your gross pay is reduced by an amount equal to your cost of the benefit offered by CC PREP. This may include the employee contribution to medical, dental, vision or retirement plans.

Benefits Continuation

You and your covered dependents will have the opportunity to continue medical, dental and vision benefits for a period of up to 18 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical, dental and vision coverage for you and your covered dependents would otherwise end due to your death or because: