



Employee Policies (subset requested by PCSB)

EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity has been, and will continue to be, a fundamental principle at Capital City. Capital City's policy is to provide equal employment opportunity to all qualified applicants and employees regardless of their race, color, religion, sex (including pregnancy, childbirth or related medical conditions, breastfeeding and reproductive health decisions), age (18 and over), national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information (including family medical history), veteran status, status as a special disabled veteran, uniformed service member, personal appearance, family responsibilities, matriculation (e.g., being enrolled in a college or university or in a business, nursing, professional, secretarial, technical or vocational school), political affiliation, lawful use of tobacco products and unemployment status, or any other protected criteria as established by federal or local law. This covers all areas of employment, recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, or any other benefits. Employment decisions at Capital City are based solely upon relevant criteria, including an individual's capabilities, qualifications, training, experience and suitability.

The Chief Operating Officer has overall responsibility for the application of this policy and for maintaining reporting and monitoring procedures. Questions or concerns should be referred to the Chief Operating Officer. In the event a concern involves the Chief Operating Officer, the concern should be brought to the Head of School.

Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

PROHIBITION OF DISCRIMINATION AND HARASSMENT

Capital City is committed to a work environment in which all employees are treated with respect and dignity. Each employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Capital City expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.



Employees and applicants for employment shall not be discriminated against or harassed on the basis of any legally protected characteristic. This policy prohibits discrimination and harassment in all employment decisions, including, but not limited to, recruitment, hiring, compensation, benefits, training, promotion, demotion, transfer, layoff, termination, and all other terms and conditions of employment. This policy also prohibits discrimination and harassment by or towards co-workers, supervisors, or others with whom you come into contact, such as families, consultants, vendors or volunteers. Discrimination and harassment are prohibited wherever Capital City work is being performed, whether in a Capital City building or in another location, during a business trip, or during a business-related social event. For more information on Capital City's policy to prevent and address sexual abuse see our [Assurance Letter](#). For more information on Capital City's student on student sexual harassment policy find [here](#).

Sexual Harassment

Capital City is committed to providing a work environment that is free from sexual harassment. In compliance with federal and local laws, Capital City prohibits sexual harassment of employees by other employees, families, students, vendors, or volunteers in any form, whether or not the incidents occur on Capital City premises and whether or not the incidents occur during working hours. Capital City will investigate any complaints of sexual harassment and will take immediate and appropriate steps to ensure a safe workplace. Capital City will take disciplinary action, up to and including termination, if it finds that an employee has violated the school's prohibition against sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical acts of a sexual or sex-based nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, an employment decision is based on an individual's acceptance or rejection of such conduct, or such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.



Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms – subtle and indirect, or blatant and overt. Some examples of sexual harassment include, but are not limited to:

- unwanted sexual advances, including making sexual or romantic advances toward an employee and persisting despite the employee’s rejection of the advances;
- promising, directly or indirectly, rewards or employment benefits if the employee complies with a sexually-oriented request, and/or threatening, directly or indirectly, to retaliate against an employee if the employee refuses to comply with a sexually-oriented request;
- visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects, pictures, cartoons or posters;
- verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes, sexual advances or propositions, or verbal abuse of a sexual nature, graphic verbal comments about an individual’s body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations;
- engaging in sexually suggestive physical contact, or touching another employee in a way that is unwelcome, including touching, assaulting, or impeding or blocking movements; and
- displaying, storing, or transmitting pornographic or sexually-oriented materials using electronic communication devices or social media while on duty or Capital City resources.

Conduct does not need to involve physical touching to be inappropriate sexual harassment. Sexual harassment may consist of repeated actions or may arise from a single incident. Sexual harassment may be conducted toward an individual of the opposite sex or same sex, and it can occur between peers, between individuals in a reporting relationship, or between an employee and anyone with whom they comes in contact in the course of their employment with Capital City. For more information on Capital City’s policy to prevent and address sexual abuse see our [Assurance Letter](#). For more information on Capital City’s student on student sexual harassment policy find [here](#).

Harassment Other Than Sexual Harassment

Harassment other than sexual harassment is also prohibited and, if found to have occurred, will result in discipline for the offending employee, up to and including termination. Harassment other than sexual harassment is verbal, physical, or visual conduct that denigrates or shows hostility or aversion to an employee based on a legally-protected characteristic when such conduct has the purpose or effect of



unreasonably interfering with an employee's work performance, creating an intimidating, hostile or offensive work environment, or otherwise adversely affecting an individual's employment conditions. Capital City will not tolerate such conduct.

The following behaviors, among others, are improper and may lead to discipline, including termination of the offending employee:

- epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to an employee's status (e.g., an employee's race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, genetic information, marital status, veteran status, or any other status protected by law);
- written or graphic material that denigrates or shows hostility or aversion to an individual because of such status and that is placed or circulated in the workplace;
- jokes or teasing related to an employee's protected status; and
- retaliation for making harassment reports or threatening to report harassment.

If offended by the unwelcome conduct of another, employees are encouraged, whenever reasonably possible, to clearly and firmly tell the person engaging in the offensive conduct to cease. Otherwise, employees should follow the complaint procedure set forth below to let Capital City know that they have experienced or observed conduct which they believe is harassment.

COMPLAINT PROCEDURE FOR CLAIMS OF UNLAWFUL HARASSMENT OR DISCRIMINATION

Capital City strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have witnessed or experienced conduct that is contrary to Capital City's Equal Employment Opportunity, anti-discrimination, sexual harassment or other harassment policies have a responsibility to immediately file a complaint with their supervisor, the Principal, the Head of School, the Chief Operating Officer or any other member of the leadership team with whom they feel comfortable.

Complaints may be made verbally or in writing, and should be as detailed as possible, including the names of the individuals involved, the names of any witnesses, a description of the behavior, time(s) and date(s) of the incident(s), and any supporting documentation. Complaints shall be handled by the Chief Operating Officer. In the event a complaint involves the Chief Operating Officer, employees may raise concerns directly to the Head of School.



Investigation of Complaints

All complaints of discrimination or harassment will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained to the extent practical and permitted by law. Investigations will be conducted as confidentially as possible and related information will only be shared with others on a need-to-know basis. The investigation will be completed and a determination made and communicated to the employee as soon as practical. .

Capital City expects employees to cooperate fully in any investigation. Failure or refusal to cooperate in, or providing false information during an investigation may result in disciplinary action up to and including termination of employment.

Manager's Responsibility

All supervisors and managers are responsible for:

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation;
- Ensuring that all employees under their supervision have knowledge of and understand this policy;
- Promptly reporting any complaints to the designated Human Resources representative so they may be investigated and resolved in a timely manner;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy; and
- Conducting themselves, at all times, in a manner consistent with this policy.

If Capital City finds that a supervisor or manager has knowingly allowed or tolerated discrimination or harassment in violation of Capital City's policies, Capital City will take disciplinary action against such supervisor or manager, up to and including termination of employment. If it is determined after an investigation that an employee engaged in conduct in violation of this policy, that person will be subject to disciplinary action up to and including termination of employment.



Non-Retaliation for Complaints

Capital City does not tolerate any retaliation against an employee who has, in good faith, reported sexual or other harassment or discrimination, who has participated in an investigation of harassment or discrimination, who has objected to such conduct or filing, testified assisted or participated in any manner in any proceeding or hearing conducted by a governmental enforcement agency.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

If an employee feels that they have been retaliated against in violation of this policy, they should report the matter promptly to management in the same manner as any other form of harassment or discrimination. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, Capital City may take appropriate action to reinforce its commitment to providing a work environment free from retaliation.

Knowingly False Complaints

The initiation of a good faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

WHISTLEBLOWER PROTECTION POLICY

Capital City Public requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Capital City Public Charter School, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.



Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Capital City Public Charter School can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Capital City Public Charter School's code of ethics or suspected violations of law or regulations that govern Capital City Public Charter School's operations.

No Retaliation

It is contrary to the values of Capital City Public Charter School for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Capital City Public Charter School. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Capital City Public Charter School has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Chief Operating Officer or Head of School. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Capital City Public Charter School's Compliance Officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Compliance Officer.

Compliance Officer

The Capital City Public Charter School's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Head of School and/or the Board of Trustees of all complaints and their resolution and



will report at least annually to the Chairperson of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Capital City Public Charter Schools Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Capital City Public Charter School's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: Chief Operating Officer

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

Capital City is committed to providing a working environment free from the use of non-prescribed drugs and alcohol. Given the risks that arise if employees are attempting to perform their duties while using or having used drugs or alcohol, Capital City has adopted a zero-tolerance policy. As such,



Capital City strictly prohibits the sale, purchase, use, or possession of or reporting to work under the influence of any intoxicating substances, non-prescribed narcotics, hallucinogenic drugs,, or other non-prescribed controlled substances while on Capital City premises and/or property and/or during working hours. In addition, employees are prohibited from using alcohol during working hours and from reporting to work under the influence of alcohol. This provision does not apply to reasonable consumption of alcohol at Capital City-sponsored events, where providing alcohol for consumption by staff or other adults has been approved.

Employees who are taking prescription medications that may affect job performance are required to report the use of such medications and their possible side effects to their Principal or supervisor so that a determination can be made regarding their capacity to perform the essential functions of their jobs, either with or without a reasonable accommodation. Employees may be required to disclose the medication they are on or the medical condition for which they are taking the medication. To the extent possible, Capital City will keep this information confidential.

Marijuana remains illegal as a matter of federal law and therefore its use or possession violates this policy. Capital City will endeavor to accommodate individuals with disabilities, but will not accommodate the use of medical marijuana at work or excuse other policy violations related to medical marijuana.

Further, teachers should never keep medication for students or administer medication to students unless special approved circumstances exist such as an emergency or fieldwork. This includes over the counter medication like Tylenol, Ibuprofen or cough syrup. Students are not permitted to bring medications to school (over-the-counter or prescription). If you see a student with medication, take the medication from the student and contact the Director of Student Services or the Principal. The violation of this policy is grounds for immediate dismissal.

Student access to medication for self-administration or administration by a trained employee is covered by individual 504 Plans or other formal medical orders on file in the health suite. These plans/orders may grant exceptions from this policy under certain circumstances. Only staff certified under approved medication administration training programs are authorized to administer medication per medical orders or 504 Plan terms.



Counseling and Rehabilitation

Employees who voluntarily seek help for substance abuse (self-referral) by contacting Capital City will be provided an opportunity to pursue counseling and rehabilitation. Capital City will make available to these employees information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation, sick leave, or, if eligible, family and medical leave. Health insurance often covers the costs of such services, but costs not covered must be paid by the employee. The employee cannot return to work until released by a treatment provider to do so, and when they receive a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

Capital City's Right to Search

Capital City wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives or other improper materials. To this end, Capital City prohibits the control, possession, transfer, sale or use of such materials on its premises to the extent permitted by applicable law. We require the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices are provided for the convenience of employees but remain the sole property of Capital City. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Capital City at any time, either with or without prior notice.

In addition, to ensure the safety and security of employees and customers, and to protect our legitimate business interests, we reserve the right to question and inspect or search any employee or other individual entering or leaving company premises or job sites. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, et cetera. If a non-exempt employee is present during any search or inspection, he or she must report the time spent during the search or inspection as working time.



These items are subject to inspection and search at any time, with or without prior notice. We also may require employees to agree to reasonable inspection of their personal property and/or person while on the job or on Capital City's premises. The individual may be requested to self-inspect his or her personal property or person by displaying the contents of any packages and/or turning out his or her pockets, etc., in the presence of a representative of Capital City, typically a management employee of the same gender. Capital City will not tolerate any employee's refusal to submit to a search.