

## **Equal Employment Opportunity Policy**

It is the policy of Early Childhood Academy PCS (ECA) not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

ECA will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

ECA will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of ECA are requested to encourage qualified disabled persons, minorities, special disabled veterans, and other veterans to apply for employment, on the job training or for accommodations for qualified disabled individuals.

It is the policy of ECA that all company activities, facilities, and job sites are non-segregated. Separate or single-user toilet and changing facilities are provided to assure privacy.

It is the policy of ECA to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the president of the Board of Trustees.

## **Notice of Non-Discrimination**

The Americans with Disabilities Act exists to protect the employment rights of qualified individuals who are disabled. ECA is firmly committed to full compliance with this legislation and will not discriminate against an individual with a disability in any aspect relating to his or her employment with ECA. Further, ECA, in its efforts to support the needs of employees with disabilities, will make reasonable accommodations in the workplace for qualified disabled individuals provided it does not create an undue burden. We encourage you to approach the financial manager if you would like further clarification of this policy.

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Early Childhood Academy PCS (ECA) are hereby notified that ECA does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

## **Non-Harassment Policy**

All ECA employees are entitled to work in an environment free from harassment or hostile behavior. ECA expects every employee to display courtesy and respect for the dignity and privacy of all. While harassment is most commonly thought of as sexual in nature, it also can relate to age, race, color, national origin, religion, disability, veteran status, or other legally protected classifications. ECA prohibits harassment of any kind of its employees, vendors, or visitors.

Harassment includes, but is not limited to, the use of obscene or objectionable language, name calling or any other action considered offensive or inappropriate based on the race, religion, color, gender, age, national origin, disability, veteran status or any other protected group status as defined by applicable local, state, or federal law.

ECA strictly prohibits retaliation against employees who complain of harassment. ECA will undertake a prompt and thorough investigation of any such complaint. However, for the organization to effectively follow up on any such complaint, the employee must communicate the problem to the organization.

If you feel you have been treated in a manner inconsistent with this policy, bring your concerns to the attention of the executive director or president of the Board of Trustees, who will confidentially initiate the appropriate steps. Violations of this policy will result in disciplinary action, up to and including termination.

### **Sexual Harassment Policy**

ECA is committed to providing a work environment that is free from sexual harassment. Because of the organization's strong disapproval of offensive or inappropriate gender-based behavior in the workplace, all employees must avoid any action or conduct that could be perceived as sexual harassment. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of same-gender or other gender employees. Sexual harassment may be economic harassment or environmental harassment.

Economic harassment typically involves a supervisor or decision-maker who links a tangible employment action (such as a promise of a benefit or threat of adverse action) to a sexual favor.

Environmental harassment is also known as a hostile work environment. It is defined as unwelcome offensive conduct, either based on a protected category or sexual in nature, that is severe or pervasive. This is not limited to supervisors and can apply to anyone. There are three categories of environmental harassment: physical, verbal, and non-verbal or visual. Text messaging falls into the non-verbal or visual category. If sexual texts or images are sent, this could qualify as sexual harassment if the conduct is unwelcome. Even if the communications are welcomed, it represents a policy violation.

The following is a partial list of sexual harassment examples:

- unwanted sexual advances;
- offering employment benefits in exchange for sexual favors;
- making or threatening reprisals after a negative response to sexual advances;
- visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters;
- verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;
- verbal sexual advances or propositions;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or suggestive or obscene letters, notes or invitations;
- inappropriate physical conduct that includes touching, assaulting, or blocking movements.

Unwelcome sexual advances (either economic or environmental), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.

Due to the serious nature of sexual harassment, it is imperative that complaints are brought to the attention of the executive director or president of the ECA Board of Trustees immediately. It is the goal of ECA to resolve complaints of sexual harassment. Therefore, if you have a complaint, the following steps must be taken immediately:

Do not ignore the problem. Immediately speak to the person creating the problem about his or her behavior. State firmly that it is not acceptable to you. If you do not feel comfortable in doing this, contact the executive director, principal, or president of the Board of Trustees directly.

If your request to curtail the behavior is ignored or if the unwanted or inappropriate situation should reoccur,

notify the executive director, principal, or board president immediately.

If the person creating the problem happens to be your supervisor and you feel uncomfortable approaching the person directly, please lodge your complaint with the president of the Board of Trustees.

If, while in the performance of your job duties, you believe someone who is a non-employee is harassing you, immediately inform the principal about the situation. Although ECA has limited control over the behavior of non-employees, the organization will attempt to remedy the situation.

Employees determined by the organization to have engaged in sexual harassment shall be subject to disciplinary action up to and including termination of employment. ECA regards all complaints, including those of sexual harassment, to be confidential and will treat them as such to the extent possible as the organization conducts its fact-finding efforts.

### **Internal Complaint Resolution Policy**

ECA recognizes that good employee-employer relationships can exist only if employees believe they have been treated equitably and fairly within the guidelines that influence this relationship. It is also recognized that there are occasions when honest differences of opinion can occur regarding the interpretation and application of policies, procedures, and benefits.

The following procedure is established to provide an effective and acceptable means for employees to bring conflicts to the attention of management.

Employee discusses the conflict with immediate supervisor within 10 days of its occurrence. It is expected that every effort will be made to resolve the conflict in a fair and amicable manner at this level.

If the conflict is still not resolved to the employee's satisfaction after step 1 or a response (oral or written) is not received within 10 days, the employee should discuss the matter with the president of the ECA Board of Trustees. A determination by the board is final.

An employee who elects to use the employee conflict resolution process will be treated courteously and the case will be handled in confidence to the fullest extent feasible. An employee will not be subject to retaliatory action in any form due to use of the conflict resolution procedure.

### **Whistleblower / Non-Retaliation Policy**

It is the intent of ECA to adhere to all laws and regulations that apply to the organization. If any employee reasonably believes that a policy, practice, or activity of ECA is in violation of law, a written complaint must be filed by that employee with the ECA president of the Board of Trustees. The underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of ECA and provides ECA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

ECA will not retaliate against an employee who in good faith, has made a protest or raised a complaint against a practice of ECA or of another individual or entity with whom ECA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

ECA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body any activity, policy, or practice of ECA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Any Early Childhood Academy PCS faculty or staff member who, in good faith, reports:

- Discrimination or harassment.
- Fraud;
- Unethical or unprofessional business conduct;
- Academic misconduct;
- Noncompliance with ECA policies/procedures;
- Circumstances of substantial, specific or imminent danger to a faculty or staff member or the public's health and/or safety;
- Violations of local, state or federal laws and regulations; or
- Other illegal or improper practices or policies.

will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, discharge, or other discrimination including but not limited to discrimination in compensation or terms and conditions of employment that are directly related to the disclosure of such information. In addition, no faculty or staff member may be adversely affected because they refused to carry out a directive which constitutes fraud or is a violation of local, state, federal or other applicable laws and regulations.

#### **Drug and Alcohol-Free Workplace Policy**

ECA has a strong commitment to provide and maintain safe, healthy and efficient working conditions for our employees and students. The unlawful presence of controlled substances or alcohol in the workplace conflicts with these vital interests. The unlawful or unauthorized manufacture, distribution, dispensation, possession or use of a controlled substance, drug, or alcohol during work or while on work premises, or being under the influence of any of the foregoing substances during work or while on work premises is strictly prohibited and grounds for serious disciplinary action up to and including immediate termination.

ECA is a smoke-free environment. Smoking inside the school building, at school events outside the building, and on school grounds is strictly prohibited.