

Equal Employment Opportunity (EEO) Statement

See Forever Foundation/Maya Angelou Schools makes every effort to hire the most qualified candidate for each position. Skill, experience, education, attitude and potential for growth are considered when employment selections and all other employment- related decisions (such as compensation, policy administration, etc.) are made.

The organization is committed to ensuring that equal employment opportunity is a reality in the workplace. To provide equal employment and advancement opportunities to all individuals, employment decisions at SFF/MAS will be based on merit, qualifications and abilities. SFF/MAS does not discriminate in employment opportunities or practices based on race, color, religion, national origin, sex, sexual orientation, pregnancy, veteran status, childbirth or related conditions, age, marital status, gender identity, genetic information, physical or mental disability or any other characteristic protected by Federal or District of Columbia law.

Any employee with questions or concerns about this policy and/or any type of discrimination in the workplace is encouraged to bring these issues to the attention of the HR representative.

Staff can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Whistleblower Policy

If any employee reasonably believes that some policy, practice, or activity of See Forever Foundation (SFF) is in violation of law, a written complaint must be filed by that employee with Human Resources. It is the intent of SFF to adhere to all laws and regulations that apply to the organization and 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 SFF and provides SFF 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.

See Forever Foundation will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of SFF, or of another individual or entity with whom See Forever Foundation 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. SFF will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the organization 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 of public policy concerning the health, safety, welfare, or protection of the environment.

Employees are expected to exert a certain amount of judgment in their choice of clothing to wear to work. Any employee with a specific question about whether a specific item of clothing is acceptable attire for work can contact Human Resources for clarification.

Nothing in this policy is intended to discriminate against an employee's sincerely-held religious beliefs, or practices, physical or mental or any other basis protected by applicable law. Employees who may need an accommodation based on a sincerely held religious belief or practice, physical or mental disability or any other basis protected by applicable law can contact Human Resources.

If an employee's appearance fails to meet the standards outlined above, as determined in the Organization's sole discretion, the employee may be sent home (without pay, if applicable and permitted by applicable law). Further violation of this policy may result in disciplinary action, up to and including termination.

Drug Free Workplace

See Forever Foundation/Maya Angelou Schools is committed to providing a safe and productive workplace for our employees and students. The unlawful presence of controlled substances in the workplace conflicts with these vital interests and constitutes a violation of the public trust. For these reasons, we have established, as a condition of employment and continued employment, the following policy.

The unlawful or unauthorized use, abuse, manufacture, distribution, dispensation, possession, sale, purchase of a controlled substance, drug paraphernalia, or alcohol during working hours and in the workplace, while driving and organization or personal vehicle for business, on Organization premises, or while engaged in SFF/MAS business (whether or not on Organization premises), is prohibited. Employees also are prohibited from reporting to work or working while they are using or under the influence of alcohol, any drugs, as well as any controlled substances which may impact an employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee to report to work. Employees must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their manager.

However, to the extent permitted by and in accordance with applicable law, this exception does not extend any right to report to work under the influence of medical marijuana or to treat the lawful use of medical marijuana as a defense to a policy violation or a positive drug test, to the extent employees are subject to any drug testing requirement.

You must notify Human Resources of any criminal drug statute conviction for a violation occurring within the workplace within five (5) calendar days of such conviction.

All employees are hereby advised that full compliance with the foregoing policies shall be a condition of employment at the organization. Any violations of this policy may subject an employee to disciplinary action, up to and including termination.

The organization maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist employees recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

Progressive Discipline

See Forever Foundation has established rules pertaining to employee conduct, performance, and responsibilities so that all employees can conduct themselves according to certain rules of good behavior and conduct. Supervisors are responsible for ensuring that employees know what is expected of them in their jobs. It is the organization's philosophy that employees are given ample opportunity to improve their job performance in most circumstances.

Unless agreed otherwise in a written contract signed by the employee and the CEO, all SFF/MAS employment is "at will" and either SFF/MAS or the employee may terminate the employment

relationship with or without Cause at any time and for any reason. Nonetheless, as a matter of personnel administration and not a matter of contract, and at SFF/MAS' sole discretion, the organization retains the option of imposing discipline only after counseling has been unsuccessful or is inappropriate. Degrees of corrective action are in most cases progressive and are used to ensure that the employee has the opportunity to correct performance but may vary depending on several factors.

The goal is to improve and prevent a recurrence of undesirable behavior and/or performance issues that adversely affects the organization, its employees, its students or that otherwise causes problems. There is no set standard of whether or how many verbal warnings must be given prior to a written warning or whether or how many written warnings must precede suspension or involuntary separation of employment. Factors to be considered are:

- the seriousness of the offense;
- how many different offenses are involved;
- the time interval and employee response to prior disciplinary action(s);
- and the previous work history of the employee

Progressive corrective action methods may include, but are not limited to the following and the choice of whether to employ corrective action, what steps to employ and in what order lies in the sole discretion of the organization:

- An informal verbal discussion that is documented for the supervisor's records
- A verbal warning with documentation to the employee's personnel file
- A formal written corrective action plan that is approved by the next level supervisor
- Suspension without pay
- Termination of employment

Employees should be aware that serious misconduct, as determined by SFF/MAS, may result in more severe discipline, up to and including termination, without the opportunity for corrective action. There may be circumstances when one or more steps are bypassed, as determined in ECC's sole discretion. In no case, however, will the use of corrective action, or the use of disciplinary action less than termination, set a precedent for any SFF/MAS employee or change an employee's at-will employment status.

Requirement to Report Arrests and Convictions

Employees must self-report within 24-hours to their supervisors, if they are arrested or criminally charged with any crime involving abuse or endangerment of a child, violence of any kind (including assault and battery), or a sex offense. Supervisors, in turn, must report this information to the CEO.

In addition, employees must self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 24-hours after the final judgement. Arrest for and conviction of a crime is not an automatic disqualification for working at See Forever Foundation or Maya Angelou Schools. The circumstances will be evaluated on a case-by-case basis.

Staff Grievance Resolution Process

The organization's complaint and grievance procedure provides for a prompt, thorough, and objective investigation claim of harassment, discrimination, retaliation, or any other grievance. Appropriate action will be taken to deter any future harassment, discrimination, retaliation or any other negative behaviors.

These complaint procedures do not bar individuals from filing claims in other forums to the extent permitted by federal, state, or local law.

It is the responsibility of every employee to report harassment or other conduct that makes them uncomfortable in the workplace. Confidentiality will be maintained to the extent practicable.

Employees who believe that the organization has violated its policies against discrimination, harassment, or retaliation, or any applicable federal, state, or local law regarding the same, can submit a complaint as outlined in the employee grievance procedure that immediately follows.

Staff Grievance Procedures

Step 1 An employee with a complaint regarding another staff member, whether it is a supervisor or fellow employee, should attempt to timely address the issue with the involved staff member. If this proves unproductive and / or does not bring resolution to the complaint, then the following procedure should be followed.

Step 2 The employee should provide a written or verbal complaint to the campus principal/site director' or Human Resources. If the complaint is made verbally the director should make a written report that is acknowledged by the employee. The complaint should include:

- Details of the incident(s)
- Names of individuals involved, and
- Names of any witnesses.

To the extent that an employee's complaint concerns the principal/site director, the employee may provide an initial notice directly to the attention of the Director of Human Resources or Chief/Deputy Chief Operating Officer. The Director of HR or Chief/Deputy Chief Operating Officer will, based on that review, provide the organization's response in a timely manner.

Step 3 The principal, site director, or Human Resources will conduct a preliminary investigation of the matter and provide a written report detailing the investigation and results.

Step 4 Based on a preliminary investigation, the principal, site director, or Human Resources may request that the parties meet with either the principal, site director, or HR or, if the parties prefer, with the Chief Executive Officer. If both staff persons agree, this meeting will be arranged, and the parties will be encouraged to mediate their differences.

Step 5 Whether the parties do or do not meet and mediate the dispute, the principal, site director, or HR will determine the appropriate action based upon the investigation.
Complainant may or may not receive details of final determination due to confidentiality of personnel matters. However, a notification that the investigation has concluded will be sent.

Step 6 If the complainant or other parties involved wish to appeal the decision from Step 5, he/she may submit a signed statement of appeal to the Chief Executive Officer within ten (10) business days after receipt of the response. The Chief Executive Officer will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Chief Executive Officer will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Nothing in this policy is intended to mitigate the organization's belief in and offer to provide mediation between staff, either before or at any time during the complaint process. Further, that an employee complaint process exists does NOT suggest that any complaint process must or should take place prior to or in lieu of any termination of employment. The complaint process is unrelated and in no way mitigates the right of See Forever to terminate employees.

Availability of a Mediation Process

The organization is committed to creating an environment where staff members will attempt to work out disputes in non-adversarial ways. With this in mind, the organization will provide mediation if a staff member requests such help.

That a dispute resolution process exists does NOT suggest that any mediation process must or should take place prior to or in lieu of any termination of employment. Mediation is available to any employee if he/she wish-es, but the mediation process is unrelated to and in no way

mitigates the right of See Forever Foundation or Maya Angelou Schools to terminate employees.

This mediation process is not intended to mitigate or supersede the procedures described above in the section on Harassment/Discrimination, but rather is intended to provide an alternative for staff to mediate differences with fellow staff members and/or supervisors in situations not involving alleged harassment.