

Sexual Harassment

Sexual harassment is a form of discriminatory harassment and will be treated in accordance with the discriminatory harassment policy outlined above. However, because it is the subject of a great deal of controversy and misunderstanding, we have chosen to define it in more detail in this handbook.

Sexual harassment is unwelcome conduct of a sexual nature when any of the following is true.

- submission to such conduct is made (explicitly or implicitly) a term or condition of the individual's employment;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
- the conduct has the purpose or effect of unreasonably interfering with the individual's job performance or creating an intimidating, hostile, or offensive working environment.

Examples of some of the kinds of conduct that violate our Sexual Harassment Policy include:

1. Sexual assaults, including rape and molestation, and attempts or threats to commit these assaults
2. Unwanted intentional contact of a sexual or suggestive nature, such as touching, pinching, patting, grabbing, kissing, brushing against, or poking a person's body
3. Unwanted sexual advances, propositions or comments, including sexually oriented gestures, jokes, or comments about a person's sexuality or sexual experience
4. Preferential treatment or the promise of preferential treatment to an employee for engaging in sexual conduct
5. Displaying or publicizing pictures, posters, reading materials, calendars, objects, etc. that are sexually suggestive, sexually demeaning, or pornographic
6. Disciplining or retaliating against an employee in any way because s/he has resisted, reported, or complained about sexual harassment

If you feel that you have been sexually harassed during the course of your employment, or if you believe you have witnessed another employee being sexually harassed, report your concerns immediately to the Human Resource Manager, as described in Section XI above, Discriminatory Harassment. The procedures outlined in that section will apply.

Harassment Arising from Other Protected Characteristics

Harassment on the basis of other protected characteristics, including race, color, religion, national origin, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or any other basis prohibited by applicable federal, state or local law is also prohibited. Prohibited harassment involves conduct relating to a person's protected characteristics, such as epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, and other conduct that the individual might reasonably find to be offensive. Harassment may also include written or graphic material placed on walls, e-mail, bulletin boards or elsewhere on the Firm's premises, or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.

Non-Retaliation

Retaliation against an individual who in good faith brings a discrimination or harassment complaint is **strictly forbidden** and will not be tolerated. Also, we will not tolerate retaliation against an individual who assists someone with making his or her complaint or who cooperates in a discrimination or harassment investigation. If an individual feels s/he is being retaliated against, please report the acts of retaliation to the human resource manager.

Equal Employment Opportunity

IDEA Public Charter School does not discriminate on the basis of race, color, religion, national origin, sex, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, disability, or age in its programs and activities. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Executive Director, IDEA Public Charter School, 1027 45th Street NE, Washington, DC 20019. Phone: (202) 399-4750.

Drug-Free Workplace

IDEA Public Charter School is committed to the well-being of our employees, to the safety of the workplace, and to provision of high-quality educational services to our students. For all of these reasons, we cannot tolerate the unlawful possession, use, manufacture, distribution, or dispensation of controlled substances in the workplace or during work time. Moreover, employees must come to work free from the influence of alcohol, illegal drugs, and unlawfully used prescription medications.

If an employee suffers from a substance abuse problem and wishes to seek help, the employee should take advantage of the school's confidential Employee Assistance Program (EAP). For information or to access EAP benefits, please call Mutual of Omaha at (800) 316-2796.

Any employee who violates this drug-free workplace policy will be subject to disciplinary action, up to and including dismissal. Legal consequences may follow as well.

Under federal law, any employee who is convicted of a criminal drug statute violation occurring in the workplace must notify his or her employer of the conviction within five days.

Grievance Procedures for Allegations of Discrimination, Harassment, and/or Retaliation (Staff Complaint Resolution Process)

IDEA Public Charter School does not engage in or permit discrimination, harassment and/or retaliation and believes in the basic tenets of equality and fairness. Any person who believes that IDEA Public Charter School has violated the above Notice of Non-Discrimination may submit a complaint to the Human Resources Manager or Executive Director. If the complaint involves the Executive Director, the employee should submit the complaint to the Chair of IDEA's Board of Trustees.

The grievance procedures outlined below establish how to file a complaint and how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints and may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

IDEA will not retaliate against any person who files a complaint or participates in an investigation in accordance with these procedures. IDEA will also not tolerate retaliation against such persons by others, and will take appropriate disciplinary steps against any IDEA employee found to have engaged in retaliation.

A formal complaint may be filed by following the steps outlined below:

Step 1

Within 90 calendar days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Grievants may use the complaint form attached to the grievance procedure, or submit the complaint in other written form as long as all of the identified information is provided. Grievants are encouraged to

include all information and supporting documentation they believe is relevant to the complaint, including identification of any known witnesses, at the time the complaint form is submitted. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint. Incomplete complaint forms will be returned to the grievant, with a directive for completion within five business days.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable, and impartial investigation of the complaint. This may include specific requests for additional information from the grievant or other individuals. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation is considered confidential, and should be maintained as such by the investigator to the extent not inconsistent with state or federal laws or the requirements for a thorough investigation.

Within 15 school days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the grievant. A copy of the complaint and the response shall be forwarded to the Board of Trustees at this time. If the investigator determines that additional time is needed for the investigation, the individual shall notify the grievant of such information in writing within 15 school days of receiving the written notice of complaint and include the reason for the additional time and the expected date of response. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment has occurred, appropriate corrective and remedial action will be taken.

Step 2

If the grievant wishes to appeal the decision from Step 1, s/he may submit a signed statement of appeal to the Executive Director within 10 calendar days after receipt of the response. If the Step 1 decision was issued by the Executive Director (or if the complaint involves the Executive Director), the appeal may be submitted directly to the Board of Trustees at IDEA Public Charter High School, 1027 45th Street, NE, Washington, DC 20019. The written appeal must include all documentation from the initial grievance and the reasons why the grievant does not agree with the decision. The Executive Director or the Board will review the submitted information. The Executive Director or the Board may, at its discretion, request a meeting with the grievant or other involved parties. If the grievant presents to the Board, such presentation may be made in public or closed session, as appropriate. Within 15 school days of receiving the statement of appeal, the Executive Director will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken. If the appeal is submitted to the Board, the Board will consider the information at its

next regularly scheduled meeting, and will provide a written decision to the grievant within 21 calendar days of the meeting where the appeal is considered by the Board.

A grievant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at (202) 453-6020 (ph), (202) 453-6021 (fax).

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Date: _____

I. Name of Person on Whose Behalf Complaint is Being Brought: _____

Name of Person Bringing Complaint: _____

Relationship/Title: _____

Address: _____

Phone: _____

Location of Alleged Complaint: _____

Date of Alleged Actions: _____

II. SUMMARY OF COMPLAINT (attached additional pages, as needed to fully describe facts related to complaint):

If others are affected by the possible violation, please give their names and/or positions: _____

III. Please describe your suggestions for resolving the complaint and any corrective action you wish to see taken if a violation is identified. You may also provide other information relevant to this complaint.

Signature of Grievant

Date

Signature of Person Receiving Grievance

Date

Anti-retaliation (Whistle Blower Policy)

IDEA prohibits retaliation against any employee, volunteer or board member who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. IDEA prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.