



# **E.L. Haynes Employee Policies**

## **School Year 2024 - 2025**

***Policies for DC Public Charter School Board***

**Elementary School**  
4501 Kansas Ave NW  
Washington, DC 20011  
202-667-4446

**Middle School**  
3600 Georgia Ave NW  
Washington, DC 20009  
202-667-4446

**High School**  
4501 Kansas Ave NW  
Washington, DC 20011  
202-667-4446

## **Sexual Harassment**

E.L. Haynes prohibits any employee, volunteer, or vendor from making unwelcome sexual advances of a verbal or physical nature toward another employee or applicant for employment. Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is defined as behavior that is unwelcome and personally offensive. It reduces morale, interferes with work productivity, impugns individual dignity, and is contrary to E.L. Haynes' mission.

Sexual harassment is a practice that demeans the individual being treated in such a manner. Consequently, E.L. Haynes will not tolerate sexual harassment of its applicants, employees, or volunteers by anyone. If you believe that you are being sexually harassed, you should let E.L. Haynes know by making a complaint in accordance with the EEO Policy and D.C. Human Rights Act section. E.L. Haynes will, as necessary, take disciplinary action, up to and including termination, in accordance with this policy to ensure that we meet our responsibilities to our employees.

Examples of sexual harassment include:

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted; or any other tasteless, sexually-oriented comments, innuendoes, or offensive language.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is generally intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.

### **Anti-Discrimination, Anti-Harassment, and EEOC Policy**

E.L. Haynes provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, gender, sexual orientation, gender identity or expression, national origin, ethnicity, age, disability, genetic information, political affiliation, personal appearance, marital status, family responsibilities, matriculation, amnesty or status as a protected veteran, or any other protected status as established by applicable federal or DC law. E.L. Haynes complies with applicable federal and DC laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

E.L. Haynes does not discriminate because of race, color, age, sex, marital status, sexual orientation, gender identity or expression, disability, pregnancy, national origin or ancestry, religion, veteran status, genetic information or any other protected status under District of Columbia and Federal law. E.L. Haynes will not tolerate any employee, parent or family, contractor or other visitor creating a hostile work environment for an employee because of race, color, age, sex, marital status, sexual orientation, gender identity or expression, disability, pregnancy, national origin or ancestry, religion, veteran status, genetic information or any other protected status under District of Columbia and Federal law.

Any concern regarding discrimination or harassment may be brought to the attention of the Principal, the Chief Talent Officer, the Chief Executive Officer or any other member of the administration with whom the employee feels comfortable. Complaints regarding the Chief Executive Officer shall be handled through the Board of Trustees of the E.L. Haynes Public Charter School and in consultation with the Executive Committee when appropriate. All complaints will be promptly investigated in as confidential a manner as possible. E.L. Haynes Public Charter School will not retaliate against an employee who, in good faith, expresses concern about discrimination or harassment, or participates in an investigation of a complaint of discrimination or harassment.

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

It is the policy of E.L. Haynes to create and maintain a drug- and alcohol-free environment in the workplace, as required by the Drug-free Workplace Act of 1988. The abuse of alcohol or controlled substances (including the misuse or abuse of prescription drugs) or the use of illegal drugs, including but not limited to marijuana, cocaine, heroin, morphine, barbiturates, or amphetamines is inconsistent with the professional and responsible behavior we expect of employees, subjects all employees and visitors to unacceptable safety risks and undermines E.L. Haynes's ability to operate effectively and efficiently. Therefore, E.L. Haynes employees are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or illegal drugs, as defined above, on E.L. Haynes's premises or while conducting E.L. Haynes business off E.L. Haynes's premises.

Such conduct and/or use of illegal drugs or controlled substances is also prohibited during non-working time to the extent that it, in the opinion of the management of E.L. Haynes (1) impairs the employee's ability to perform their job; (2) affects E.L. Haynes' reputation or threatens its integrity; and (3) jeopardizes the employee and/or others in the workplace. Reporting to work while under the influence of illegal drugs, controlled substances, or alcohol is strictly prohibited. Employees who violate any aspect of this policy are subject to disciplinary action, up to and including immediate termination from E.L. Haynes. In the case of applicants, if they violate the drug-free workplace policy, the offer of employment will be withdrawn. The applicant may reapply after six months and at a minimum must successfully pass a pre-employment drug test.

An employee who is undergoing medical treatment with any controlled substance that may impair their physical or mental ability, even if a licensed physician has legally prescribed it, is strongly advised to report such treatment to her or his immediate supervisor so that an appropriate response can be made in the event of a reaction or emergency. E.L. Haynes will determine whether the employee constitutes a direct threat to themselves or others. If so, the employee shall not be permitted to work while undergoing such treatment.

## **Internal Grievance Procedure/Staff Complaint Resolution Process**

E. L. Haynes is committed to providing the best working conditions for its employees and always strives to address employee grievances in a method that preserves staff relationships and centers on what is best for students. Employees are strongly encouraged to raise complaints in a direct and timely manner, as this most often yields the best results. The aim of the Internal Grievance Procedure is to settle complaints justly, while operating as efficiently and quickly as possible. The following grievance procedures should be followed to ensure complaints receive full consideration.

### *What May be Grieved*

The E.L. Haynes grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, national origin, sex, age, disability, religion, personal appearance, sexual orientation, gender identity or expression, parental status, or otherwise.

### *Other Remedies*

The existence of this procedure does not bar grievants from also filing claims in other forums to the extent permitted by state or federal law.

### *Informal Grievance*

Because most difficulties can be resolved by communicating a concern to someone, grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, the school Principal, the Chief Talent Officer, or the Chief Executive Officer. The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

### *Formal Grievance*

Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall either tell the Chief Talent Officer or Chief Executive Officer or file a written notice with the Title IX Coordinator, Chief Talent Officer, or Chief Executive Officer. Grievants choosing to file a written notice may use the Grievance Form, which is available online from the school website, the E.L. Haynes intranet (for employees only), or from the Title IX Coordinator, school Principal, or Chief Executive Officer. The written notice shall identify the nature of the complaint, the date(s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. The Chief Talent Officer and the Chief Executive Officer can be reached at the contact information provided below for either written or oral complaints.

The Chief Talent Officer or Chief Executive Officer will immediately initiate an adequate, reliable impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documents, and allowing parties to present evidence.

Supportive measures will be implemented as appropriate to one or both parties throughout the grievance process, including the investigation and any appeal. Supportive measures will be kept confidential as required by law.

All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with persons not directly involved with the complaint, with its investigation, or with the decision making process. This provision does not include discussions with governmental authorities.

Within thirty (30) business days of receiving the written notice, the Chief Talent Officer or Chief Executive Officer shall respond in writing to the grievant (the "Response"). The Response shall summarize the course of the investigation; determine the validity of the grievance and the appropriate resolution. If, as a result of the investigation, harassment, or a valid grievance is established, appropriate corrective and remedial action will be taken.

#### Appeals

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Chair of the Board of Trustees within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant's reasons for not accepting the Response. The appeal, in letter form, may be submitted to the Chief Executive Officer who will relay it to the Chair of the Board of Trustees.

Within twenty-one (21) days from receiving the written appeal, the Chair of the Board of Trustees will respond in writing to the appellant as to the action to be taken and the reasons therefore.

#### Prohibition Against Retaliation

E.L. Haynes pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, E.L. Haynes will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

#### Modification

E.L. Haynes may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of E.L. Haynes.

## **Whistleblower Policy**

E.L. Haynes is committed to maintaining a workplace where employees are free to raise concerns regarding E.L. Haynes' business practices, and encourages employees to report unlawful and unethical activity without fear of retaliation. If an employee observes, learns of, or in good faith believes that another employee, E.L. Haynes contractor, or employee of a contractor, has engaged in unlawful or unethical activity, they must report the actual or suspected activity directly to the Chief Talent Officer and cooperate fully in any subsequent investigations. Reported activities will be reviewed and addressed promptly. E.L. Haynes will not retaliate against any employee for reporting or participating in good faith in the investigation of such activity.

Unlawful or unethical activity, includes, but is not limited to the following:

- Violation of any law, rule, or regulation, or gross mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety;
- Fraud, embezzlement, misappropriation of E.L. Haynes funds, or use of E.L. Haynes' assets for personal gain or benefit;
- Theft from E.L. Haynes;
- Supplying false or misleading information on E.L. Haynes' financial or other public documents, including its tax return (Form-990);
- Payment by E.L. Haynes for services or goods that are not rendered or delivered;
- Providing false information to or withholding material information from E.L. Haynes' Board or E.L. Haynes' auditors;
- Improper, questionable, or undocumented financial transactions on behalf of E.L. Haynes;
- Improper destruction of E.L. Haynes records;
- Seeking anything of value from contractors, vendors, or people providing goods or services to E.L. Haynes, except employees may accept unsolicited gifts with a monetary value of less than \$25;
- Facilitating or concealing any of the above or similar activity.

**No Retaliation:** E.L. Haynes will not take, or threaten to take, any adverse personnel action or otherwise retaliate against any employee for reporting in good faith what they perceive to be unlawful or unethical activity, or for participating in the investigation of such a report. If an employee believes they have been subject to any such act of retaliation, they must report it immediately to the Chief Talent Officer for investigation.

**Acting in Good Faith:** Anyone reporting unlawful or unethical activity must act in good faith and have reasonable grounds the information disclosed indicates unlawful or unethical activity.

**Confidentiality:** Reports of unlawful or unethical activity may be submitted on a confidential basis. E.L. Haynes will maintain confidentiality to the extent possible. Identity or other information will be disclosed only as reasonably necessary for purposes of this policy or when legally required.