

## EMPLOYEE POLICIES

### Sexual Harassment

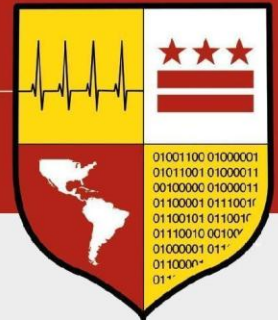
LAYC Career Academy strictly prohibits sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which are directed at an individual because of that individual's sex, gender, or gender identity or expression when:

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

Sexual harassment may involve individuals of the same or different sex and may include a range of behaviors including, but not limited to: words, signs, jokes, pranks, sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, intimidation, physical contact, or violence. Particular caution and judgment must be exercised in any romantic and/or sexual relationships between Career Academy personnel because it is sometimes difficult to distinguish between consensual and unwelcome situations. If a romantic and/or sexual relationship develops between a supervisor and employee, the romantic and/or sexual relationship should be reported to a member of the leadership team and the supervisory relationship should be terminated at once.

#### 1. Responsibility

Management is primarily responsible for seeing that LAYC Career Academy's equal employment-opportunity policies are implemented, but all employees share in the responsibility for assuring that, by their behavior, these policies are effective and apply uniformly to everyone. Any employee, who becomes aware of an incident of



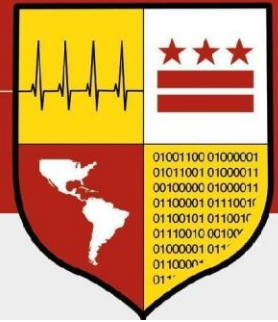
harassment, whether by witnessing the incident or being told of it, should report the incident to his or her immediate supervisor or any management representative with whom he or she feels comfortable.

All managers have a special responsibility to report any complaint of illegal harassment **immediately** to Human Resources. Managers and Management **must** make such reports even if the circumstances of the complaint are unclear and cannot be immediately substantiated. Prompt reporting and investigation by an impartial third party is critical to stopping illegal harassment before it becomes severe or pervasive.

## 2. Reporting

Although employees are normally expected to raise employment concerns in the first instance with their supervisors, employees may bypass their supervisor when they have concerns about sexual, racial, or any other form of harassment, and go directly to the Principal, the Executive Director, or the Board (in that order; if the employee's complaint involves the Executive Director, the employee may go directly to the Board). Employees who believe they have been the subject of harassment and employees who believe they have witnessed another employee being harassed are encouraged to raise their concerns. If a supervisor receives a report of discrimination, harassment, or retaliation or otherwise becomes aware of such conduct, the supervisor must report the discrimination to the Principal or the Executive Director. If the complaint is made by the Executive Director, the complaint should be reported to the Board of Directors. A supervisor's failure to elevate discriminatory, harassing, or retaliatory conduct will result in disciplinary action, up to and including termination.

Any complaints will be investigated thoroughly and promptly. Confidentiality will be maintained to the extent practical and appropriate under the circumstances, given Career Academy's duty to investigate all complaints. LAYC Career Academy



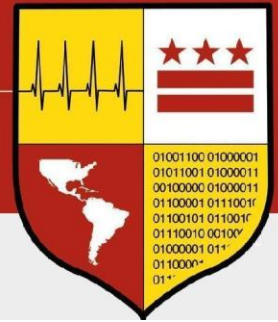
will take appropriate action to remedy the situation. Any employee found to have discriminated against, harassed, or retaliated against a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination.

No adverse employment action will be taken against any employee for making a good-faith report of alleged discrimination or harassment or for participating in an investigation of such reports. Retaliation is defined as an adverse action taken against an individual directly because they engaged in a protected activity. Protected activities with regard to discrimination or harassment include making complaints about discrimination or harassment; making a report of suspected discrimination harassment even where the individual is not the recipient; assisting another individual complaining of discrimination or harassment; filing a formal complaint about discrimination or harassment with a government agency; opposing discrimination or harassment; or providing information during an investigation of discrimination or harassment or providing testimony in connection with a complaint.

Retaliation is a serious violation of LAYC Career Academy's policy. Any employee found to have engaged in retaliation will be subject to discipline, up to and including termination. Concerns about attempted retaliation should be raised (and will be handled) in the same manner as concerns about discrimination or harassment. Employees with questions or concerns about LAYC Career Academy's policy on harassment in the workplace are urged to speak with the Principal or Executive Director.

## Equal Opportunity

At LAYC Career Academy there shall be no discrimination with respect to employment or any of the terms, conditions, or benefits of employment (including but not limited to recruitment, interviewing, hiring, compensation, benefits, promotions, discipline, and termination), on the basis of race, ethnicity, creed,



color, religion, national origin, citizenship, ancestry, sex, gender identity or expression, age, disability, marital status, familial status, military status, veteran status, sexual orientation, personal appearance, family responsibilities, matriculation, tobacco use, political affiliation, genetic information, pregnancy, childbirth, or related medical conditions, credit information, homeless status, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking, or any other characteristic protected by applicable federal, state, or local laws. Any employee, including supervisors, who engages in discriminatory practices will be subject to appropriate disciplinary action, up to and including termination.

Discrimination should be reported to an employee's immediate supervisor. If the discrimination involves the direct supervisor, the report should be directed to the person who oversees that supervisor, the principal, or the Executive Director. If the complaint is about the Executive Director, the complaint should be made to the Chair of the Board of Directors. If a supervisor receives a report of discrimination or otherwise becomes aware of discriminatory conduct, the supervisor must report the discrimination to a member of the leadership team, as described below in the Reporting policy. A supervisor's failure to elevate discriminatory conduct will result in disciplinary action, up to and including termination.

Equal employment opportunity notices are posted in appropriate areas as required by law. The notices summarize the rights of employees to equal opportunities in employment and provide the names and addresses of various government agencies that may be contacted in the event any person believes he or she has suffered discrimination.

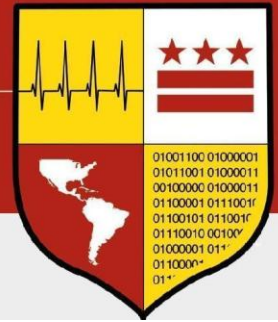
### **Inclusion in the Workplace**

LAYC Career Academy is committed to a diverse and inclusive workplace. LAYC Career Academy will reflect this commitment in its efforts to provide equal employment opportunities for candidates and employees and to create a



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welcoming working environment for all employees. LAYC Career Academy seeks to recruit and develop the most qualified people available regardless of the protected characteristics listed above, any other characteristic protected by applicable federal, state, or local laws.

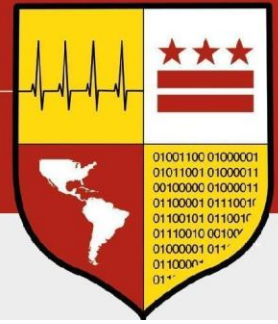
## **American with Disabilities Act (ADA)**

LAYC Career Academy is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and all applicable state and local laws to ensure equal opportunity in employment for all qualified persons with disabilities. LAYC Career Academy will provide reasonable accommodation for the known disabilities of applicants or employees, where such accommodation will enable the individual to perform the essential functions of his or her position, unless undue hardship will result. Any employee who believes he or she may need reasonable accommodation should notify their supervisor. Although the need for accommodation is determined on a case-by-case basis, generally LAYC Career Academy and the employee will engage in an interactive process to discuss the employee's limitations in the workplace, and possible reasonable accommodation, if any.

## **Religious Accommodations**

LAYC Career Academy recognizes the importance and value of accommodating religious observances and practices. As part of this commitment, LAYC Career Academy will make good faith efforts to provide reasonable accommodation of an employee's sincerely held religious belief, unless LAYC Career Academy believes such an accommodation would create undue hardship. In case any aspect of this policy conflicts with federal, state or local law or regulation, that law or regulation will prevail, without negating the rest of this policy.

If available, employees may elect to use, according to the applicable LAYC Career Academy policy, personal days to accommodate their religious observance obligations. Whenever an employee encounters conflicts between their religious observance obligations and their work schedule, task assignment, dress code, or



other work-related matter, the employee should immediately contact their immediate supervisor to discuss religious accommodation.

### **HIV/AIDS in the Workplace**

Misunderstandings about HIV/AIDS are widespread, often causing fears and anxieties. LAYC Career Academy will deal with HIV/AIDS in a humanitarian and nondiscriminatory fashion, while assuring the safety and health of all employees. All employees will be trained to understand HIV/AIDS.

LAYC Career Academy is committed to a responsible policy of nondiscrimination regarding HIV/AIDS. An employee living with AIDS or carrying HIV will be treated the same as any other employee suffering from a chronic illness or dealing with a disability. LAYC Career Academy will respect the confidentiality of all employees so affected.

### **Lactation Breaks**

LAYC Career Academy will provide reasonable breaks and a clean, private space for employees to express breast milk for nursing children for one year after the child's birth, in compliance with applicable law. Employees requiring lactation accommodations should notify their immediate supervisor and the Operations Manager to request the lactation room.

## **Drug Free Workplace**

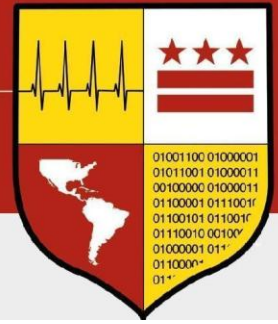
Consistent with LAYC Career Academy's obligations under federal law and with LAYC Career Academy's mission, LAYC Career Academy has formulated a policy regarding alcohol, drug, and controlled substance abuse. This policy, set forth below, is applicable to all LAYC Career Academy employees regardless of work location or employment status.

Alcohol, drug, and controlled substance abuse in the workplace reflects a national problem. LAYC Career Academy has a strong commitment to its employees to provide an alcohol, drug, and controlled substance-free work



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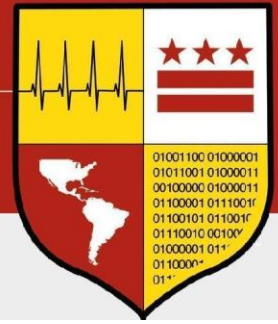


environment. Likewise, LAYC Career Academy is committed to providing this type of environment for the school community.

Alcohol is defined as a beverage that may be legally sold and consumed and that has an alcoholic content in excess of .5% by volume. Drugs are defined as any physical or mind-altering substance or any “controlled substance” or “controlled dangerous substance” as defined by federal, state or local statutes. These include, but are not limited to, any nonprescription drug or narcotic, heroin, cocaine, or marijuana, or a prescribed drug that is abused or not used in accordance with a physician’s evaluation.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee found to be unlawfully using, manufacturing, selling, distributing, dispensing, possessing, or trafficking in drugs in the workplace or at any time during his or her employment with LAYC Career Academy will be considered in violation of LAYC Career Academy’s drug and alcohol policy. In addition, any employee found to be under the influence of alcohol on LAYC Career Academy property or while performing assigned duties elsewhere will be considered in violation of LAYC Career Academy’s drug and alcohol policy. Violators of LAYC Career Academy’s drug and alcohol policy may be subject to a full range of disciplinary actions, up to and including termination. Furthermore, any employee who has knowledge of a violation of this drug and alcohol policy has a duty to report such conduct promptly to the Principal or Executive Director.

All potential new hires may be asked, at LAYC Career Academy’s discretion, to undergo a drug test prior to their start of employment. Testing positive for substances that are illegal on either the federal, state or local level may result in rescission of an offer of employment. Once employed, an employee may be required to submit to a drug or alcohol test at any time deemed necessary by LAYC Career Academy. LAYC Career Academy reserves the right to request a drug or alcohol test of a single employee, a group of employees, or all employees, at any time, without prior notification of the request. If a test is requested, employees will be expected



to submit to testing as soon as immediately practicable. Refusal to submit to a drug or alcohol test at the request of LAYC Career Academy is grounds for immediate termination. A positive test result may result in immediate termination, but LAYC Career Academy reserves the right to recommend treatment for a drug or alcohol problem and make further employment contingent on successful completion of such a program. Employees undergoing counseling or treatment will not be exempt from LAYC Career Academy's rules, policies, procedures, or disciplinary application.

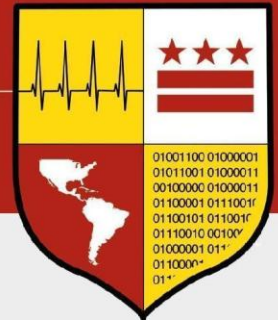
As stated elsewhere in this Manual, LAYC Career Academy reserves the right to search any employee's personal effects brought on LAYC Career Academy property as well as an employee's work area if an employee is suspected of being involved in alcohol, drug, or controlled substance abuse activities. Employees must notify LAYC Career Academy in writing of any criminal drug statute conviction in the workplace within five (5) calendar days of the conviction. A criminal drug conviction may result in immediate termination, but LAYC Career Academy reserves the right to recommend treatment for a drug or alcohol problem and make further employment contingent on successful completion of such a program. Employees undergoing counseling or treatment will not be exempt from LAYC Career Academy's rules, policies, procedures, or disciplinary application.

Employees will be asked to sign an acknowledgment that they received this policy.

## Staff Complaint Resolution Process

### Responsibilities of Employees and Leadership

Management is primarily responsible for seeing that LAYC Career Academy's equal employment-opportunity policies are implemented, but all employees share in the responsibility for assuring that, by their behavior, these policies are effective and apply uniformly to everyone. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, should report



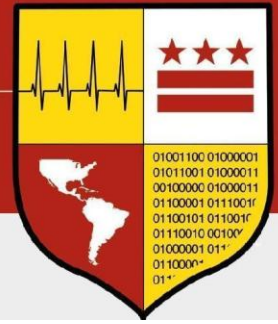
the incident to his or her immediate supervisor or any management representative with whom he or she feels comfortable.

All managers have a special responsibility to report any complaint of discrimination, harassment, or retaliation immediately to a member of the leadership team. Managers and Management must make such reports even if the circumstances of the complaint are unclear and cannot be immediately substantiated. A manager's failure to report discrimination, harassment, or retaliation to Human Resources will result in disciplinary action, up to and including termination.

### **Reporting Concerns and Complaints**

Although employees are normally expected to raise employment concerns in the first instance with their supervisors, employees may bypass their supervisor when they have concerns about sexual, racial, or any other form of harassment, and go directly to the Principal, the Executive Director, or the Board (in that order; if the employee's complaint involves the Executive Director, the employee may go directly to the Board). Employees who believe they have been the subjects of harassment and employees who believe they have witnessed another employee being harassed are encouraged to raise their concerns. If a supervisor receives a report of discrimination, harassment, or retaliation or otherwise becomes aware of such conduct, the supervisor must report the discrimination to the Principal or the Executive Director. If the complaint is about the Executive Director, the complaint should be reported to the Board of Directors. A supervisor's failure to elevate discriminatory, harassing, or retaliatory conduct will result in disciplinary action, up to and including termination.

Any complaints will be investigated thoroughly and promptly. Confidentiality will be maintained to the extent practical and appropriate under the circumstances, given Career Academy's duty to investigate all complaints. LAYC Career Academy will take appropriate action to remedy the situation. Any employee found to have discriminated against, harassed, or retaliated against a fellow employee or



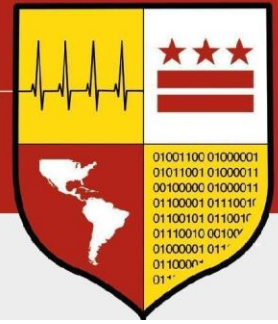
subordinate will be subject to severe disciplinary action up to and including termination.

No adverse employment action will be taken against any employee for making a good-faith report of alleged discrimination or harassment or for participating in an investigation of such reports. Retaliation is defined as an adverse action taken against an individual directly because they engaged in a protected activity. Protected activities with regard to discrimination or harassment include making complaints about discrimination or harassment; making a report of suspected discrimination harassment even where the individual is not the recipient; assisting another individual complaining of discrimination or harassment; filing a formal complaint about discrimination or harassment with a government agency; opposing discrimination or harassment; or providing information during an investigation of discrimination or harassment or providing testimony in connection with a complaint.

Retaliation is a serious violation of LAYC Career Academy's policy. Any employee found to have engaged in retaliation will be subject to discipline, up to and including termination. Concerns about attempted retaliation should be raised (and will be handled) in the same manner as concerns about discrimination or harassment. Employees with questions or concerns about LAYC Career Academy's policy on harassment in the workplace are urged to speak with the Principal or Executive Director.

## Whistleblower Policy

If any employee reasonably believes that some practice or activity of LAYC Career Academy is in violation of law or of LAYC Career Academy policy, that employee must file a written complaint with the Executive Director or the Principal. It is the intent of LAYC Career Academy 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 for LAYC Career Academy to achieve compliance with various laws and regulations.

LAYC Career Academy will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of LAYC Career Academy, another employee of LAYC Career Academy, or of another individual or entity with whom LAYC Career Academy has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or LAYC Career Academy policy or a clear mandate of public policy. LAYC Career Academy will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body any activity, policy, or practice of LAYC Career Academy that the employee reasonably believes in good faith 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, or is a violation of LAYC Career Academy policy.

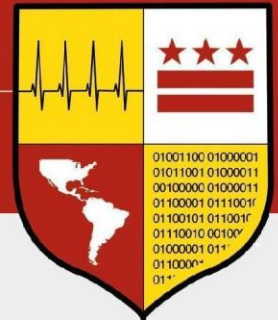
### **Dispute Resolution**

LAYC Career Academy recognizes that disputes may call for various forms of resolution. If a dispute involves potential discrimination, harassment, or retaliation, the above Reporting policy should be followed. For disputes that do not involve potential discrimination, harassment, or retaliation, the below procedures may be used.

### **Restorative Circles**

The LAYC Career Academy utilizes a restorative approach to resolve workplace conflicts. Before proceeding to formal mediation or disciplinary action, staff involved in a dispute are encouraged to participate in a Restorative Circle. The restorative circle process is as follows:

- **Voluntary Participation:** All parties must agree to enter the circle with a spirit of openness and a desire to repair the professional relationship.



- **Facilitation:** A neutral, trained facilitator (typically a member of Leadership or a designated Counselor) guides the conversation to ensure a safe and respectful environment.
- **Active Listening:** Each participant is given uninterrupted time to share their perspective on how the conflict occurred and, more importantly, how it has impacted on their work and well-being.
- **Collective Problem-Solving:** Instead of a "top-down" decision, the group works together to identify the root cause of the friction and agrees on specific actions to make things right.
- **Reintegration:** The primary goal is to restore harmony to the team and prevent the recurrence of the issue, allowing staff to return to their duties with a clear understanding and renewed mutual respect.

**Transition to Mediation:** If the Restorative Circle does not result in a mutually agreeable resolution, or if the facilitator determines the conflict requires a more structured legal or administrative framework, the matter will then proceed to Formal Mediation.

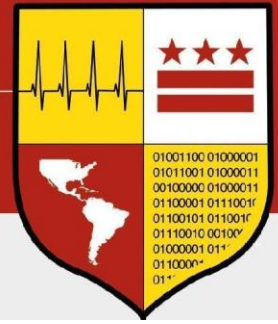
## **Mediation**

LAYC Career Academy encourages the use of mediation when disputes between co-workers and between employees and the Principal or Executive Director cannot be resolved directly by the parties. The Executive Director, his/her designee, or the Principal will secure the services of a mediator when appropriate.

Participation in mediation does not waive an employee's, the Principal's, or Executive Director's right to proceed with the formal complaint process or corrective interview procedure set forth below.

## **Formal Complaints**

In situations in which an employee wishes to bring a complaint to the attention of the Principal or Executive Director, the following procedure is to be utilized:



1. If the complaint is against a co-worker: If an employee feels that an issue requires an action or explanation, the employee should first discuss it with the principal. The principal should offer suggestions regarding resolution of the situation. This could include a meeting with the co-worker, a meeting between the co-worker and the principal, or any other possible measure aimed at resolving the situation. If the employee does not consider the answer or action to be satisfactory, then the employee should fill out the employee complaint form [3.1] and present it to the principal for action. The principal will, when practicable, respond to the employee's complaint within ten calendar days, in writing. If a complete answer is not possible within the ten-day period, a new date must be established in agreement with the employee.

a. If the situation remains unresolved for a period of thirty days from the original date of the complaint, the principal will refer it to the Executive Director. The employee may also request a meeting with the Executive Director. The decision of the Executive Director is final.

b. Agreements will be kept in the confidential personnel files.

Staff should not be reluctant to make use of this procedure to establish a hearing on a situation they believe needs to be resolved.

2. If the complaint is against your supervisor: If the situation involves the principal and/or the nature of the problem cannot be properly discussed with the principal, the employee may discuss the situation with the Executive Director. Follow the same steps as described above.

3. If the complaint is against the executive director: Contact the Chair of the Board of Directors.