

Communities In Schools of Atlanta Anti-Discrimination Policy

103. Equal Employment Opportunity and Affirmative Action Plan

We are an Equal Employment Opportunity employer committed to taking affirmative action and providing equal opportunity in all of our employment practices, including but not limited to selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. CIS of Atlanta prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; marital status; citizenship status; veteran status; or any other category protected by federal, state, or local law. Violation of this policy may result in disciplinary action, up to and including immediate termination.

104. No Harassment

CIS of Atlanta does not tolerate the harassment of applicants, employees, clients, or vendors. Any form of harassment relating to an individual's race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; marital status; citizenship status; veteran status; or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; marital status; citizenship status; veteran status; or any other category protected by federal, state, or local law

- Offensive pictures, drawings, photographs, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual's race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; marital status; citizenship status; veteran status; or any other category protected by federal, state, or local law
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved
- Threatening an individual or taking adverse action against an individual for refusing to respond to requests for sexual favors, or rejecting conduct of communications that might violate this policy.

Our policy also prohibits retaliation, which includes: threatening an individual or taking adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Non-employees are also covered by this policy. Harassment, discrimination, or retaliation of our employees in connection with their work by non-employees is prohibited and should be reported. Any employee who experiences or observes any harassment, discrimination, or retaliation of an employee by a non-employee should report such harassment to a member of management or human resources. Likewise, our employees and managers may not harass, discriminate against, or retaliate against non-employees. Persons who believe that our No

Harassment policy may have been violated should immediately report the matter as outlined in this policy and in the "Problem-Solving Procedure."

1. First, discuss any concern with your immediate supervisor. Very often, your immediate supervisor is in the best position to handle your problem satisfactorily. If the problem cannot be resolved at this level, the employee should present the problem to his or her immediate supervisor within 5 calendar days after the incident occurs. The supervisor should document all discussions.
2. If you are not satisfied after you talk with your supervisor, or if you feel that you cannot talk to your supervisor, you should speak to your supervisor's manager.
3. If you are not satisfied after you have talked with your supervisor's manager, or if you feel you cannot talk to your supervisor's manager, you should speak to the Human Resources Manager.
4. If you still feel the need to speak to other members of management, we encourage you to contact the Executive Director of CIS of Atlanta.

In the event you have a problem, but because of the nature of the problem, you cannot follow the steps in this procedure, you may go directly to Step 3 or 4 of this procedure, to the Department Head or to the Executive Director of CIS of Atlanta. The Department Head and the Executive Director of CIS of Atlanta are available for advice and assistance in solving your problem at any time.

If the Executive Director is unable unwilling to resolve the problem to the satisfaction of the employee, the employee should present the problem to the Personnel Committee of the Board of Directors within 5 days. The Personnel Committee reviews and considers the problem and informs the employee of their decision within 5 calendar days, and forwards a copy to the Executive Director for action and inclusion in the employee's file. The Personnel Committee of the Board of Directors has full authority to make adjustments deemed appropriate to resolve the problem.

Problems, disputes, or claims not resolved through the preceding problem resolution steps are subject to mediation. Employees who choose mediation, conducted under the Employee Mediation Rules of the American Arbitration Association, will be expected to share the cost of the Mediator with CIS of Atlanta.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then will take prompt, appropriate remedial action. CIS of Atlanta will protect the confidentiality of employees reporting

suspected violations of this or any other CIS of Atlanta policy to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other CIS of Atlanta policy are subject to discipline, up to and including immediate termination. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.