



Reporting Process:

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or the Human Resources Department. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and the timeline surrounding the activity. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Human Resources Department. The Organization will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Organization determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Organization will not retaliate against you for filing a good faith complaint or for providing information in the investigation of any complaint and will not knowingly permit retaliation by management employees or your Coworkers.

1.5 At-Will Employment Status

All employees of the Organization are employed on an at-will basis. Employment at-will may be terminated with or without cause, with or without notice, and at any time by the employee or the Organization. Nothing in this Handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Chief Executive Officer has the authority to make any such agreement, which is binding only if it is in writing.

1.6 Harassment, Discrimination, and Retaliation Prevention Policy

The Organization is committed to providing a work environment free of unlawful harassment, discrimination, intimidation or retaliation. Harassment based on race (including

natural hair style and hair texture), color, creed, gender, gender identity, gender expression, transgender status, pregnancy or related medical conditions, childbirth or related medical conditions, breastfeeding or related medical conditions, religion, including religious dress and grooming practices, marital status, registered domestic partner status, military and veteran status, age, national origin or ancestry, including language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law, citizenship, physical or mental disability, perceived disability or perceived potential disability, including HIV and AIDS, medical condition, including cancer or a record or history of cancer, genetic characteristics, genetic information, sexual orientation, status as a victim of crime, protected medical leaves (e.g., leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other basis protected by federal, state or local law or ordinance or regulation or any other proscribed factors or personal attributes ("Protected Categories") will not be tolerated by the Organization.

The Organization's harassment-free workplace policy applies to all persons involved in the operation of the Organization and prohibits unlawful harassment by any employee of the Organization, including supervisors and managers, as well as vendors, customers (students and parents), volunteers and any other persons with whom employees come into contact. It is the policy of the Organization to also prohibit unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. The Organization provides Harassment Prevention Training to supervisors and managers, including prevention of abusive conduct, in accordance with State law.

In addition, the Organization prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

Everyone at our Organization is expected to assume responsibility for maintaining a work environment that is free from harassment, discrimination, and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee's, or applicant's, Protected Category. Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding

work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

Harassment may take many forms, but examples of the most common forms include: Verbal Harassment such as jokes, epithets, slurs, insults, epithets, negative stereotyping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or talents, references to women as "honey," "doll," or "sweetheart," questions about a person's sexual practices, and patronizing terms or remarks.

Physical Harassment such as physical interference with normal work, impeding, or blocking another's movement, assault, unwelcome physical contact (such as patting, pinching, rubbing or brushing against another's body), staring at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic.

Visual Harassment such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a Protected Category, that is placed on walls, bulletin boards, or elsewhere on the Organization's premises or circulated in the workplace. Other Harassment such as by email, voicemail or any other electronic device.

Abusive Conduct means conduct undertaken with malice, that a reasonable person would find hostile or offensive, which is unrelated to an employer's legitimate business interests (including performance standards). It may include repeated infliction of verbal abuse, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

Sexual Harassment includes, but is not limited to, making unwelcome advances, requests for sexual favors, hostile treatment, sexual desire, or other verbal or physical conduct of a sexual nature and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression.

Unlawful sexual harassment need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal. Harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer. There are two distinct categories of Sexual Harassment.

Quid Pro Quo: Sexual harassment occurs when an individual's submission to or rejection of unwelcome sexual advances or other conduct based on sex is made an explicit or

implicit term of employment or is used as a basis for employment promotion or other decisions affecting that individual; and Hostile Work Environment: Sexual harassment occurs when unwelcome sexual conduct has the purpose or effect of unreasonably interfering with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even if it does not lead to tangible or economic job consequences.

As used in this policy, retaliation is defined as any adverse employment action taken against an employee because the employee engaged in a protected activity. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy. Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Violations of this Policy:

Anyone who is subjected to, or witnesses behavior that they believe violates this policy, is encouraged, if they feel comfortable doing so, to immediately tell the offending individual that the behavior is inappropriate and to stop the behavior. The individual should also report the alleged violation to their supervisor or the Human Resources Department of the Organization immediately after the incident. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or the Human Resources Department. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. If you prefer to make a complaint in person, contact the Human Resources Department.

Supervisors who observe harassing conduct should immediately refer all harassment complaints to Human Resources Department of the Organization. Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous Complaint.

The reported matter will be promptly and thoroughly investigated by qualified personnel

in a timely and impartial manner and the investigation will be documented and tracked. To the extent possible, the Organization will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the Organization's ability to fulfill its obligations under this policy. It is the obligation of all employees, volunteers, or interns to cooperate fully in the internal investigation Process.

After reviewing all the evidence, a timely determination will be made concerning whether reasonable grounds exist to believe that discrimination, retaliation and/or harassment has occurred. If the investigation determines that prohibited discrimination, retaliation, harassment or other conduct which violates the Organization's policy has occurred, the Organization will take disciplinary action against those who engaged in the misconduct, up to and including termination of employment, and appropriate action will be taken to remedy the injury, if any, to the employee subjected to the misconduct. If appropriate, Human Resources Department will advise all parties concerned of the results of the investigation. The Organization will not retaliate against you for filing a good faith complaint or for cooperating in providing information in the investigation of any complaint, and will not tolerate or permit retaliation by management, employees or co-workers.

The Organization encourages all employees to report any incidents forbidden by this policy immediately so that complaints can be timely, fair, and completely resolved. If any employee, volunteer, or intern believes that the above procedure has not resolved his or her situation, that person may contact the California Department of Fair Employment and Housing ("DFEH") or the federal Equal Employment Opportunity Commission ("EEOC") to file a claim. The DFEH and EEOC serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. In the event that the DFEH or EEOC is unable to obtain voluntary resolution and finds that harassment or discrimination has occurred, the DFEH and the EEOC may award reinstatement or monetary damages. To obtain the telephone number for the most convenient EEOC office, call 800-669-4000. For the most convenient DFEH office, call 800-884-1684.

1.7 Safe Place to Learn/Work

The Organization prohibits harassment, discrimination, intimidation and bullying of employees and students. Organization personnel that witness an act of bullying, harassment, abusive conduct, unlawful discrimination or intimidation must take immediate steps to intervene when it is safe to do so. In addition, personnel must immediately notify their supervisor.