

Catalyst Academy Charter School

Anti-Discrimination Policy and Complaint Process

Catalyst Academy Charter School (the “School”) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or other protected class or characteristic in accordance with applicable federal, state and local laws. The School expressly prohibits unlawful discrimination. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Examples of discrimination prohibited by this policy include but are not limited to

1. Name calling or insults
2. Inappropriate jokes
3. Inappropriate pictures, cartoons, drawings or other depictions
4. Isolation or exclusion
5. Bullying
6. Intimidation

The list above is not all inclusive. Any behavior that marginalizes, excludes, or isolates an employee due to his/her race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status or other protected class or characteristic is prohibited by this policy.

This policy also prohibits (a) retaliation against anyone who in good faith reports behavior prohibited by this policy; and (b) intimidation of any witness or party who participates in an investigation.

Coverage

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the School (e.g., a parent, outside vendor, or consultant).

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with their direct supervisor or the next supervisor in line if the direct supervisor is the accused.

The School requires the prompt reporting of complaints or concerns so that timely and constructive action can be taken. Complaints must be made within sixty (60) days of the most recent incidence. Older complaints, however, will be accepted.

Any reported allegations of discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary,

with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation, appropriate corrective action, and the law.

Retaliation against an individual for reporting in good faith discrimination or for participating in an investigation of a claim of discrimination is a serious violation of this policy and will result in disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

If a party to a complaint does not agree with its resolution, that party may appeal to the CEO or his/her designee.

Knowingly false and malicious complaints of discrimination or retaliation may be the subject of appropriate disciplinary action.

Adopted the 7th day of July, 2020