

## **AB 500 Notice**

Assembly Bill 500 (AB500), effective January 1, 2018, adds section 44050 of the California Education Code, which requires schools to provide any section in its code of conduct related to employee interactions to parents and guardians of enrolled students on the School's website.

Following are the relevant sections of Peregrine School's Employee Handbook that references employee interactions with students.

## **EMPLOYEE CONDUCT**

### **General Standards of Conduct**

Peregrine School's general standards of conduct exist to ensure orderly operation and to provide the best possible work environment. Failure to abide by these rules may result in disciplinary action, up to and including termination.

The School's general standards of conduct include:

- Always strive for professional excellence
- Understand and support Peregrine School's mission and overall direction
- Provide superior service to all students, parents, and coworkers
- Be flexible, innovative, and responsive to change
- Manage human and financial resources wisely
- Be a team player; help others succeed
- Encourage open communication throughout the school
- Treat all individuals with dignity and respect
- Take pride in Peregrine School and your role in our collective success

Examples of prohibited conduct that may result in disciplinary action, up to and including termination, include:

- Dishonesty, theft, or embezzlement
- Falsification of documents (e.g., employment applications or time sheets)
- Disclosing confidential information
- Holding a second job that is in conflict with your position at Peregrine School
- Unauthorized possession of school records
- Refusal to perform work as required, or any other act perceived as insubordination
- Use of profanity
- Use or distribution of illegal substances
- Unauthorized consumption of alcohol on Peregrine School premises or during working hours
- Conduct that may cause injury to individuals or damage to property
- Sleeping on the job
- Harassment
- Sexual harassment
- Illegal discrimination
- Smoking in a Peregrine School facility

- Working under the influence of alcohol or drugs
- Unauthorized presence on school premises while off-duty
- Misuse of Peregrine School facilities, equipment, or other property
- Threats
- Fighting

This list is not all-inclusive, and other conduct not listed above may also result in disciplinary action, up to and including termination.

## **Business Ethics and Conduct**

The successful business operation and reputation of Peregrine School is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Peregrine School expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct.

The continued success of Peregrine School is dependent upon the trust and confidence of our students and their families (our customers) in us, the employees of the school. Employees owe a duty to the school, its students and their families, and its board members, to act in a way that will merit that trust and confidence.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with your immediate supervisor and, if necessary, with the Associate School Director.

Compliance with this policy of business ethics and conduct is the responsibility of every Peregrine School employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

## **Customer Service**

Our students, parents, board members, and other customers are among our organization's most valuable assets. Every employee represents Peregrine School to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated in each contact with staff at the school. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Our personal contact with the public, our manners on the telephone, and the written (including email and text) communications we send to customers are reflections not only of ourselves, but

also of the school's professionalism as a whole. Positive customer relations not only enhance the public's perception and image of Peregrine School, but also pay off in greater customer loyalty and increased financial security of the school.

## **ANTI-HARASSMENT POLICY**

***Harassment, Discrimination and Retaliation Prevention.*** Peregrine School is an equal opportunity employer. Peregrine School is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct 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. In addition, Peregrine School prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

**All such conduct violates School policy.**

***Harassment Prevention.*** Peregrine School's policy prohibiting harassment applies to all persons involved in the operation of the School. The School prohibits harassment, disrespectful or unprofessional conduct by any employee of the School, including supervisors, managers and co-workers. Peregrine School's anti-harassment policy also applies to instructional aides, vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and

- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by Peregrine School policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

**Non-Discrimination.** Peregrine School is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in School operations. Peregrine School prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the School, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, Peregrine School is not obligated to disclose the wages of other employees.

**Anti-Retaliation.** Peregrine School will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

**Reasonable Accommodation.** Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Peregrine School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The School will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a School representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship Peregrine School will make the accommodation.

Peregrine School will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

**Complaint Process.** If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, communicate your complaint in writing, electronically, in person, or by telephone to your supervisor, the Associate School Director, or the School Director, as soon as possible after the incident. You can bring your complaint to any of these individuals. You may also bring your complaint to any member of the Board of Directors of the Peregrine Project. If you need assistance with your complaint, contact the Associate School Director. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

Peregrine School encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at [www.dfeh.ca.gov](http://www.dfeh.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Associate School Director so the School can try to resolve the complaint.

When the School receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The School will reach reasonable conclusions based on the evidence collected. Peregrine School will maintain confidentiality to the extent possible. However, the School cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If Peregrine School determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in

accordance with the circumstances involved. The School also will take appropriate action to deter future misconduct.

Any employee determined by Peregrine School to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.