



Reporting Violations

Any complainant who believes that they are being discriminated against, harassed or retaliated against by a coworker, administrator, visitor or another individual, whether employed by Two Rivers or not, or who believes their employment or participation in the Two Rivers community is being adversely affected by such conduct, whether directed at that employee or another employee, must immediately report the concerns to their supervisor or the HR Team. All employees, including supervisors, have an obligation to stop all forms of discrimination, harassment, and retaliation from occurring and must report conduct which they observe that violates this Policy to their supervisor or the HR Team. If an employee believes it is not appropriate to discuss their situation or someone else's situation with their supervisor or the HR Team then the employee must inform the Executive Director, any other member of the administration with whom the employee feels comfortable, or current Chair of the Board of Trustees of Two Rivers. The complainant must provide their supervisor, the HR Team, the Executive Director, or Chair of the Board enough information so that they know that the complainant is making a complaint of discrimination, harassment and/or retaliation. The complainant may initially make a verbal complaint of discrimination, harassment and/or retaliation, but it must be followed up in writing.

The Human Resources Team can be reached at: hr@tworiverspcs.org

If any supervisor or another manager is the alleged harasser or otherwise believed to be violating this policy, the complainant must report the alleged conduct to Human Resources – reporting directly to the offending supervisor directly is not sufficient. If the complaint is against the Executive Director, the employee should report the matter to the Chair of the Board of Trustees of Two Rivers. Employees are not required to report any prohibited conduct to a supervisor or manager who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom the employee is uncomfortable discussing such matters. Any supervisor or manager who receives a complaint of discrimination, harassment, sexual harassment, or retaliation or receives information about such conduct must also immediately report it to Human Resources.

Two Rivers' procedure for resolving complaints is available to all employees without fear of retaliation. All employees should be aware that they will not be subjected to any adverse and/or retaliatory action as a result of reporting any conduct believed to be in violation of this Policy Against Workplace Discrimination & Retaliation or being related to or in close association with a



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complaining employee. Further, Two Rivers will not take action against any employee because they make a good faith report of inappropriate conduct. However, an employee is still subject to performance management expectations and procedures. An employee who believes that retaliation has resulted from the reporting of prohibited conduct must immediately report this in the manner set forth above.

If you have a concern or problem, do not assume that Two Rivers is aware of it. It is everyone's responsibility to bring complaints and concerns to Two Rivers' attention so that the School can help resolve them. All allegations of harassment and/or discrimination will be timely, thoroughly and objectively investigated. Two Rivers is committed to taking appropriate corrective action to end the harassment or discrimination and prevent the misconduct from recurring. Two Rivers will maintain the confidentiality surrounding the investigation to the extent possible, consistent with a thorough and objective investigation and to the extent permitted or required under applicable law. Two Rivers complies with the law in conducting investigations and expects all employees to fully cooperate with an investigation, except when voluntary compliance with an investigation is being requested.

Complaints of sex-based harassment will be addressed through Two Rivers' Preventing and Addressing Sexual Abuse Policy which can be found at [our website](#). A copy of the policy can also be requested through Two Rivers' Title IX Coordinator:

Mary Gornick, Chief Human Resources Officer
mgornick@tworiverpcs.org
202-546-4477

Within thirty (30) days of receiving the written complaint, Two Rivers will issue a written determination summarizing the course of the investigation, assessing whether the evidence substantiates the complaint made, and identifying the appropriate resolution as necessary. This timeline may be extended for good cause with written notice of any extension being provided to the complainant.

Appeals

If the complainant is not satisfied with Two Rivers' decision, the complainant may appeal in writing to the Executive Director within ten (10) business days of the date of the written decision summarizing the outcome of the investigation. The written appeal must contain all documentation



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from the initial complaint and the complaint's reasons for appeal.

Within thirty (30) calendar days from receiving the written appeal, Two Rivers will respond in writing to the complainant as to the result of that appeal and the reasons therefore.

Prohibition Against Retaliation

Two Rivers prohibits retaliation against any employee who, in good faith, uses the complaint procedures provided above, reports prohibited discrimination, harassment, sexual harassment or retaliation, objects to such conduct or filing, testifies, assists or participates in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. The initiation of a good faith complaint of harassment or retaliation will not be grounds for disciplinary action, even if the allegations cannot be substantiated or the employee was mistaken about aspects of the complaint. Individuals who believe they have been subjected to retaliation or believe that another individual has been subjected to retaliation, should report this concern to Human Resources. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

Complainants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 453-6021; or (3) filing it electronically at: www.ed.gov/ocr/complaintprocess.html. For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.