

Policy 401.1: Equal Employment Opportunity

Status: ADOPTED

Original Adopted

Date: 8/5/2022

Updated: 7/31/23

Choice Charter School is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex (including pregnancy, gender identity, and sexual orientation), marital status, veteran status, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, staff activities and general treatment during employment.

Accommodations for Individuals with Disabilities: Choice Charter School will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or staff, unless doing so would impose an undue hardship upon the Choice Charter School's business operations. An accommodation is not reasonable if, even with the accommodation, the staff is unable to perform essential job duties in a manner that would not endanger the staff's health or safety of the staff or others.

Any applicant or staff who believes they require an accommodation in order to perform the essential functions of the job should contact the Choice Charter School Human Resources to request such an accommodation. Staff should specify what accommodation they need to perform the job and submit supporting medical documentation explaining the underlying physical or mental disability and the basis for the requested accommodation. Choice Charter School then will review and analyze the request, including engaging in an interactive process with the staff or applicant, to identify if such an accommodation can be made. Choice Charter School will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The staff will be notified of Choice Charter School's decision regarding the request within a reasonable period. Choice Charter School treats all medical information submitted as part of the accommodation process in a confidential manner.

Choice Charter School will endeavor to accommodate the sincere religious beliefs of its staff members to the extent such accommodation does not pose an undue hardship on Choice Charter School's operations. If a staff member wishes to request such an accommodation, they should contact their Direct Supervisor.

Any staff member with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Direct Supervisor or Human Resources. Choice Charter School will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If a staff member feels they have been subjected to any such retaliation, they should contact their Direct Supervisor or Human

Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All staff must cooperate with all investigations.

Inquiries by staff or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Equity Coordinator by writing to the School's Principal, at CCSAdmin@choicecharterschool.org or calling 515-850-2545.

Inquiries by staff or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available by contacting Dr. Cynthia Knight, CEO Choice Charter School.