

Equal Employment Opportunity

Young Scholars Charter School is committed to providing equal opportunity in employment on the basis of individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, ancestry, sex (including pregnancy), marital/domestic partnership/civil union status, familial status, family responsibilities, political affiliation, domestic/sexual violence victim status, national origin, nationality, age, physical or mental disability, affectional or sexual orientation, veteran status, military service, genetic information, gender identity, gender expression, personal appearance, matriculation and/or any other characteristic protected by federal, state or local law. This Equal Employment Opportunity Policy is an integral part of our generally applicable personnel practices and procedures and applies to all terms and conditions of employment including, but not limited to, hiring, promotion, compensation, termination, leaves of absence, training and the development and advancement of employees. Any employee of Young Scholars Charter School who violates this policy may be subject to disciplinary action, up to and including termination.

Also, and in accordance with the Genetic Information Nondiscrimination Act of 2008 (GINA), Young Scholars Charter School does not request or require from its employees genetic information of any individual or family member of the individual, except as may be specifically allowed by law. To comply with this law, Young Scholars Charter School asks that employees refrain from providing any genetic information when responding to any request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Reasonable Accommodations

Any applicant or employee who believes he/she needs a reasonable accommodation to apply for employment or to perform the essential functions of his or her job should contact the Young Scholars Charter School Co-Principals.

Young Scholars Charter School will, in accordance with applicable law, make reasonable accommodations to qualified employees with known disabilities, religious beliefs and/or with needs related to pregnancy, childbirth, or a related medical condition when: (1) accommodations are requested by the employee; and (2) the accommodations would not cause an undue hardship to Young Scholars Charter School.

All accommodation requests will be evaluated by the Young Scholars Charter School leadership team and will take into account the nature and cost of the accommodation as well as the available resources of the school. A reasonable accommodation is an accommodation that can be made by

Young Scholars Charter School in the workplace that will allow the employee to perform the essential functions of the job.

Reasonable accommodations may include, but are not limited to, making existing facilities readily accessible to and usable by individuals with disabilities without making structural changes to the facility, acquisition or modification of equipment or devices, provision of qualified readers or interpreters, appropriate adjustment or modification of examinations, training materials or policies, part-time or modified work schedules that do not interfere with essential job functions, job restructuring (reassignment of non-essential job functions) and reassignment to a vacant position. Reasonable accommodations related to pregnancy and/or childbirth may include, but are not limited to, restroom breaks, periodic rest for those who stand for long periods of time, assistance with manual labor, leave for a period of disability arising from childbirth, reassignment to a vacant position, and job restructuring.

If you believe that you have, or some other employee has, been discriminated against, denied equal employment opportunity or subjected to harassment, you should follow the procedures for "Reporting Discrimination and Harassment" described below.

If you have any questions concerning our equal employment opportunity commitment, please feel free to discuss them with Young Scholars Charter School Co-Principals.