

Carver Christian Academy

Standards of Ethical Conduct

PURPOSE:

To comply with the requirements established by the Florida Ethics in Education Act, Florida Statute s. 1002.421, through the adoption, implementation, and enforcement of a policy that regulates and creates ethical standards in employment and notifies all staff of their obligations to report child abuse.

EMPLOYMENT AT CARVER CHRISTIAN ACADEMY:

Carver Christian Academy's Leadership expects employees to model the Christian characteristics of moral and ethical integrity and to display personal loyalty to the ministry of CCA.

Policies set forth in this Handbook are not intended to create a contract of employment between CCA and any of its employees. The provisions of the Handbook have been developed at the discretion of CCA's Leadership and may be amended or canceled at any time.

These policies supersede all existing policies and practices and may not be amended or added to without the expressed approval of the President of CCA.

IMMIGRATION LAW COMPLIANCE:

CCA is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (Form I-9) and present documentation to establish identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed a Form I 9 with CCA within the past three years, or if their previous I-9 is no longer retained or valid.

In addition, under section 448.095, Florida statutes require that public agencies and private employers with 25 or more employees performing services in Florida must certify the eligibility of their employees performing services in Florida all aspects of compliance will be observed. CCA will adhere to the record keeping requirements outlined in Florida statutes.

EQUAL OPPORTUNITY EMPLOYMENT:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CCA are based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices are not to be influenced or affected by the applicant's or employee's race, color, sex, national origin, age, or disability.

This ministry will always endeavor to hire the most qualified applicant. The President will make the final decision on all persons hired.

Employees of CCA need to be committed Christians. Under the 1972 Amendment to the Civil Rights Act, CCA, as a religious organization, is permitted to use its Christian doctrines and practices as a basis for hiring.

Carver Christian Academy is committed to ensuring that a person with disabilities is not discriminated against and that they have equal opportunity and equal access to all the rights and privileges enjoyed by those who are not disabled. CCA will comply with all requests, reasonable accommodations to qualified individuals with a disability. If a request needs to be made, the Human Resources Manager may be asked for our 'ADA and Reasonable Accommodation Policy and Procedures'.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Human Resources Manager.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, including termination.

REQUIRED TO COMPLETE ETHICAL TRAINING:

The policies must require all educational support employees, instructional personnel, and school administrators, as defined in s. 1012.01, to complete training on the standards; establish the duty of educational support employees, instructional personnel, and school administrators to report, and procedures for reporting, alleged misconduct by other educational support employees, instructional personnel, and school administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under ss. 39.203 and 768.095.

NON-DISCRIMINATION:

Carver Christian Academy is legally permitted to make enrollment and employment decisions based upon religious criteria including doctrinal and lifestyle issues. It is the policy of Carver Christian Academy to employ persons who adhere without reservation to CCA's Statement of Faith and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry/school functions. CCA does not discriminate in employment on the basis of

race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law.

TRAINING REQUIREMENT

All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

REPORTING MISCONDUCT BY INSTRUCTIONAL PERSONNEL AND ADMINISTRATORS

All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to the school Principal. Reports of misconduct committed by administrators should be made to the President. Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the school lobby and on our Web site at <https://www.urbanyouthimpact.com/cca>.

39.203 EMPLOYEE LIABILITY PROTECTIONS:

(1)

(a) Any person, official, or institution participating in good faith in any act authorized or required by this chapter, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department of any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

(b) Except as provided in this chapter, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.

(2)

(a) No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.

(b) Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes

detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay of benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that action was retaliatory.

768.095 EMPLOYER IMMUNITY FROM LIABILITY: (disclosure of information regarding former or current employees—)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such a disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protect under chapter 760.

BASIC STANDARDS OF CONDUCT:

While it is preferable to keep rules and regulations to a minimum, the following behavioral standards are the minimum expected of all employees:

Moral Excellence

Employees of CCA are to display moral, spiritual, and professional excellence on the job and in their personal lives.

The manner in which they conduct their lives reflects on the Lord, CCA, and the Leadership of this ministry.

Confidentiality

To protect our donors, staff, and CCA, sensitive or controversial information concerning members, finances, staff, and ongoing issues are not to be discussed with anyone. Any discussion of the above must be done in a professional manner and limited only to those who have a legitimate need to know. Any request for such information from persons outside the office should be referred to the Human Resources Manager or a supervisor.

Privacy

Our work areas are personal and it is important that each individual's privacy is protected. Do not intrude into another employee's work area without permission, and do not remove anything that is the personal property of the employee. Do not use someone else's computer, as each employee has their own sign on and password.

Please log off each day from your computer.

Please check your voicemails daily to keep the system from filling up.

At the end of every workday, each staff member should be sure that his/her desk and working area are neat, orderly, and sanitary.

RULES OF CONDUCT:

Listed below are offenses that will result in dismissal or other disciplinary action.

- Falsifying records such as Employment Applications or Timesheets or misrepresenting any other important information
- Using profanity or abusive language or displaying immoral or improper conduct while performing a work assignment
- Refusing to carry out assignments or disregarding the instructions of a properly authorized co-worker
- Delaying or restricting work or encouraging others to do so
- Abusing ministry property through general carelessness or negligence
- Disclosing confidential information or making a breach of professional ethics
- Excessive unexcused absences or tardiness
- Failing to perform work assignments
- Engaging in rude or discourteous behavior in the presence of visitors or staff
- Engaging in activities on or off duty that contradict the mission of CCA and would damage CCA's image in the community
- Stealing or damaging private property or that of CCA, its employees, or its contributors
- Displaying immoral or indecent conduct on CCA's premises
- Using obscene, abusive, or threatening language, or engaging in other forms of harassment
- Failing to observe safety rules and regulations
- Displaying inefficiency, lack of effort, or other unsatisfactory work performance
- Using CCA's materials, credit authority, tax exemptions, or equipment for personal activities without approval
- Other willful acts not specified above that violate laws or CCA's rules and policies

The above list is not exhaustive and other actions not listed may also result in dismissal or

other disciplinary action. Under most circumstances, disciplinary action is progressive, meaning that the action taken in response to a rule violation typically follows a pattern that increases in seriousness. If the corrected behavior continues, then an employee may be terminated.

The usual sequence of disciplinary actions includes a verbal warning, a written warning, probation, and finally termination. In deciding which initial or subsequent corrective action would be appropriate, the employee's supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Every violation of CCA rules will be handled fairly and justly. If an employee does not agree with an issue, he/she may request a meeting with the Human Resources Manager, who will consider all circumstances and make a final decision.

DRESS CODE:

The first impression an employee makes is often a visual one, and an employee's appearance contributes significantly to CCA's success. Although CCA has a positive attitude toward business casual dress in the office, the following guidelines are provided to help employees determine which clothing is appropriate.

When the majority of your day will be spent in the office, the following attire is appropriate:

Business Casual

- Pants or slacks, but no denim of any type or color
- Sport, casual, polo, or golf shirts with collars
- Loafers, boat shoes, or casual flat shoes, program staff may wear sneakers

Casual Days / Denim Friday

Any item referenced in business casual, or:

- Clean and neat CCA T-shirts and blue jeans (without holes or rips)
- Shorts of the longer, loose fitting, variety
- Athletic shoes

CCA participants in events that provide T-shirts with our logo (and/or UYI) on them. These shirts should only be worn outside the office, during major cleaning, or on casual days. If you have an activity that requires dressing down, you should change your clothes immediately prior to that activity.

Unacceptable Attire

- Wrinkled clothing
- Low-cut shirts or pants

- Skimpy or tight clothing
- Clothing that shows undergarments
- Clothing that reveals the stomach or belly button
- Tank tops or sun-dresses that reveal the back or shoulders
- Sweatpants and sweatshirts
- Mini skirts
- Cut-off shorts
- Leggings or tight stretch pants
- Swimwear

POSITIVE CORRECTION ACTION:

The organization intends to give employees a reasonable opportunity to improve their performance whenever productivity, quality, efficiency, or behavior is below an acceptable level. When performance falls below an acceptable level, corrective action may be imposed, including: verbal warning, written warning, suspension, or termination.

The focus of this progressive procedure is to promote employee job success by identifying the unacceptable performance and the cause(s) of the unacceptable performance, and agreeing on method(s) for improving employee performance to an acceptable level. In determining which type of corrective action is appropriate, the seriousness of the infraction (i.e. unacceptable behavior, attendance related issues, or misconduct), the past performance record and the circumstances surrounding the matter will be taken into consideration.

Since the corrective action is intended to be action-oriented, corrective action of verbal warning, written warning, or suspension will usually include scheduled review dates to monitor the employee's progress toward acceptable performance.

This progressive procedure does not preclude the organization from terminating an employee at any time, without any previous corrective action, if circumstances warrant. The decision to use or not to use any one of the corrective actions is solely within the discretion of the organization. Nothing in this policy is intended to modify the at-will nature of employment, which means that the organization may terminate the employment relationship at any time.

Positive corrective action options include but are not limited to:

- Verbal warning to clarify expectations of acceptable performance, development of an action plan for improvement, and advising of consequences if the performance problem is not corrected.
- Written warning which states that performance or conduct is unacceptable, development of an action plan for improvement, and a written warning of termination that states that continuation of any unacceptable performance for the same or different reason may

result in termination.

- Suspension: Time off without pay as part of a written warning of termination or for situations requiring time for the organization to conduct an investigation into an identified performance problem.
- Discharge: Termination of employment with or without notice.

Note: Corrective action is not always a continuous process and can be imposed at any step. Supervisors may use one or more corrective actions at their discretion.

Although there is no way to identify every possible type of unacceptable performance or misconduct that may result in corrective action, the following situations provide examples of events that may result in corrective action, up to and including termination. This is a non exclusive list of performance issues that may result in corrective action. The organization may impose corrective action for other unacceptable performance or misconduct issues.

Examples of unacceptable performance or misconduct

- Failure to properly or completely perform work tasks
- Excessive absenteeism
- Unreported absences
- Engaging in acts of dishonesty
- Insubordination
- Misuse of work time

Examples of unacceptable performance or misconduct (continued)

- Failure to record or improper recording of time (without apparent intent to defraud)
- Theft or fraud
- Failure to comply with organization policies and rules
- Endangering life or property
- Harassment
- Sexual harassment
- Disclosure or misuse of confidential information
- Misrepresentation or misuse of authority
- Violation of Computing Ethics Policy
- Reporting to or engaging in organization related work while under the influence of illegal drugs or alcohol
- Possession or sale of illegal drugs on Case property
- Failure to disclose conflicts of interest
- Unprofessional behavior
- Disruptive behavior
- Failure to maintain professional interpersonal relationships with co-workers, supervisors, customers, or any member of the organization community

- Falsification of any organization record
- Sleeping on the job
- Disregard of authorized work request
- Failure to stay at assigned work location
- Possession of a weapon, including but not limited to firearms, ammunition, or any other instrument, device, or substance designed, intended or used to inflict harm upon persons or property at work or while on organization property.