

## Equal Employment

The Washington Timbers FC provides equal employment opportunities to all qualified individuals without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, age, national origin, physical or mental disability, military or veteran status, genetic information or any other protected classification. Equal employment opportunity includes, but is not limited to, hiring, training, promotion, demotion, transfer, leaves of absence, and termination. The Washington Timbers FC takes allegations of discrimination, harassment, and retaliation seriously, and will promptly conduct an investigation when such behavior is reported.

## Complaint Procedure

The Washington Timbers FC has established a procedure for a fair review of complaints related to any workplace controversy, conflict, or harassment. Employees may take their complaint directly to the person or department listed in Step 2 if the complaint is related to their supervisor or manager or if the employee feels their supervisor or manager would not provide an impartial resolution to the problem.

Step 1: The complaint should be submitted orally or in writing to a supervisor or manager within three working days of the incident or as soon as possible. Sooner is better, as it will assist in a more accurate investigation, but complaints will be taken seriously regardless of when they are reported.

Supervisors and managers will report complaints to the designated representative as soon as they are able. At this time, the Designated Representative or their qualified designee will conduct a fair, timely, and thorough investigation. All parties will be provided with appropriate due process and reasonable conclusions will be reached based on the evidence. The supervisor or manager will generally give the reporting employee a written summary of their findings. If the employee is not satisfied with the resolution, they may proceed to Step 2.

Step 2: The employee may submit an oral or written request for review of the complaint and Step 1 resolution (or if skipping Step 1, their initial report) to the Board of Directors. This request should be made within three working days following the receipt of the Step 1 resolution. The Board of Directors will review the complaint and resolution and may call an additional meeting to explore the problem. If warranted, the Board of Directors will conduct additional fact-finding. Once the final decision has been rendered a written summary of the resolution will be provided to the employee who filed the complaint.

# COMPLAINT/CONCERN INTAKE FORM

Date of This Report	Date of 1 <sup>st</sup> Report/Concern	Name of Complainant
Name of Interviewer		Location of Interview
Date and Names of Any Persons Informed of the Concern from Complainant Prior to Interview		
Full Details of Complaint (Who, What, When, Where)		
Names of Known Witnesses		
Potential Supporting Evidence (e.g., emails, photos, etc.) Included		<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Evidence Included		

**Complainant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Washington Timbers FC Representative Signature:**

\_\_\_\_\_

**Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Federal Drug-Free Workplace Act**

### **Purpose and Goal**

The Washington Timbers FC is committed to protecting the safety, health and well-being of all employees and other individuals in our club. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The Washington Timbers FC encourages employees to voluntarily seek help with drug and alcohol problems.

### **Covered Workers**

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to directors, managers, supervisors, part-time employees, off-site employees, contractors, volunteers, interns, and applicants.

### **Applicability**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, and while on organization property.

### **Prohibited Behavior**

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

### **Notification of Convictions**

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

### **Consequences**

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. If an employee violates the policy, he or she can be terminated from employment.

## **Assistance**

The Washington Timbers FC recognizes that alcohol and drug abuse and addiction are treatable illnesses and that early intervention and support improve the success of rehabilitation. To support employees, this drug-free workplace policy encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help and allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

## **Confidentiality**

All information received by the organization through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

## **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to report dangerous behavior to their supervisor. It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Clearly state consequences of policy violations.

## **Consumer Nondiscrimination**

The Washington Timbers FC proudly serves all communities, and do not tolerate any practices that discriminate against anyone. Our focus is on maintaining welcoming and diverse environments for our members. All members are treated with respect and dignity, regardless of race, ethnicity, national origin, ancestry, color, religion, sex/gender, sexual orientation, gender identity or expression, physical or mental disability, medical condition (including pregnancy), age, veteran status, military status, marital status, genetic information, citizenship status, unemployment status, political affiliation, or on any other basis or characteristic prohibited by applicable federal, state or local law. In the event that we receive complaints from members or employees related to alleged discriminatory behavior we investigate it immediately and take action as needed. Employees who violate any of our nondiscrimination policies or our Code of Conduct are subject to disciplinary action, up to and including termination of employment.

## **Procurement Policy**

- As part of operations, the Washington Timbers FC has the need to routinely purchase soccer supplies and services.
- These commonly include first aid kits, soccer balls, uniforms, training jerseys, cones, corner flags, and goals.
- The club's overall objective in these efforts is to procure these supplies and services in the best interests of the club's members.
- Key considerations include competitive comparisons, quality, cost, pickup/delivery cost and timeliness, vendor reputation, replacement availability, and process integrity.
- Purchase authorizations are consistent with our By-Laws.
- The club aims to ensure transparency in the procurement process.
- Washington Timbers FC directors or board members with a commercial interest in supply or service vendors must disclose this to the club.
- Such commercial interest shall neither prejudice nor disqualify the club's consideration of this vendor, and the club will exercise the same standard of care in its consideration.