

[ENTITY NAME]

EMPLOYEE HANDBOOK

Sample Document

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Sample Document

Last Updated: 1/3/20

Welcome new employee!

We welcome you to [ENTITY NAME] and wish you every success here.

We believe that each employee contributes directly to the growth and success of [ENTITY NAME] and we hope you will take pride in being a member of this growing ministry.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, as it will answer many questions about employment with [ENTITY NAME].

We hope that your experience here will be challenging, enjoyable, and rewarding. God has blessed the work of [ENTITY NAME] and we pray that He will richly bless you as you contribute to the work of the organization.

INTRODUCTION

This handbook is designed to acquaint you with [ENTITY NAME] and provide you with some information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. If you have a question about anything contained in this handbook, please ask either *the President or the Vice President*. The handbook describes many of your responsibilities as an employee and outlines some of the programs developed by [ENTITY NAME] to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Employment with [ENTITY NAME] is voluntarily entered into, and the employee is free to resign at will at any time, for any reason. Similarly, [ENTITY NAME] may terminate the employment relationship at will, at any time, for any reason, with or without notice or cause. The at-will nature of employment with [ENTITY NAME] may not be modified except by a written agreement signed by the President or the Vice President for Administration.

No employee handbook can anticipate every circumstance or question about policy. As [ENTITY NAME] continues to grow, the need to make policy changes may arise and [ENTITY NAME] reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

The provisions of this handbook supersede all existing policies and practices. In addition, this handbook is subject to the provisions of official [ENTITY NAME] policy documents (including insurance and benefits policies and plan documents) and applicable law. In the event of a conflict between any policy or procedure and applicable law, the law will control and will be followed.

In addition, because this handbook provides general policies and procedures, either the President or the Vice President may choose to vary from a policy or procedure stated in this handbook under the particular facts and circumstances of a given situation.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between [ENTITY NAME] and any of its employees.

CORPORATE PROFILE

[ENTITY NAME] was founded by _____, who also serve as President and Vice President of the ministry, as a nonprofit organization that exists to educate, equip, and influence people both inside and outside the Church to live with bold, courageous faith.

STATEMENT OF FAITH

We believe the Scripture of the Old and New Testament are inspired by God and inerrant in the original text. Scripture is the supreme and final authority in faith and life. Scripture is useful to believers for teaching, reproof, correction, and training in righteousness.

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miracles, atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father.

We believe in the deity of the Holy Spirit as a Person distinct from the Father and Son, and possessing all of the divine attributes. He exalts Christ, convicts people of sin, enlightens, gifts, and empowers believers and the church in worship, evangelism, and service.

We believe that man was created in the image of God and that the whole human race fell in the fall of the first Adam and was alienated from God. Only through faith, trusting in Christ alone for salvation, which was made possible by His death and resurrection, are we reconciled to God.

We believe in the eternal life of the saved with God in heaven and the eternal separation of the lost in hell.

We believe the Lord Jesus is coming again to this earth, personally, bodily, and visibly to consummate history and the eternal plan of God.

We believe in the biblical definition of, and instructions pertaining to, sexual ethics in all circumstances and in the biblical definition of marriage as being between one man and one woman for one lifetime.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

We believe that all human beings are made in the image of God and are thus endowed with intrinsic value. Therefore, we believe in promoting respect for and protecting the worth and dignity of every individual human being, born or unborn, including unborn children from conception; those newly born; persons with disabilities; the elderly; and other vulnerable people, especially those who cannot defend themselves.

We believe God longs for everyone to experience His love and joyfully offers redemption and restoration to all who confess and forsake their sin and seek His mercy and forgiveness through the free gift of His son, Jesus Christ.

EMPLOYEE RELATIONS

[ENTITY NAME] makes every effort to create a good working environment and build a strong relationship with our employees. If employees have questions, concerns, or suggestions about work conditions, compensation, or other work-related matters, they are strongly encouraged to discuss them openly and directly with their immediate supervisor. If an employee feels that the situation has not been resolved, or if the matter or situation makes it difficult for the employee to discuss the matter with the employee's immediate supervisor, the employee may pursue it *by contacting the President*.

Our experience has shown that when employees deal openly and directly with supervisors and management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that [ENTITY NAME] amply demonstrates its commitment to employees by responding effectively to employee concerns.

CLASSIFICATION OF EMPLOYEES AND BENEFITS ELIGIBILITY

Exempt or Non-Exempt. [ENTITY NAME] employees are classified as either exempt (exempt from overtime eligibility) or non-exempt (overtime eligible). Exempt employees are paid a fixed, weekly salary without regard to the number of hours worked in the work week. Non-exempt employees are paid one and one-half times their regular hourly rate of pay for any hours worked in a work week over 40 hours. If you have any questions regarding whether you are classified as an exempt or non-exempt employee, please contact your supervisor.

Part-Time or Full-Time. In addition, employees regularly scheduled to work fewer than thirty hours per week are considered part-time employees. Part-time employees generally are not eligible for employee benefits, such as paid vacation, personal days, holiday pay, and health, life, or disability insurance, under the terms of our policies and benefits plans. Any arrangement out of the ordinary, granting partial benefits to a part-time employee, must be approved in advance by *either the President or the Vice President*. Part-time employees can be either exempt or non-exempt employees.

Temporary. Temporary employees may work either part-time or full-time, but the employment period is generally scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination date remain classified as temporary whether on a part-time or full-time basis. Only the President may change an employee's temporary status. Temporary employees are not eligible for employment benefits.

POLICY FOR SALARY DEDUCTIONS

The Fair Labor Standards Act only allows certain deductions from an exempt employee's salary in addition to standard payroll deductions. Deductions may be made for the following:

- Full day absences for personal reasons other than sickness or disability.
- Full day absences due to sickness or disability pursuant to [ENTITY NAME]'s policies.
- To offset amounts received as jury or witness fees or military pay.
- For penalties imposed in good faith for infractions of safety rules of major significance.
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.
- For FMLA absences if and when [ENTITY NAME] is covered by the FMLA and the employee is eligible for FMLA leave.
- For days not worked in the initial or terminal week of employment.

If an exempt employee believes that his or her salary has been improperly reduced in violation of this policy, the employee should immediately notify the Controller of the alleged improper deduction. [ENTITY NAME] will investigate all such complaints and, if it is determined that an improper deduction has been made, reimburse the employee in full and take other appropriate corrective action. Improper deductions are prohibited. It is unlawful to retaliate against anyone who makes such a report or who cooperates in the investigation. [ENTITY NAME] will not tolerate such retaliation.

OFFICE HOURS

Our [CITY, STATE] office is open daily from 8:00 AM to 5:00 PM (Eastern). We maintain telephone coverage from 8:00 AM to 5:00 PM, Monday through Friday.

Our [CITY, STATE] office is open daily from 8:00 AM to 5:00 PM (Central). We maintain telephone coverage from 8:00 AM to 5:00 PM, Monday through Friday.

Our [CITY, STATE] office is open daily from 8:00 AM to 5:00 PM (Eastern). We maintain telephone coverage from 8:00 AM to 5:00 PM, Monday through Friday.

If you work from another office, your supervisor will tell you what hours your office is ordinarily open.

HOURS OF WORK

Non-Exempt Employees. The normal work week for full-time non-exempt (overtime eligible) employees is forty (40) hours. Most non-exempt employees work five days per week (most often Monday through Friday), eight hours per day, with a one-hour unpaid lunch break.

Non-exempt employees must keep track of and record all hours worked on timesheets to be approved by the employee's supervisor. Non-exempt employees may not work more than forty (40) hours in any work week without prior approval from the employee's immediate supervisor. Failing to obtain approval before working overtime may result in discipline for the employee.

Exempt Employees. Full-time lawyers and other exempt professionals are expected to put in the hours and effort necessary to properly handle the exempt employee's volume of work, and are not eligible for overtime. Your supervisor will explain the regular hours of operation at your office. Except when traveling or on leave, full-time lawyers and other exempt professionals are generally expected to be at work at the office during regular office hours and any additional hours that may be needed to complete their responsibilities.

Part-time Employees. Any part-time schedule must be approved in advance, in writing by a supervisor.

LUNCH TIME AND REST PERIODS

Non-exempt staff employees generally may take up to one (1) hour daily for an unpaid lunch break, and additional meal and rest breaks as required by applicable law. Lunch time is normally taken between the hours of 12:00 PM and 2:00 PM.

Regarding employees in the following states, applicable law is as follows:

- California: At least one 30 minute meal period must be provided for employees working more than 5 hours per day (which must be no later than the end of the 5th hour of work), with a second 30 minute meal period provided if 10 hours or more per day are worked (which must be no later than the end of the 10th hour of work). In addition, 10 minute paid rest periods must be provided every 4 hours.
- Illinois: Employers must provide meal periods of at least 20 minutes to all employees scheduled to work more than 7.5 hours, before the 5th hour of continuous work.
- Kentucky: Employers must provide a reasonable lunch break as close to the middle of the employee's work shift as possible, and cannot require employees to take the break sooner than 3 hours or later than 5 hours from commencement of the work shift. In addition, 10 minute paid rest periods must be provided every 4 hours.
- New York: Employees working a shift starting before 11:00 a.m. and continuing later than 7:00 p.m. must be allowed an additional meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m.
- Tennessee: Employers must allow employees to take a 30 minute unpaid meal period or rest break if they are scheduled to work six consecutive hours. An exception is made for workplaces that, because of the nature of their business, provide ample opportunity for

employees to rest or take the required meal break. Such breaks cannot be scheduled during or before the first hour of scheduled work activity.

OVERTIME

Non-exempt employees will be eligible for overtime pay at 1½ times the regular hourly rate after forty (40) hours of work in any given work week, or as otherwise required by law. Our work week runs from Monday through Sunday. Part-time hourly-paid employees are expected to work a set number of prearranged hours per week not to equal or exceed thirty (30) hours. All overtime (including hours above a non-exempt employee's regular part-time schedule) must be approved in advance in writing by a supervisor. This includes overtime caused by work outside the office, such as attending conferences, working from home, and working from other locations including remote work by email or online. Supervisors should keep in mind that non-exempt employees need to record all hours worked, including time spent working outside the office, and non-exempt employees should keep that in mind as well when determining whether they need to seek approval before exceeding their regular number of work hours due to work outside the office. Employees who work overtime hours without proper approval may be subject to discipline. Overtime pay is based on actual hours worked in a work week. Time off on sick leave, vacation, holidays, or other leave will not be considered hours worked for purposes of calculating overtime pay. Exempt employees are not eligible for overtime pay.

PAY PERIOD

All employees are paid bi-weekly on Friday. Should the Friday payday fall on a holiday, you will receive your paycheck the day before. [ENTITY NAME] paychecks will be paid by direct deposit to the employee's financial institution. Paychecks include salary or wages earned less any mandatory (Federal and state tax) or elected deductions. Elections could include an offered Health Savings Account. Employees may contact [DIRECTOR OF OPERATIONS] for any authorization forms or to request additional deductions from their paycheck. All employees are required to provide the Accounting Department with the name and address of their financial institution, their account number, the financial institution's bank routing number, and a copy of a canceled check or deposit slip for the account. Any changes in name, address, marital status, or number of exemptions must be reported immediately.

BENEFITS OFFERED CURRENTLY

[ENTITY NAME] currently maintains the benefits described below.

[ENTITY NAME] reserves the right to change, alter, or terminate benefits, plans, and carriers in its sole discretion, in accordance with applicable law. Summary plan descriptions (SPDs) that explain the coverage of each of your plans in greater detail are available.

The actual plan documents, which are available by making a written request to *the Controller*, are the final authority in all matters relating to benefits provided through the plan. All matters of

eligibility for coverage or benefits under any such plan or plans shall be determined in accordance with the provisions of the policies and plans.

[ENTITY NAME] is not liable to the employee, his/her family, heirs, executors, or beneficiaries for any benefit or payment provided or payable or claimed to be provided or payable under any plan or policy.

HEALTH INSURANCE

Full-time employees of [ENTITY NAME] (those regularly scheduled to work thirty (30) or more hours per week) may become eligible for the medical, dental, and vision insurance programs offered by the organization. Currently, eligibility for this insurance coverage begins on the first day of the first calendar month after the employee has completed 60 days of employment. The specific terms and conditions of each program are set forth in applicable insurance contracts and described in further detail in summary plan descriptions included in the benefits package provided to each new employee. Some additional voluntary programs, such as critical care and accident insurance, may be elected by eligible employees during annual open enrollment periods. Terms and conditions of the medical, dental, and vision programs (along with other [ENTITY NAME] employee benefits) may vary from time to time. [ENTITY NAME] may also choose to discontinue any employee benefit upon notice to employees. Full-time employees are also currently eligible to participate in Flexible Spending Accounts and the Dependent Care Assistance Program, allowing them to set aside funds to pay for certain health and dependent care expenses on a pre-tax basis.

LIFE AND DISABILITY INSURANCE

[ENTITY NAME] currently provides life, short term, and long-term disability insurance for full-time employees who are not working on a temporary basis. These benefits are currently provided at no cost to all regular full-time employees as all premiums are paid 100% by [ENTITY NAME]. Additional coverage in these areas may be available for purchase by the employee through payroll deductions. More information on the life and disability policies is contained within the benefits packet. Terms and conditions of the programs may vary from year to year and the benefits may be terminated at any time in [ENTITY NAME]'s sole discretion. Employees are allowed to use accrued vacation or sick leave during any waiting period for disability benefits.

RETIREMENT PLAN

Employees who are not working on a temporary basis may currently participate in [ENTITY NAME]'s 401(k) retirement plan beginning on the first day of the calendar quarter after the employee has worked for [ENTITY NAME] for one year, if the employee has worked for at least 1,000 hours during that one-year period. [ENTITY NAME] currently matches a portion of the employee's 401(k) contributions in an amount that is calculated quarterly.

HOLIDAY POLICY

[ENTITY NAME] observes nine (9) holidays per year. The observed holidays are as follows:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

If any of the above holidays falls on a Saturday, the preceding Friday is observed. If any of the above holidays falls on a Sunday, the following Monday is observed.

Regular, full-time employees will receive their regular daily (8 hour) rate of pay for each holiday.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of [ENTITY NAME] to provide equal opportunity in employment to all employees and applicants for employment consistent with [ENTITY NAME]'s statement of faith and corporate purpose.

No person shall be discriminated against in employment because of such individual's race, color, sex, age, veteran status, disability, national origin, or any other category protected by law.

Any employee who witnesses or experiences discrimination that he or she believes to be inconsistent with this policy has a responsibility to report that conduct immediately to the President or to the Vice President. Employees have a responsibility to report the discrimination promptly and should take every possible step to make sure that concerns are known to one or more of the persons specified in this policy. Only the President and the Vice President are authorized to receive and act upon complaints of unlawful discrimination. This complaint procedure is specifically designed so that all employees have a mechanism that allows them to bypass a supervisor that he or she believes is engaged in prohibited conduct under this policy. No one, not even the highest-ranking individuals in [ENTITY NAME], is exempt from the requirements of this policy. Employees are also expected and encouraged to inform others in the workplace that their discriminatory conduct is unwelcome or offensive. Employees are encouraged to respond immediately rather than ignoring the problem.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. A supervisor who receives a complaint of discrimination must immediately bring such complaint to the attention of the President or the Vice President. A supervisor's failure to do so may result in discipline, up to and including termination of employment.

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, up to and including termination of employment.

IMMIGRATION COMPLIANCE

[ENTITY NAME] is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States. Anyone with questions regarding any aspect of employment and/or identity verification should contact [DIRECTOR OF OPERATIONS].

DISABILITY ACCOMMODATION

[ENTITY NAME] is committed to complying fully with the Americans with Disabilities Act (ADA), as well as state and local laws concerning persons with disabilities, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Employees who are qualified persons with disabilities may apply for a reasonable accommodation where a disability affects the performance of job functions. If an employee believes he or she needs an accommodation in order to perform his or her job, that employee should contact the President or the Vice President for Administration to begin the accommodation process. In most cases, medical documentation from the employee's health care provider is required.

Qualified individuals with disabilities will be treated in a non-discriminatory manner with respect to compensation, job assignments, classifications, organizational structures, leaves and absences, and other terms and conditions of employment.

[ENTITY NAME] is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. [ENTITY NAME] will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. [ENTITY NAME] is committed to equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

CONFIDENTIALITY

Each employee is required to keep any Confidential Information that may be acquired in the course of employment with [ENTITY NAME] in the strictest confidence.

If an employee is unsure about whether certain information is considered to be confidential or proprietary, such information should be kept confidential until the employee checks with his or her supervisor. Any violation of the foregoing confidentiality policy of [ENTITY NAME] will be grounds for discipline, including immediate dismissal.

This policy is not intended to prevent employees from discussing the terms and conditions of their employment with others to the extent protected by law.

RETURN OF [ENTITY NAME] PROPERTY

As soon as an employee's employment with [ENTITY NAME] ends, or at any other time at [ENTITY NAME]'s request, employees must return to [ENTITY NAME] all [ENTITY NAME] property, including, but not limited to, memoranda, notes, files, data, computer software and hardware, records or other documents compiled by the employee or made available to the employee during employment with [ENTITY NAME], all other confidential information and all personal property of [ENTITY NAME], including all files, records, documents, lists, equipment, supplies, keys, phone or credit cards and similar items, and all copies of them and excerpts from them. As part of this process, employees must remove from any personal electronic devices any [ENTITY NAME] documents, electronic and other correspondence, and any other [ENTITY NAME] property. [ENTITY NAME] may ask employees to verify this sort of removal and to allow [ENTITY NAME] IT professionals to assist with or confirm the removal.

CONTACTS WITH THE MEDIA

Requests for information or interviews from any member of the news media about [ENTITY NAME], its operations, activities, or the like must be handled with care. Such requests must be referred immediately to [ENTITY NAME]'s Media Contact.

BUSINESS TRAVEL EXPENSES

[ENTITY NAME] will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location, provided that the purpose and the cost of the travel is approved. **The purpose of all business travel must be approved by the President in advance of any incursion of costs. The cost of all business travel must be approved by**

Once approved, the actual reasonable costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by [ENTITY NAME] as follows:

- Those employees traveling by commercial airline shall ordinarily travel at the "Coach" rate unless otherwise approved in advance. Likewise, unless approved in advance, any upgrades are to be paid for by the employee.
- Those employees staying at hotels shall attempt to use the most cost-effective means of accommodation unless otherwise approved in advance.
- When it is necessary for an employee to rent an automobile, it shall normally be a mid-size vehicle or smaller, unless more than two people will be using the vehicle or other facts and circumstances indicate that a larger vehicle is needed.

When travel is completed, employees should submit travel expense reports within 30 days after the date on which the expenses were incurred to the Accounting Department. Reports must be accompanied by detailed receipts for all expenses. **Failure to submit complete expense reports**

on a timely basis with the required receipts may result in travel expense reimbursement requests being denied, and advances being added as extra income and subject to being reported on the employee's W-2.

Employees should contact Accounting for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment. All business expenses must be substantiated by paper receipts.

Exceptions to the above policy can only be made by the President or the Chief Financial Officer when they determine that such exceptions are warranted.

ACCEPTING GIFTS

On occasion, a grateful individual or entity may offer an employee a gift. If a gift is received by an employee in connection with work, ordinarily it must be reported to the President or the Vice President to determine an appropriate response, if any. This rule does not apply, however, to relatively inexpensive personal gifts of nominal value such as a coffee mug from a vendor or a Christmas fruit basket.

INUREMENT OF BENEFIT

Since [ENTITY NAME] is recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, it is vitally important that the organization's assets be used only for legitimate public interest purposes in keeping with the organization's charter and its nonprofit status. Accordingly, employees are directed to do nothing to harm or reduce the organization's assets for personal benefit, other than receiving a salary or wages as reasonable compensation for services performed and receiving reimbursement for allowable business expenses. In addition, employees should use reasonable judgment and discretion when incurring an expense that will be charged to [ENTITY NAME]. Employees are prohibited from charging personal items to [ENTITY NAME] and if such charges should inadvertently arise, the employee is directed to immediately reimburse [ENTITY NAME]. Employees having any questions about inurement or reimbursement of business expenses are directed to contact the Chief Financial Officer or his or her designee prior to incurring the expense. Further, employees are prohibited from entering into any contract, agreement, or purchase on behalf of [ENTITY NAME] for an amount exceeding \$200.00 without authorization in advance from the Chief Financial Officer or his or her designee.

CONFLICTING ACTIVITIES

It is the policy of [ENTITY NAME] to prohibit its employees from (1) engaging in any activities, practices, or acts that conflict with the interests of [ENTITY NAME], and (2) working with businesses or other organizations in competition with [ENTITY NAME]. Situations that create an

actual conflict of loyalty or interest, or even the appearance of such a conflict, must be scrupulously avoided unless approved in advance by your immediate supervisor or the President.

PARTICIPATION IN PUBLIC SERVICE ACTIVITIES

It is the policy of [ENTITY NAME] to fulfill its responsibilities to the community it serves by encouraging all employees to participate in civic affairs and to practice good citizenship. However, employee participation in public service activities must not adversely affect the employee's job performance or be detrimental to [ENTITY NAME]'s interests. For instance, an [ENTITY NAME] employee should not take a public position on matters of law, public policy, or theology that is inconsistent with [ENTITY NAME]'s position on those matters, or that is harmful to [ENTITY NAME]'s mission or interests. If an employee is not sure whether a particular public service activity or public statement that the employee is contemplating would be in conflict with the interests of [ENTITY NAME], the employee should seek prior approval from the employee's supervisor or the Vice President.

If an employee voices his or her personal political views in writing or verbally in a public forum, the employee should clarify that the views he or she expresses are personal views and that they are in no way connected with the views of [ENTITY NAME].

OUTSIDE EMPLOYMENT

In general, [ENTITY NAME] does not seek to interfere with the off-duty activities of employees. The following rules apply to all [ENTITY NAME] employees except to the extent that an exception has otherwise been authorized and granted. While employed by [ENTITY NAME], employees are expected to devote sufficient energies to their jobs with [ENTITY NAME] and refrain from taking part in activities that may interfere with their ability to perform their duties for [ENTITY NAME] or otherwise interfere with [ENTITY NAME]'s mission. For this reason, if an employee wants to hold a second job or intends to engage in a business enterprise of his or her own, the employee must disclose this information in writing to the President explaining the details of the outside employment. The following types of outside employment are prohibited:

- Employment that conflicts with an employee's work schedule, duties, and responsibilities at [ENTITY NAME];
- Employment that creates a conflict of interest, or is otherwise incompatible with the employee's employment relationship with [ENTITY NAME], for example, by providing services to a company or organization that the employee knows or suspects has a mission that is materially opposed to [ENTITY NAME]'s mission;
- Employment that impairs or has a detrimental effect on the employee's work performance with [ENTITY NAME];
- Employment that interferes with the protection of [ENTITY NAME]'s proprietary or confidential information;

- Employment that requires the employee to conduct work or related activities on [ENTITY NAME]'s property, or to use [ENTITY NAME]'s facilities and/or equipment; and
- Employment that directly or indirectly conflicts with the interests of [ENTITY NAME].

Notwithstanding the foregoing, [ENTITY NAME] lawyers are permitted to engage in the private practice of law.

EFFECT OF FAILURE TO COMPLY WITH POLICIES AND PROCEDURES

[ENTITY NAME] may take any disciplinary action it deems appropriate and necessary (up to and including termination of employment) against any of its employees or lawyers who violate any of these Policies and Procedures.

The following are guidelines for Disciplinary Procedures that the [ENTITY NAME] shall follow. In these situations, the President or his or her designee, in consultation with members of the Personnel Committee, must be consulted prior to taking any disciplinary action. In certain circumstances, the severity of the problem may require that any or all steps be eliminated.

First Step: Discussion. The first step is a discussion between an employee and his/her immediate supervisor. The supervisor will define the problem, what improvements are expected, a timeframe for improvements, and what steps might be taken if improvement does not follow.

Second Step: Oral Warning. If the employee's performance does not improve, the next step is an oral warning that the employee's job is at risk. The supervisor will identify and communicate the performance improvement expected and timeframe for the oral warning period. The length of the warning period depends on the nature of the improvements needed. At the end of this period, the employee and his/her supervisor will meet again. If the supervisor feels that there have been some improvements but more are needed, the next step may be an extension of the warning period. If performance has become satisfactory, the warning period will be removed. If performance deteriorates during the oral warning period, it may be appropriate to move the employee into a written warning period.

Third Step: Written Warning. If the problem continues and no improvements have been made, the employee can be placed on written warning. The written warning defines the improvements needed and the timeframe. At the end of the written warning period, employees will meet with their supervisor who will either extend the warning period or remove the warning if there has been improvement. Once an employee has been placed on written warning, even if the warning is later removed, he/she will be immediately put into a written warning for any subsequent violations.

Final Step: Termination. If there is no improvement, or if performance deteriorates during the written warning period, or within three months from the end of any warning period, it may be appropriate to terminate the employee's employment at the end of the written warning period.

VACATION

It is the policy of [ENTITY NAME] to provide paid vacations for its regular full-time employees according to the following criteria:

1. **Executive Staff:** As negotiated.

2. **Senior Management:**

10 Day accrual	Year 1
15 Day accrual	Years 2-9
20 Day accrual	Years 10+

3. **Secretaries, Clerical, and all other staff:**

5 Day accrual	Year 1
10 Day accrual	Years 2-9
15 Day accrual	Years 10+

Any accrued but unused vacation as of the employee's termination date will be paid to the employee following termination.

All vacation time is accrued on the basis of actual working time during the calendar year. For example, as of July 1, an employee will have accrued half of that year's entitlement, less any vacation time already taken. However, during the first year of employment, vacation accrual begins with the first date of employment. So, for example, a full-time senior manager whose first day of employment is July 1 will accrue a total of 5 days of vacation during the remainder of that calendar year. At any given time, the vacation due a person may be computed as follows:

$$\begin{aligned} & (\text{Annual entitlement}) \times (\text{Portion of calendar year worked to date}) - \\ & (\text{Hours already taken this year}). \end{aligned}$$

There will be no carryover of accrued, unused vacation from year to year. All personnel must use their entitlement by the end of the calendar year or it will be forfeited, unless forfeiture is prohibited by state law. The employee will not be paid for any unused vacation that is forfeited.

An employee planning to use vacation time must seek approval from their immediate supervisor as soon as possible, but at least 30 days in advance of the vacation. In the event of conflicting vacation plans within a department, priority shall be established by the supervisor on the basis of the department's staffing needs.

Normally vacations should be scheduled in increments up to one week (five days). If a paid holiday occurs on a vacation week, it will not count toward vacation time.

LEAVE FOR MEDICAL OR FAMILY REASONS

If an employee has exhausted all accrued vacation time and sick leave, then the employee may request additional, unpaid leave from [ENTITY NAME] for medical and family reasons such as to care for a sick family member or following the adoption of a child. [ENTITY NAME] will consider requests for leave under this policy on a case-by-case basis, taking into consideration such factors as employment history, organizational needs, the reason for the leave, and applicable law. [ENTITY NAME] may require that an employee provide a doctor's note to verify the need for leave under this policy.

In the case of medical leave due to an employee's own illness, after a regular full-time employee has been absent due to illness or injury for more than fifteen days, the employee may be eligible for benefits under [ENTITY NAME]'s current group short term disability insurance. After a regular full-time employee has been absent for more than ninety days, the employee may be eligible for benefits under [ENTITY NAME]'s long term disability insurance. Questions about disability insurance benefits and how to file an insurance claim for benefits should be directed to Human Resources.

For paid leave offered to eligible employees who wish to take time off for maternity or paternity leave, please refer to the Maternity & Paternity Leave Policy below.

MATERNITY & PATERNITY LEAVE

Regular, full-time employees (both mothers and fathers) are entitled to 2 weeks of paid paternity/maternity leave following childbirth and utilization of the short-term disability benefits. See your supervisor for more details and the appropriate paperwork.

BEREAVEMENT LEAVE

It is the policy of [ENTITY NAME] to grant time off from work without loss of pay for a regular employee bereaved by the death of a family member or close relative. This benefit does not apply if death occurs while the employee is on a leave of absence.

Any bereavement leave and its duration must be approved by their immediate supervisor, President, or the Vice President of Administration, in advance. Normally, bereavement leave will not exceed five (5) working days and must be taken on consecutive work days. Ordinarily, bereavement leave will be granted only in the event of the death of an employee's spouse, child, sibling, parent, grandparent, or in-law.

MILITARY LEAVE

Employees called for military service, including military reservist training sessions, as well as active duty, will be granted leave in accordance with applicable law. In addition, regular full-time employees called for active duty or for military reservist training will be paid the difference between their military pay and their regular wages for up to two weeks of military reservist training or active duty per year, without any charge to their accrued vacation or other leave balances.

Employees taking leave for active duty or military reservist annual training must notify Human Resources of the amount of their military pay at the time the leave is taken. Employees with questions about military leave should contact their immediate supervisor, the President, or the Vice President for Administration.

JURY DUTY

Personnel called for jury duty will receive time off as reasonable and necessary for this purpose, in accordance with the following:

1. An employee summoned to jury duty will notify their immediate supervisor immediately.
2. Persons not serving on a jury but on call must report to work, if allowed by the court.
3. When dismissed from jury duty, the employee must return to work immediately.
4. The time is not charged against vacation, sick leave, etc.
5. For up to two weeks of jury duty, regular full-time employees will be paid the difference between their regular wages and any pay received from the local government for jury duty. Unless otherwise required by applicable law, if the jury duty lasts longer than two weeks, the remaining time will be unpaid leave.

VOTING TIME OFF

Employees are encouraged to participate in elections. [ENTITY NAME] grants time off to cast a ballot in an election.

SICK LEAVE

It is the policy of [ENTITY NAME] that regular full-time employees accrue sick leave at a rate of one full day per month.

Sick leave days can be accrued, and carried over from year to year, to a maximum of 60 days so that they may be available in the event of a major illness or a serious accident. After an employee has accrued a balance of 60 days of sick leave, no further sick leave will be accrued until the employee uses sick leave and the employee's accrued sick leave total falls below 60 days.

Sick leave may be used only for days when an employee is too ill to work or for medical testing, treatment, or examinations if the testing, treatment, or examination cannot be scheduled for a time when it does not interrupt work. In addition, sick leave days can be used in case of illness of a member of the employee's immediate family if the employee is needed to care for the family member and the employee's supervisor determines that the employee's absence from work will not be unduly burdensome and the employee's duties can otherwise be completed.

Sick leave is to be used only for its intended purposes. Under no circumstances will our Sick Leave Plan be considered as additional days off or vacation, nor will an employee be paid additional compensation in lieu of sick days.

[ENTITY NAME] may require that an employee provide a doctor's note to verify the need for sick leave. Sick leave may be denied if an employee is not able to provide such a doctor's note. Any abuse or attempted abuse of sick leave may result in discipline, including termination.

In the event of termination for any reason, the employee will not be paid for any accrued unused sick leave.

INTRODUCTORY PERIOD

It is the policy of [ENTITY NAME] that all new employees and transferred employees be placed on an introductory status for a period of three months. This three-month introductory period is intended to give both the employee and [ENTITY NAME] an opportunity to determine whether there is a good "fit" between the individual and the position.

During this period, the employee's job performance will be carefully observed by the supervisor. After three months, the supervisor may, but is not required to, prepare a written evaluation of the employee's job performance.

It should be understood that being in the introductory period does not guarantee continued employment through the end of the introductory period or any other specific period of time, and [ENTITY NAME] may determine in its sole discretion that circumstances warrant termination prior to the end of the introductory period. Likewise, completion of the introductory period does not entitle the employee to continued employment for any specific period of time after the introductory period. The introductory period policy does not change the at-will nature of employment with [ENTITY NAME].

EXPECTATIONS

[ENTITY NAME] expects every employee to exude excellence in all that they work on as an offering to the Lord. [ENTITY NAME] expects every employee to act in a professional manner, and to meet the job's requirements and responsibilities to the best of their ability. Employees should achieve their objectives, and act with consideration at all times. Poor job performance can result in disciplinary action up to and including termination.

REVIEWS

[ENTITY NAME] may periodically evaluate an employee's performance. The goal of the review is to identify areas where the employee is excelling and review areas that need improvement. Job reviews are used to determine pay increases, promotions, and/or terminations.

Performance reviews are based on merit, achievement, and other factors including:

- Teamwork

- Attitude
- Knowledge of Work
- Compliance with policy
- Improvement

Note: A positive performance review does not guarantee a pay increase or promotion.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, [ENTITY NAME] expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions that may result in disciplinary action, up to and including termination of employment. Ordinarily, any of the following behaviors will lead to immediate termination:

- Providing false information on an employment application form or at any other stage in the hiring process, or otherwise falsifying documents or engaging in dishonesty in the course of employment.
- Deliberate destruction or damage to [ENTITY NAME]'s property.
- Bringing a firearm or other weapon to [ENTITY NAME]'s offices or elsewhere while working.
- Failing to report to work and failing to call in for three consecutive business days; employees who do so will be deemed to have abandoned their jobs and will be automatically terminated without further notice.
- Theft or inappropriate removal or possession of property.
- Working under the influence of alcohol or drugs.
- Possession, distribution, sale, transfer, or use of alcohol or drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Insubordination or other disrespectful conduct.
- Violation of [ENTITY NAME]'s safety or health regulations.
- Sexual or other unlawful or unwelcome harassment.

- Excessive absenteeism or any absence without proper notice.
- Excessive tardiness.
- Unauthorized disclosure of confidential information, including confidential information about [ENTITY NAME]'s strategies, donors, personnel matters, and the like.
- Violation of any of the policies stated in this handbook.
- Unsatisfactory performance or conduct.
- Sleeping while on duty.
- Gambling of any sort while working or at [ENTITY NAME]'s offices.
- The use of profane or abusive language at [ENTITY NAME]'s offices or anywhere else while working.
- Failure of a supervisor to report a significant violation of [ENTITY NAME] policies, including a violation of the harassment policy.
- Inadequate or improper job performance.

Employees should keep in mind that their behavior outside of work may reflect on [ENTITY NAME] or on their suitability for their positions. In many instances, the behavior of an employee outside of work is of no concern to [ENTITY NAME]; however, [ENTITY NAME] reserves the right to take disciplinary action against an employee based on behavior occurring outside the workplace, depending on all of the facts and circumstances, including violation of policies in this handbook (such as sexual harassment), the impact of the situation on the operations, mission, and reputation of [ENTITY NAME], or if the situation calls into question the employee's suitability for the employee's position.

Employment with [ENTITY NAME] is at the mutual consent of [ENTITY NAME] and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. Nothing in this handbook shall be construed to limit the at-will nature of employment with [ENTITY NAME].

EMPLOYEE SAFETY AND HEALTH

It is the goal of [ENTITY NAME] to provide a safe and healthy work environment for all employees. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state, or local law. All supervisors shall be constantly alert to protect the safety and health of our employees. All observed safety and health violations and any accidents resulting in injuries to employees shall be reported to the immediate supervisor. Failure to report an accident or known safety hazard at work may result in discipline, including possible termination of employment.

Everyone has a responsibility to be vigilant about potential security risks and to take reasonable steps to ensure security for everyone. Employees should immediately notify their immediate supervisor of suspicious events, items, or persons known or unknown who may constitute a potential threat to other persons or property. Employees are reminded to lock doors and observe other security procedures that pertain to the employee's particular duties. If at any time an employee is concerned about his or her physical safety or that of others, 911 should be called without delay.

In the event of a fire alarm or other indication of danger, all employees must leave the building as instructed by building plans and fire marshals. Employees should initially follow instructions provided by the designated staff management in the event of a fire alarm. All employees are required to review emergency procedures semi-annually. Employees with questions or concerns should contact their immediate supervisor. Employees who are unable to comply with the stated emergency plan must notify their immediate supervisor. For a copy of the Emergency procedures, see the Director of Operations.

Employees are asked to report any conditions that may pose a safety or health concern. Such reports may be made to the employee's supervisor or the Director of Operations. An employee who is injured on the job should seek appropriate medical care immediately. The employee should then contact his or her direct supervisor and the Director of Operations as soon as possible after seeking medical help. A Workers Compensation insurance report must be submitted within 24 hours of the time of injury.

Inclement weather and emergencies may, from time to time, prevent employees from reporting to work as scheduled. Employees are expected to notify their supervisor as soon as the likelihood of delay due to weather or other emergency is known. Employees who are unable to report to work upon the office's return to a normal schedule are expected to notify their supervisors.

CHILDREN AT WORK

Employees' children are permitted on the premises on an occasional basis with the prior approval of the President. Children who are ill, however, are not permitted in the workplace. This may sometimes create conflicts between home and work, but it is important that we maintain a healthy work environment. Please talk to your supervisor to make arrangements for necessary work to be completed when this situation requires you to be absent from work.

BACKGROUND CHECKS

[ENTITY NAME] is committed to providing a safe and secure environment for all congregants, guests, and employees. Therefore, [ENTITY NAME] reserves the right to verify and examine the background of employees. Employees will be asked to sign an authorization for a background check prior to receiving an offer of employment.

PERSONAL APPEARANCE OF EMPLOYEES

It is the policy of [ENTITY NAME] that an employee's dress and grooming should be appropriate for the work situation. Radical departures from professional attire or personal grooming standards are not permitted, regardless of the nature of the job performed. Employees are expected to dress in a manner that is normally acceptable in business establishments and professional offices. An employee who reports to work whose appearance is not consistent with these guidelines may be sent home to change and may be subject to discipline, up to and including termination of employment. Hourly employees who are sent home to change will not be paid for the time they are out of the office doing so.

When traveling for work, a neat appearance is necessary. While representing [ENTITY NAME] in meetings or conventions, business casual dress is requested unless otherwise specified by your supervisor.

SMOKING

In keeping with [ENTITY NAME]'s intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees and visitors.

INSPECTION OF PERSONAL PROPERTY AT WORK

Desks, lockers, and other work and break areas at [ENTITY NAME]'s offices remain the property of [ENTITY NAME], and employees should understand that [ENTITY NAME] may need to look through these areas (including any drawers or compartments, whether locked or not) from time to time for a variety of reasons. [ENTITY NAME] also reserves the right to inspect any personal property brought to [ENTITY NAME]'s offices, such as bags, packages, containers, lunch boxes, and jackets.

NON-SOLICITATION POLICY

[ENTITY NAME] protects employees from being bothered during work by fellow employees seeking support for non-work causes, activities, organizations, or fundraising. No employee may solicit another employee for a non-work cause during the working time of either employee. Employees may not distribute literature for non-work causes, activities, organizations, or fundraising during working time or at any time in a work area.

Solicitation or distribution of literature by non-employees on [ENTITY NAME] premises is prohibited at all times.

BULLETIN BOARDS

Bulletin boards are used to provide information to employees concerning compliance with government regulations, [ENTITY NAME] events, and information that is believed to be of

general interest. Employees must obtain the approval from the President to post anything on an [ENTITY NAME] bulletin board.

ELECTRONIC DEVICES

[ENTITY NAME] prohibits employees from using cameras, video cameras, tape recorders, or other listening devices to record conversations at [ENTITY NAME] offices, [ENTITY NAME] events, or any conversation related to [ENTITY NAME] work, unless necessary to conduct [ENTITY NAME] business and specifically authorized by a supervisor in advance, with advance written consent from those participating in any such conversation. Violation of this policy may result in discipline, including immediate termination.

REMOVAL OF [ENTITY NAME] PROPERTY

Employees may not remove [ENTITY NAME] property from [ENTITY NAME]'s offices without the specific prior approval of a manager. This includes, among other things, removing any equipment, supplies, or proprietary information, such as mailing lists. Violation of this policy may result in discipline, including possible termination. This policy is not intended to prevent [ENTITY NAME] employees from taking work home.

USE OF PHONE AND MAIL SYSTEMS

Employees should practice discretion in using [ENTITY NAME] phones when making personal calls, and shall be required to reimburse [ENTITY NAME] for any charges resulting from their personal phone use. Personal calls at work should be limited in nature, should generally be made during breaks, and may not interfere with the work of [ENTITY NAME].

The use of [ENTITY NAME] paid postage for personal correspondence is not permitted. A violation of these rules regarding phone and mail system use may result in discipline, including termination of employment.

WIRE AND ELECTRONIC COMMUNICATIONS POLICY

[ENTITY NAME]'s computer system, including internal and external voicemail and e-mail and our Internet access, is intended to help [ENTITY NAME] and our employees communicate more efficiently both within and outside of the organization. All communications and information created by, transmitted by, received via, or stored in [ENTITY NAME]'s computer and telephonic communications systems are the property of [ENTITY NAME]. No business-related data may be used for any purpose unrelated to [ENTITY NAME] business, nor may it be sold, transmitted, conveyed, or communicated in any way to anyone outside of [ENTITY NAME] without express authorization. Sensitive or confidential data and any internal [ENTITY NAME] data that has not been communicated to the public shall not be part of any e-mail or Internet transmission.

Use of the Internet via [ENTITY NAME]'s computers or electronic devices as part of the normal execution of an employee's responsibilities is to be carried out in a manner that comports with this policy and [ENTITY NAME]'s standards of business conduct. Nothing in this policy shall be

interpreted or applied in a manner that prevents employees from discussing the terms and conditions of their employment with others to the extent permitted by law. Occasional personal use of the Internet during non-working time is permitted, but it may not interfere with [ENTITY NAME]'s operations and it must otherwise be consistent with the rules described below.

The following are not permitted on [ENTITY NAME]'s telephone or computer systems or devices:

- Sending chain letters;
- Commercial activities (such as selling products);
- Other forms of solicitation;
- Composing, accessing, sending, or retrieving pornographic, sexually explicit, or otherwise offensive material;
- Gaining unauthorized access to information, files, services, or systems;
- Interfering with the integrity or security of [ENTITY NAME]'s computer system;
- Accessing other employees' e-mail messages or documents without their permission or proper authorization;
- Use of the system to create or use materials that are discriminatory (racist, sexist, etc.), harassing, threatening, abusive, profane, or offensive (even materials that could be considered insensitive should be avoided);
- Any other use that violates [ENTITY NAME]'s policies on equal employment opportunity, sexual harassment, or otherwise, or that encourages others to violate any [ENTITY NAME] policy;
- Making negative statements about another person, institution, business, or entity that may be untrue or exaggerated;
- Publicizing private matters about others or revealing confidential information about [ENTITY NAME] or our donors or customers;
- Use of software that is unauthorized or not in compliance with any licensing or other agreements (employees who have any questions about this should bring them to the attention of their supervisors);
- Sending a message or file, accessing a file, or retrieving any stored communication or file, except by using the log-in and/or password identifications authorized for their specific use;
- Copying, posting, or distributing material created by a third party that may be protected by copyright laws without proper authorization;

- Posting or distributing [ENTITY NAME] material protected by copyright or trademark without the proper trademark symbol or copyright notice;
- Sending software to a foreign country without prior authorization from a supervisor (this is to ensure compliance with federal law prohibiting the export of encryption technology);
- Collecting or distributing personal data (such as names, addresses, and phone numbers) of others;
- Any use of the system that violates any federal, state, or local law; and
- Any other use of the system that is disruptive to the operations of [ENTITY NAME].

Employees are expected to follow all [ENTITY NAME] instructions regarding the maintenance of system security. Employees must make every effort to keep passwords confidential, must not reveal passwords to others outside of [ENTITY NAME], and may not grant unauthorized system access to any third parties. Employees using smartphones, tablets, laptops, etc. to access email or documents need to ensure that access remains password protected and must report the loss of any device to the IT staff promptly. Employees should not access [ENTITY NAME] computer system via a public or other unsecure source.

As a condition of employment and continued employment, employees are required to sign a wire and electronic communications policy acknowledgment form.

TECHNOLOGY POLICY

WHEN USING THE PHONE OR COMPUTER SYSTEMS, EMPLOYEES MUST KEEP IN MIND THAT THERE CAN BE NO GUARANTEE OF PRIVACY. [ENTITY NAME] takes steps to guard the security of our phone and computer systems, but it is impossible to ensure that there will never be any unauthorized access, particularly for documents and e-mails sent over the Internet. And, within [ENTITY NAME], there are many occasions when we must gain access to documents, voicemails, or e-mails—whether “personal” or otherwise—for purposes of system maintenance or security, for [ENTITY NAME] business, to review the operation and use of the system, in cases including, but not limited to, conducting investigations and inspections of system use and responding to subpoenas, court orders, or other legal process. Although [ENTITY NAME] does not continually monitor the use of the phone and computer systems, we reserve the right to monitor any current or prior use of the system (including all voicemail messages, e-mails, and Internet use whether “personal” or otherwise), and to review, retain, disclose, or destroy documents, voicemail messages and emails, at any time, without prior notice, at [ENTITY NAME]’s sole discretion.

Employees should also be aware that deleting a document, voicemail, or e-mail does not necessarily permanently remove it from the system. Documents, voicemail messages, and e-mails that have been “deleted” may still be accessed and [ENTITY NAME] may need to retrieve them in litigation and during other investigations. Likewise, prior Internet access may be reviewed when required by litigation or as deemed necessary by [ENTITY NAME].

By continuing to work at [ENTITY NAME] after receiving this policy, you are consenting to all of the above activities by [ENTITY NAME], whenever they may be undertaken, including after your employment with [ENTITY NAME] ends and before distribution of this policy.

Employees may not violate any copyright, patent or other intellectual property law, including restricted software laws. Accordingly, unless permission has been expressly and officially provided, users may not post or download any information protected by copyright or patent law. If copyright, patent, or other ownership status is unknown, users may not post, upload, download, or otherwise use any information, content, software, or other property and should consult the network administrator with any inquiries.

Any employee who believes that this policy, or the above policies relating to the use of phones, computers, or the Internet, has been violated in any way should report that to a supervisor. Violation of any of the above rules may result in discipline, up to and including discharge, and may result in restrictions on an employee's access to or use of any component of [ENTITY NAME]'s computer system (including our Internet access). [ENTITY NAME] also reserves the right to report suspected criminal violations to law enforcement authorities.

SOCIAL MEDIA

When Does this Policy Apply?

This policy is intended to provide some guidance to employees who, during their personal time, use social media. For purposes of this policy, social media is any means of posting or sharing information online, including, among other things, networking sites (e.g., Facebook), online advertising (e.g., Craigslist), or video-posting sites such as YouTube, blogs, or Twitter.

This policy does not apply to authorized social media use on behalf of [ENTITY NAME] as part of an employee's assigned job responsibilities (such as employees who are asked to post content on [ENTITY NAME]'s website or Facebook page as part of their jobs). That social media use must comply with the same rules as any other communication on behalf of [ENTITY NAME].

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow co-workers, or otherwise adversely affects [ENTITY NAME]'s members, customers, suppliers, or [ENTITY NAME]'s legitimate business interests may result in disciplinary action up to and including termination.

Why Have a Policy about Off-Duty Social Media Use?

Many people assume that what they choose to do while they are off duty (like posting material on Facebook) is none of their employer's business. Most of the time that is true, but not always. Sometimes, off duty activities can violate [ENTITY NAME] policies, violate ethical rules, indicate that an individual is not fit to perform his or her duties for the organization, or otherwise interfere with the mission of [ENTITY NAME]. When any of that happens, [ENTITY NAME] may find it necessary to consider discipline and possibly even discharge of an employee, even though the employee's social media use occurred while the employee was off duty.

Cautions

Here are some things to keep in mind about off duty social media use:

- The public statements of individuals associated with [ENTITY NAME] may be scrutinized by the media and may be viewed as positions taken by [ENTITY NAME] itself, even when only intended as personal opinions.
- Once you post something online, you lose control of it. Even if you only intended to have a few friends view what you have posted, it may be shared with others and wind up in places you never intended it to go.
- If you are known to be affiliated with [ENTITY NAME] (e.g., someone listed as an [ENTITY NAME] employee in online profiles such as LinkedIn or Facebook), you should ensure that it is clear that your opinions are your own and not necessarily that of [ENTITY NAME] or its employees.

Restrictions

It is not possible to come up with a complete list of all the possible uses of social media that could result in employee discipline, but here are examples of things you should not do on social media, even if you are off duty. Doing any of these things could lead to discipline, including possibly discharge.

- Violating [ENTITY NAME] rules regarding discrimination, harassment, or retaliation, including engaging in harassment of, or discrimination against, any [ENTITY NAME] employee, vendor, or other individual on the basis of that individual's race, gender, national origin, or any other category protected by law.
- Making remarks regarding other [ENTITY NAME] employees, or others with whom you interact at work, that are intimidating, threatening, obscene, bullying, or similarly unprofessional and inappropriate.
- Giving anyone the impression that you are speaking on behalf of [ENTITY NAME], or otherwise representing [ENTITY NAME] in the materials that you post, if you have not been asked to post the material. Do not create a link from a personal blog to any [ENTITY NAME] website. If your personal opinion might be construed as the position of [ENTITY NAME], you must clearly state that you are giving your personal opinion and that you are not speaking for [ENTITY NAME].
- Taking positions in public (or which become public) on matters of theology or public policy that are inconsistent with the positions taken on those matters by [ENTITY NAME], or harmful to the mission of [ENTITY NAME], particularly if you have identified yourself as being affiliated in some way with [ENTITY NAME].
- Violating [ENTITY NAME] rules regarding disclosure of privileged or other confidential information, such as revealing the identity of donors who wish to remain private.

- Creating a false identity and pretending to be someone online who you are not.
- Violating laws regarding copyright, libel, or defamation. Do not post or share copyrighted information if you do not have proper authorization to do so.
- What you post should be honest and accurate. If you accidentally post information that is not accurate, you should correct it and note that you did so.
- Engaging in any illegal behavior online (*e.g.*, fraud, hacking, illegal gambling, or solicitation of minors). This may lead to discipline, including possible termination, if (among other things) it hurts [ENTITY NAME], harms [ENTITY NAME]'s image, or reflects poorly on your ability to continue to do your job properly.

If an employee has a question about use of social media, contact either the President or the Vice President.

Any employee who encounters a violation of this policy should bring it to the attention of either the President or the Vice President for Administration. [ENTITY NAME] will not tolerate retaliatory action taken against any employee who, in good faith, reports what the employee believes to be a violation of this policy.

COMPLIANCE WITH SECTION 7 OF THE NATIONAL LABOR RELATIONS ACT

The above policies, including those concerning the use of phone, mail, technology, and social media, will not be interpreted or applied in a manner contrary to Section 7 of the National Labor Relations Act. Nothing in this policy shall be interpreted or applied in a manner that prevents employees from exercising their Section 7 rights in a manner consistent with applicable law. Section 7 protects the rights of employees to communicate regarding wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

SOFTWARE LICENSING POLICY

Only software purchased by [ENTITY NAME] may be installed on [ENTITY NAME]'s computers. Software purchased and licensed for personal use may not be installed on employer computers. The employer may periodically, at any time, conduct an audit of computers for installed software and related printed material that is not included on a then-current inventory of Company-authorized software. All unauthorized software will be removed.

COMPUTER VIRUSES POLICY

All [ENTITY NAME] computers, devices, networks, and information must be protected from accidental destruction or deliberate attempts at sabotage via hackers or computer viruses. Employees thus may neither willfully introduce virus-infected files or media into [ENTITY NAME] information technology resources nor disable virus-scanning software. Employees must make all reasonable efforts to ensure that all files accessed or collected are virus-free and should minimize downloading data from the Internet and via e-mail and should not download data from

unfamiliar Internet sites. Employees should use discretion when receiving email from unknown sources, especially where the email contains attachments. Prior to placing any file on [ENTITY NAME] network, employees must scan for viruses using up-to-date, approved virus-scanning software.

ATTENDANCE AND PUNCTUALITY

Management recognizes that circumstances beyond an employee's control may cause an occasional absence from work for all or part of a day. Employees are expected to report to work on time whenever scheduled or to obtain authorization to be absent. They should notify their supervisor in advance whenever they are unable to report to work on a timely basis. Employees should give their supervisor as much advance notice of the need to be late or absent as is feasible, but in any event, must contact the supervisor at least a half hour before the employee is scheduled to begin work. The employee should speak directly with their supervisor or, if the supervisor is not available, to the supervisor's manager.

Excessive absenteeism, tardiness, or a failure to otherwise follow this policy may result in discipline, including possible termination of employment.

ANTI-HARASSMENT POLICY

Our employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment and harassment based on any other unlawful factor (such as race, color, natural origin, age, or disability).

Harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexually related conduct at work is illegal in many cases, and strictly against [ENTITY NAME] policy in all instances. It can be a source of significant legal liability (both for [ENTITY NAME] and for the employee), personal embarrassment, and career damage.

This policy prohibits any verbal or physical conduct that may reasonably be perceived as denigrating or showing hostility toward an individual based on race, sex, color, age, national origin, disability, or any classification protected by applicable law. It also prohibits harassment based on the protected status of an individual's relatives, friends, or associates.

Sexual harassment is specifically prohibited, whether committed by supervisors or co-workers. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

This includes: overt offensive sexual flirtations; advances or propositions; verbal abuse of a sexual nature; graphic or degrading comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; offensive physical gestures of sexual nature; offensive sexual language or jokes; or any offensive or abusive physical contact.

In addition, no one should imply or threaten that an applicant's or an employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, placement, compensation, training, promotion, or any other condition of employment. No supervisor has the authority to grant or deny promotions or force any change in job status on the basis of the provision or denial of sexual favors.

All sexual harassment is strictly prohibited and will not be tolerated. Even sexual conduct that may not meet the strict legal definition of sexual harassment is inappropriate in our work and prohibited.

Any employee who witnesses or experiences conduct that he or she believes to be inconsistent with this policy has a responsibility to report that conduct immediately to the President or the Vice President. Employees have a responsibility to report the conduct promptly and should take every possible step to make sure that concerns are known to one or more of the persons specified in this policy. Only those individuals are authorized to receive and act upon complaints of unlawful harassment or discrimination. This complaint procedure is specifically designed so that employees have a mechanism that allows them to bypass a supervisor that he or she believes is engaged in prohibited conduct under this policy, or is not willing to take action concerning such conduct. No one, not even the highest-ranking individuals in [ENTITY NAME], is exempt from the requirements of this policy. Employees are also expected and encouraged to inform others in the workplace that their conduct is unwelcome or offensive. Employees are encouraged to respond immediately rather than ignoring the problem.

Any violation of this policy should be reported promptly so that it can be dealt with before it becomes a larger problem. Any employee who is not satisfied with the way in which any complaint about a possible violation of this policy has been handled should bring that to the attention of the President or the Vice President.

All reports will be investigated carefully by [ENTITY NAME], and [ENTITY NAME] will take prompt and appropriate action after the investigation is completed. Investigations will be handled in as confidential a fashion as is feasible while completing a thorough investigation. If the investigation confirms that a violation of the harassment policy or other inappropriate conduct has occurred, [ENTITY NAME] will take appropriate corrective action, including discipline up to and including termination. Because [ENTITY NAME] is committed to avoiding even the appearance of impropriety with respect to harassment, it may discipline any employee for inappropriate conduct regardless of whether the conduct amounts to a violation of law or even a violation of this policy.

It is a violation of this policy to take any negative action against any employee based on the employee's reporting of, or cooperating in the investigation of, a violation of this policy. [ENTITY NAME] will not tolerate this sort of retaliation and anyone who violates this anti-retaliation rule will be subject to discipline up to and including immediate discharge.

As a condition of employment and continued employment, employees are required to sign an anti-harassment policy acknowledgment form.

DRUG AND ALCOHOL POLICY

A. INTRODUCTION

[ENTITY NAME] is a drug-free workplace. Illegal drugs and alcohol misuse are inconsistent with [ENTITY NAME]'s longstanding commitment to a safe and productive work environment. [ENTITY NAME]'s policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

B. WORK RULES

1. Except as provided in B(2) and B(3) below, whenever employees are working, operating [ENTITY NAME] vehicles, or present on [ENTITY NAME] premises, they are prohibited from:

- using, possessing, buying, selling, manufacturing, or dispensing illegal drugs;
- being under the influence of alcohol or illegal drugs; and
- possessing or consuming alcohol.

2. Employees may consume or possess alcohol at [ENTITY NAME] functions. These privileges will be withdrawn if abused or if the employee has violated this Policy.

3. This Policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their ability to work safely, and promptly disclose any restrictions to the President or the Vice President for Administration. (Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.)

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This employee handbook is for your use and a source of information about this organization and your job. It is not a contract of employment, express or implied, but merely sets forth guidelines concerning your employment, methods for resolving conflicts, and an explanation of our employment benefits and policies. Your signature below acknowledges your receipt of a copy of this employee handbook and your understanding and acceptance that:

1. I have received a copy of the [ENTITY NAME] Employee Handbook. I understand that am I responsible for reading, understanding, and adhering to the policies outlined in the employee handbook and asking the President or the Vice President for Administration any questions that I may have;
2. The provisions of this employee handbook are guidelines, statements of policy, and procedures that may be changed by [ENTITY NAME] at its discretion at any time, and I understand that the President or the Vice President may choose in appropriate circumstances to vary from the provisions of the handbook based on the particular facts and circumstances of the situation;
3. My employment with [ENTITY NAME] is at-will, and I am free to resign at will at any time, for any reason. Similarly, [ENTITY NAME] may terminate my employment relationship at will at any time, for any reason, with or without notice or cause. I understand and recognize that this handbook is not to be construed as a contract of any kind, including a contract of employment, either for an indefinite or fixed period of time. I understand that the at-will nature of employment with [ENTITY NAME] may not be modified except by a written agreement signed by either the President or the Vice President;
4. No supervisor or other representative of [ENTITY NAME] has the authority to enter into any agreement for employment for a specified period of time, or to make any agreement contrary to the policies contained in this manual, unless such employment or other agreement is in writing and signed by either the President or the Vice President; and
5. My signature below certifies that I understand all of the above statements, including the agreement regarding at-will employment as well as my responsibility to review and familiarize myself with the policies contained in the employee handbook.

Employee Signature

Date

Sample Document

EMPLOYEE WIRE AND ELECTRONIC COMMUNICATIONS
POLICY ACKNOWLEDGMENT FORM

I understand that all wire and electronic communications resources, including electronic mail (e-mail), voicemail, computer systems (including, but not limited to, desktop computers, laptops, servers, networks, printers, cellular phones, software, and thumb drives), Internet access provided by [ENTITY NAME], and all data created or accessed by their use are the property of [ENTITY NAME]. I also understand that these systems are to be used for job-related purposes, and that I have no expectation of privacy in connection with the use of [ENTITY NAME] wire and electronic communications resources, or with the transmission, receipt, or storage of information via [ENTITY NAME] wire and electronic communications resources.

I agree not to use a log-in, code, access and/or password, access a file or Internet site, or send or retrieve any stored communication unless authorized to do so. I acknowledge and consent to [ENTITY NAME] monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing and reading any and all email, voice mail, and/or computer files entering, leaving, or stored in these systems.

I acknowledge that I have received a copy of [ENTITY NAME]'s Wire and Electronic Communications Policy and that I have read and understand the Policy. I understand that I must comply with all of the provisions of the Policy to have access to and use of [ENTITY NAME] wire and electronic communications resources. I also understand that if I do not comply with all provisions of the Policy, my access to [ENTITY NAME] wire and electronic communications resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

Employee Signature

Date

ANTI-HARASSMENT POLICY ACKNOWLEDGMENT FORM

I acknowledge that I have been given a copy of the Anti-Harassment Policy, that I have read it, and that I understand its terms and procedures. Furthermore, I agree to abide by it and understand that if [ENTITY NAME] determines my conduct warrants it, I may be subject to discipline pursuant to this Policy, up to and including the immediate termination of my employment.

Employee Signature

Date

Sample Document