



**NATIONAL COUNCIL OF THE UNITED STATES
SOCIETY OF ST. VINCENT de PAUL, INC.**

EMPLOYEE HANDBOOK

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Introductory Provisions

WELCOME MESSAGE

I welcome you to the National Council of the United States, Society of St. Vincent de Paul (SVdP) and wish you every success here. At SVdP, we believe our people are our greatest asset and the major reason for the success and growth of this organization. For you, we want the SVdP to be known as a great place to work, where careful attention to our work conditions and to our staff is a top priority.

Together, we must work to achieve our common vision and mission of serving the needs of the poor. This requires that we all work together to provide quality service to all those with whom we have contact. Together, we share the responsibility of maintaining and continually improving the quality of our service.

One of our objectives is to provide a work environment that is conducive to both personal and professional growth. We believe that each employee contributes directly to SVdP's growth and success. We want you to be glad to work here and be a part of our mission.

This Handbook is designed to acquaint you with SVdP and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. Employees should familiarize themselves with the contents of this Handbook as soon as possible, for it will answer many questions about employment with SVdP. Please refer any questions to your immediate supervisor. Should your supervisor be unable to answer your question, he/she will refer it to Human Resources or the Chief Executive Officer.

I extend to you our best wishes for a happy, rewarding and successful career while we continue to grow and become the very best organization we can be as we meet the needs of those who depend on us.



Chief Executive Officer



Disclosure Statement

The policies and procedures in this Handbook are not intended to be contractual commitments by SVdP and employees shall not construe them as such. SVdP reserves the right to revoke, change and/or supplement guidelines, at its sole and absolute discretion, at any time without notice. No policy is a guarantee of continuity of benefits or rights. This Handbook does not provide a guarantee of continued and/or future employment with SVdP, as employment with our organization is on an at-will basis. You have the right to terminate your employment relationship for any reason, with or without cause, at any time, and SVdP reserves the right to do the same.

This Handbook supersedes, in all respects, any previous manual, memoranda, benefits, or practices of SVdP and is intended to be used by employees as a guide.

1. CULTURAL BELIEFS

SPIRITUAL GROWTH

I grow in holiness through my prayer, Vincentian service and friendship.

ONE SOCIETY

I contribute to the success of our Vincentian work when I support ONE Society

SERVANT LEADERS

I develop myself and others to become Servant Leaders.

TODAY'S SOCIETY

I strengthen the Society by embracing new and diverse ideas and people.

EMBRACE ACCOUNTABILITY

I build a strong Society by holding myself and others accountable to our Mission, the Essential elements and good Governance.

INCLUSIVE PLANNING

I foster ownership by involving membership in planning and decision making.

ADVOCATE FOR JUSTICE

I advocate with the poor for just policies and practices at local, state and national levels.

2. HISTORY

The Society began in France in 1833 when students at the University of Paris decided to form a small group for their own spiritual development and to meet the needs of the poor. The leader of the student group was Frederic Ozanam. The idea spread quickly throughout Europe, and, in 1845 the first parish group (Conference) began in the United States.

The students named the Society for St. Vincent de Paul, a French priest who had lived two hundred years earlier and who was famous not only for his personal charity but for organizing groups of priests, sisters, and lay people to assist people in need.

Members of SVdP (Vincentians) assist people with food, clothing, furniture and appliances and, when possible, housing and utility emergencies, as well as other critical needs. As they assist, members are aware that their attitude of friendship and concern toward the people they serve is as important as material assistance. At regular meetings at

their parishes, members pray and reflect before discussing current needs. “No work of charity is foreign to the Society.”

The Society is active in 155 countries around the world. Founder Frederic Ozanam was beatified (declared Blessed) in 1997 and will probably be proclaimed a saint at some time in the future.

SVdP volunteers help people in need regardless of their race, religion or ethnic origin. SVdP goes out of its way to preserve the dignity of poor individuals and families while serving their basic needs. This tenet of maintaining dignity is a defining characteristic of SVdP and its work. There is a high level of trust in SVdP by other community agencies and their clients referred to SVdP.

3. NATIONAL PROGRAMS

The Office of the Council of the United States provides leadership, technical assistance, management training and resource development to the Councils and Conferences in the United States. This enables Councils and Conferences to better devote their own resources in serving their communities, seeking ways to develop innovative strategies that address human needs and issues of social justice and enhancing and promoting the spiritual formation of their members.

Some of the specific services and programs rendered by the National Council Office staff and volunteers are:

- Spiritual and education formation, and leadership development, e.g. Serving in Hope, Ozanam School, Invitation for Renewal
- Authorship, composition and distribution of resources
- Management of international twinning
- Institution of Councils and Aggregation of Conferences
- National fund development
- General and specific mailings to Vincentian members and leadership
- National Annual Meeting and Regional Meeting support
- Direction and management of the Midyear and special meetings
- Professional and staff support for National Committees
- Publication of the E-Gazette
- Maintaining and strengthening relationships with the Vincentian Family, dioceses and charitable agencies

- Preparation and distribution of the Annual Report for the United States
- Maintenance of the national database
- Hosting national websites
- Response to daily inquiries via email, fax, mail, and phone calls relative to the needs of Vincentians and others
- Liaison to the National Councils of the world and to the International Council General in Paris
- Translations from Spanish
- Implementation of the strategic plan
- Conflict resolution team for Councils and Conferences
- Securing and maintenance of national archives

4. MISSION:

A network of friends, inspired by Gospel values, growing in holiness and building a more just world through personal relationships with and service to people in need.

DIVERSITY STATEMENT

As an organization dedicated to helping the poor, low income, and homeless families of our community, SVdP is committed to honoring the diversity of the people we serve as well as that of the people who work in our organization. We believe that our work environment must encourage freedom of ideas and opinions in an atmosphere of mutual respect. All of our programs and interactions are improved by acceptance of each other as we are by celebrating our unique traits, as well as our commonalities. Honoring diversity enriches and empowers the lives of all people.

SVdP will not tolerate any form of bigotry, harassment, intimidation, threat, or abuse, whether oral or written, direct or implied, physical or emotional, and we will respond to any such action in an immediate and appropriate manner.

I. General Employment Policies

101 Nature of Employment

Employment with SVdP is voluntarily entered into and the employee is free to resign at will, with or without cause. Similarly, SVdP may terminate the employment relationship at will, with or without notice or cause, so long as there is no violation of applicable federal or state law in doing so.

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 SVdP and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at SVdP's sole discretion. These provisions supersede any and all existing policies and practices and may not be amended or added to without the express written approval of SVdP's CEO.

102 Employee Relations

SVdP believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other non-profit employers.

SVdP maintains an open-door atmosphere. Therefore, if you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns to your manager. On issues which may involve your own management, you should contact Human Resources.

Open lines of communication between managers and employees can produce an excellent work environment and foster positive attitudes. We believe that SVdP amply demonstrates its commitment to employees by responding effectively to employee concerns. See SVdP's "Problem Resolution" policy in section 509 for further guidance.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SVdP will be based on the applicant's qualifications, including his or her merit, abilities, talent and aptitude. All employees are protected from unlawful discrimination and harassment on the basis of race, sex, age, disability, and other categories protected by applicable law or other regulations. Persons providing services pursuant to a grant or other outside contract obtained by SVdP (e.g., independent contractors), are likewise protected from unlawful discrimination as provided by applicable law or other regulations.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of management or Human Resources. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Disability Accommodations

SVdP is committed to complying fully with employment disability laws such as the Americans with Disabilities Act of 1990 (Title I of the ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The ADA prohibits employment discrimination against “qualified individuals with disabilities”, as defined in the Act.

Pre-employment inquiries are made only regarding an applicant’s ability to perform the specific duties of the job. To ensure equal employment opportunities to qualified individuals, SVdP will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

SVdP does not discriminate against any qualified employee or applicant because the person is related to or associated with a person with a disability.

104 Organizational Ethics and Conduct

The successful operation and reputation of SVdP is built upon the principles of fair dealing and ethical conduct of our employees and our volunteers. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon the trust of our clients, customers and the community. We are dedicated to preserving that trust. Employees and volunteers owe a duty to SVdP, its customers, and its clients to act in a way that will merit the continued trust and confidence of the public.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action you may seek advice or consultation from your manager or, if necessary, from Human Resources.

Compliance with this policy of business ethics and conduct is the responsibility of every employee of SVdP. Failure to comply with our standards of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

We are committed to:

- Acting responsibly and with integrity;
- Following not just the letter of the law, but the spirit of the law as well;
- Promoting financial accountability and best governance practices;
- Respecting the wide variety of people who support our mission through donations of their time, talent and money;
- Being responsible stewards of SVdP, its mission, reputation and resources;
- Being open and honest in all our dealings with both internal and external audiences.

This code of organizational ethics and conduct applies to all employees, contractual workers, staff members, Committee members, and volunteers.

105 Hiring of Relatives

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

SVdP normally discourages the hiring of relatives of current employees. However, SVdP reserves the right to hire relatives of employees in its sole discretion and in the best interest of SVdP. If the relative of an employee is hired, the following will apply:

1. The relative cannot supervise another relative.
2. The relative cannot work in the same department.
3. Any breaching of confidentiality or problems caused by employee morale or favoritism will be grounds for dismissal.

106 Immigration Law Compliance

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

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity, or if their previous I-9 is no longer retained or invalid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal or retaliation.

107 Job Posting

SVdP provides employees an opportunity to indicate their interest in open positions and advance within the organization. If a job opening is posted, the job posting notice will include the dates of the posting period, job title, location, job summary, essential duties and qualifications (required skills and abilities).

As a general rule, in order to apply for a posted job, qualified employees must have performed competently in their current job position for at least 365 calendar days. Employees who have a written warning on file, or are on probation or suspension, are not eligible to apply for posted jobs. Eligible employees can only apply for those jobs for which they possess the required skills, competencies and qualifications, as determined by SVdP.

Employees should contact their current manager regarding their interest in an open position. If the manager approves the employee's request to apply for the position, a formal application will be sent to Human Resources.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. However, SVdP may decide to use other recruiting sources to fill open positions other than the job posting described above.

108 Intellectual Property

The policy described in this Handbook applies to all persons employed by SVdP, and to anyone using SVdP facilities under the supervision of its personnel. The policy applies to any invention, discovery, technology, creation, development, or other form of expression of an idea that arises from the activities of such persons, whether or not the subject matter is protectable under the patent, trademark or copyright laws.

The review procedures established by this Handbook are intended to safeguard SVdP's interest in intellectual property without significantly impeding the free exchange of information or the right to publish.

Under basic SVdP Policy, the ownership of intellectual property rights created by SVdP employees while engaged in paid work for SVdP belongs to SVdP as a "work for hire." The only exception is if SVdP and an employee enter into a written agreement expressly providing otherwise. In the event of any questions regarding intellectual property ownership, employees are encouraged to contact their SVdP manager for further guidance.

II. Employment Practices

201 Employment Categories

It is the intent of SVdP to clarify the definitions of employment classification so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will is retained by both the employee and SVdP throughout the employment relationship, regardless of employment category.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws, within their respective written job descriptions or otherwise as identified by SVdP management, and depending on the nature of their work and other working conditions. NON-EXEMPT – Employees are paid at least minimum wage for every hour they work; must be paid overtime if they work more than 40 hours in one workweek; and may be paid hourly or a salary. EXEMPT – Employees are paid the same salary regardless of the number of hours they work; are expected to devote whatever hours are necessary to complete their work; are paid a salary; and fit within exempt categories such as the “white-collar exemption” for executive, administrative, or professional positions. For payroll purposes, the workweek is considered Wednesday through Tuesday.

In addition to the above categories, the following classifications pertain to SVdP employees and are the basis for determining eligibility for benefits and overtime payment.

REGULAR FULL-TIME employees are those who are not temporary or on probationary status and who are regularly scheduled to work a full-time schedule. Generally, they are eligible for SVdP’s benefit package subject to the terms, conditions and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule, but at least twenty five (25) hours per week. Regular part-time employees are eligible for some benefits sponsored by SVdP, subject to terms, conditions, and limitation of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than twenty five (25) hours per week. They receive all legally mandated benefits (such as Social Security and workers’ compensation insurance) and may be eligible for pro-rated vacation and sick leave accrual.

Any employee who is uncertain about their employment classification should contact their manager or Human Resources.

202 Access to Personnel Files

SVdP maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, training records, documentation of performance appraisals, salary history, and other employment records.

Personnel files are the property of SVdP and access to the information they contain is restricted. These files are confidential in nature and, generally, only management personnel of SVdP who have a legitimate reason to review information in a file are allowed to do so.

Current employees who wish to review their own file should contact Human Resources. With reasonable advance notice, personnel files may be reviewed only in the presence of an individual appointed by the CEO of SVdP.

Former employees will have no access or right to their personnel files except as required by court subpoena or State law.

203 Employment Reference Checks

The Human Resources Office will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of inquiry.

204 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Human Resources Office of SVdP of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, emergency contacts, educational accomplishments, and other such status reports should be accurate and current at all times. Employees should notify HR if any of their personnel data has changed.

205 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both managers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, generally coinciding with the end of each fiscal year.

Merit-based compensation adjustments may be awarded by SVdP in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance process and is at the sole discretion of the CEO.

206 Job Descriptions

SVdP makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a qualifications section (including education and/or experience, and any certification required), and a work environment section.

SVdP maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions may be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact Human Resources if you have any questions or concerns about your job description.

207 Salary Administration

The salary administration program at SVdP was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, SVdP is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. SVdP periodically reviews its salary administration program and restructures it as it deems necessary.

Compensation for Contract employees is determined by the terms of the contract. In the absence of specific Contract compensation requirements, compensation is determined by SVdP policy.

Employees should bring their pay-related questions or concerns to the attention of their manager or Human Resources.

III. Employee Benefits

301 Employee Benefits – Non-Leave

A good benefits program is a solid investment in SVdP and its employees. It not only insures the loyalty of long-time, capable employees, it also helps to attract talented newcomers who can help SVdP grow. We will periodically review the benefits program and will make modifications as appropriate to our financial condition.

Eligible employees at SVdP are provided a wide range of benefits. A number of the programs (such as Social Security and workers compensation cover all employees in the manner prescribed by law. Benefit eligibility is dependent upon a variety of factors, including employee classification. The Human Resources Office can identify the programs for which you are eligible. Brief summaries of many of these programs are listed below. Complete plan summaries, documents, policies, etc., for the healthcare and other employee benefit plans described below are given to new employees when they are hired; they may also be found on SVdP's VPN server in the "Employee Benefits Documents" folder.

Medical/Dental/Vision Insurance

SVdP provides medical and dental insurance to eligible employees after a 90-day waiting period. Medical and dental coverages are bundled (i.e. if you elect one of the coverages, you elect both). Employees must work at least 30 hours per week to be eligible for medical and dental insurance. Eligible employees will contribute 10% of their premium. Your supervisor will explain the coverage to you.

403 (b) Thrift Plan -Employer Contribution (Mutual of America)

SVdP provides employees with a retirement plan for their greater financial security and that of their families in accordance with SVdP's retirement contract. This plan is designed to produce a pension, which, together with Social Security and other investments, assures you of a retirement income related to your salary and length of service. All employees are eligible except those who are non-resident aliens with no U.S. source of income and employees with the title of Retail Cashiers and Retail Processors.

For employer contributions, you will be credited with a year of service for eligibility at the end of your first twelve months of employment provided you complete at least 1,000 hours of service within that twelve-month period. If you complete fewer than 1,000 hours during your first twelve months with us, you will be credited with a year of service for eligibility at the end of the first twelve-month period, beginning on the anniversary date of your date of hire in which you complete 1,000 hours of service.

Thrift Plan (403(b)) (Employee Contributions)

SVdP offers employees the opportunity to invest pre-tax dollars in a tax deferred annuity plan. Participation is on a voluntary basis. This is an excellent way to save using payroll deduction. Eligibility begins on the entry date immediately following your date of hire. For detailed information, contact Human Resources.

Disability Benefits (Mutual of America)

SVdP provides long-term disability benefits at no cost for eligible employees. The program specifies eligibility as the first of the month following ninety (90) days of employment while working at least 30 hours per week. Prior employment in the non-profit health or social services field within 3 years prior to date of hire will be credited as service for the purpose of meeting the eligibility requirements. Regular Part Time Employees and Part Time Employees are not eligible to participate in this Disability Benefit Program.

Life Insurance (Mutual of America)

SVdP provides Life Insurance Coverage and Accidental Death and Dismemberment Insurance at no cost to eligible employees. The program specifies eligibility as the first of the month following ninety (90) days of service while working at least 30 hours per week. Prior employment in the non-profit health or social services field within 3 years prior to date of hire will be credited as service for the purpose of meeting the eligibility requirements.

Regular Part Time Employees and Part Time Employees are not eligible to participate in this Life Insurance Program.

302 Holiday, Vacation, Sick Leave, and Certain Other Leave

SVdP provides holiday, vacation, sick/personal leave, and certain other leave benefits in accordance with each employee's employment status and length of work, as follows. SVdP believes that all employees should have opportunities to enjoy time away from work to help balance their lives. SVdP also recognizes that employees have diverse needs for time off from work. Regular Full-Time, Regular Part-Time, and Part-Time employees of SVdP receive the following paid leave benefits.

1. Holiday. Eligible SVdP employees will be paid at the rate and hours they are normally scheduled to work, if they are scheduled to work the day of the holiday and if they work their scheduled work day before and after the holiday. A list of SVdP's paid holiday observances will be distributed to all employees at the start of each year.

SVdP will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay for non-exempt employees will

be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

2. Paid Vacation Leave

a. **Fiscal Year Considerations; Accrual.** All employee vacations are to be taken during the fiscal year beginning October 1 and ending September 30, based on the schedule outlined below, except that up to five (5) paid vacation days may roll over into a subsequent year (and capped at five (5) total days at all relevant times) with prior approval by the CEO. To be credited with vacation leave in a given month, a SVdP employee must be on the active payroll at least half the number of work days in that month.

Subject to the above restrictions, SVdP employee begins earning vacation from the date of hire. During their first year of employment, SVdP employees will have the amount of their vacation pro-rated based upon their date of hire in relationship to the vacation-taking year beginning October. As an example, a SVdP employee hired on July 1 would have worked three months prior to October 1 and would be entitled to one-fourth of the vacation entitlement set forth herein.

b. **Work Week; Time Off.** A SVdP employee's vacation leave will be based on each SVdP employee's normal week. If a regular holiday falls during a SVdP employee's vacation period, it will not be counted as a vacation day. A SVdP employee normally should schedule vacation time in eight (8) hour periods. However, when advantageous for the staff associate and SVdP, time off may be scheduled in hourly increments, but no less than four (4) hours.

c. **Other Leave Considerations.** When a SVdP employee is incapacitated and under a doctor's care for three (3) or more days during a scheduled vacation period, the days of confinement may be charged against the SVdP employee's sick leave, at the supervisor's discretion. The SVdP employee must provide a statement from a doctor indicating the period of confinement. If a death occurs in a SVdP employee's immediate family while the SVdP employee is on vacation, the supervisor may approve funeral attendance time off, effective the date of the death (see Bereavement Leave).

d. **Approval.** An absence request must be submitted to the SVdP employee's supervisor in advance, normally a minimum of thirty (30) days for requests of four (4) or more vacation days and a minimum of three (3) days for requests of fewer than four (4) days. Vacations may be scheduled time, provided the SVdP employee's workload allows him/her to be absent and his/her supervisor approves. Generally, no more than ten (10) vacation days are approved at one time.

e. **Schedule.** Vacation time is calculated at the following rates for:

Full-time SVdP Professional Staff:

- 1.25 days per month or 15 working days per year for those employed less than **five years**.
- 1.8 days per month or 22 working days per year for those with over **five years** of continuous employment with SVdP.

Full-Time SVdP Support Staff:

- 1.25 days per month or 15 working days per year for those employed less than **seven years**.
- 1.8 days per month or 22 working days per year for those with over **seven years** of continuous employment with SVdP.

All regular, part-time employees will be entitled to vacation on a pro-rated basis, as follows. Vacation is pro-rated according to the SVdP employee's fractional work week; e.g. a SVdP employee who works three days per week shall receive 3/5 of the full-time vacation time.

f. **Earned Vacation While Employed and Upon Termination.** Vacation may not be taken before it is earned, unless approved by SVdP's Chief Executive Officer. If vacation is taken before earned, the employee shall agree to repay SVdP in the event they terminate employment. Upon employment termination for any reason, a SVdP employee will be paid for any unused vacation earned. There will be no other pay for unused vacation, regardless of the reason the vacation was not taken.

3. Personal Time/Sick Leave. Eligible full-time employees shall annually (fiscally-based) receive excused absence allowances (absence for illness or personal business) with pay, not to exceed 7 days. After 7 days, an employee will be required to use earned vacation time and either disability or unpaid leave as applicable.

Schedule. Personal Time/Sick Leave is calculated at the following rate:

Full-time SVdP Staff:

- .58 days per month or 7 working days per fiscal year.
- a) The excused absence allowance will be pro-rated according to date of hire.
 - b) Eligible part-time employees will be entitled to personal time/sick leave on a pro-rated basis according to employee's fractional work week. For example, an employee who works three days per week shall receive 3/5 of full-time personal time/sick leave.
 - c) Excused absence allowance will be computed at the employee's rate of pay at the time of the absence. The number of hours will not exceed the employee's basic work week.

Excused absence allowances cannot be paid off at termination, and the Personal Time/Sick Leave benefit shall have no monetary value whatsoever upon termination.

- e.) Personal Time/Sick leave benefits shall not carry over to future years, except as may be required by applicable law.

4. Emergency/Bereavement Leave

Eligible employees may use up to three (3) days per year for bereavement leave in the event of a death of an immediate family member. Immediate family is defined as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships, but such leave must be approved by CEO.

In unusual circumstances, additional time off may be granted, with or without pay, at the discretion of SVdP. Upon the expiration of such leave, you will be returned to your former position, if available. If the position is not available, you may be offered another available position for which you are qualified.

5. Medical Leave

SVdP provides unpaid medical leaves of absence up to twelve workweeks (60 business days) within a single 12-month period (fiscally-based). Leave applies to eligible employees who are temporarily unable to work due to employee's serious health condition, disability or to fulfill family obligations directly related to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. For purposes of this policy, serious health condition or disability includes in-patient care in a hospital, hospice, or residential medical care facility, and continuing treatment by a health care provider. Leave is extended without pay only after accrued vacation and personal time/sick leaves have been exhausted or are not available.

An employee will be granted a medical leave of absence provided employee's and eligible family member's serious health/disability is made known to SVdP within three (3) days of their absence and is supported by medical evidence satisfactory to SVdP. Such evidence must be submitted within one (1) week after the employee's first day of absence or upon the employee's return to work, whichever occurs sooner. Thereafter, SVdP may require that such evidence be periodically supplemented. Medical leave may not continue beyond 12 workweeks (60 business days) within a single 12-month period (fiscally-based).

An employee on medical leave is required to provide SVdP with at least two weeks' advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available. Employee must provide a work release signed by their doctor stating they are fit to return to work. If an employee fails to return to work on the agreed upon return date, the employee will have effectively resigned his or her position with SVdP.

At this time, the National Council Office does not meet the criteria set forth in the Family Medical Leave Act (FMLA) and is not required to abide by the provisions and requirements under

the Act. The National Council Office will abide under the provisions and requirements of FMLA if the National Council Office should meet required criteria in the future.

303 Workers' Compensation Insurance

SVdP provides a comprehensive workers' compensation insurance program at no cost to the employee. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses should inform their manager immediately. It is important that the injury or illness is reported immediately or as soon as possible and that an "Incident Report" be completed. This will enable an eligible employee to qualify for coverage as quickly as possible.

304 Military Leave

Military leave for all SVdP employees shall be granted in accordance with applicable law. A full-time employee who is a member of the U.S. Military Reserve or National Guard and who is required to undergo annual active duty training to fulfill his/her military obligation or who voluntarily maintains his/her service affiliation will be granted a leave of absence with supplemental pay for a period not to exceed ten (10) work days each calendar year. Additional paid time off up to thirty (30) days per occurrence is provided to full-time employees called to active service in the National Guard or Reserve by State or Federal Authorities as a result of states of emergency or riot. Time spent on military leave is not charged against the maximum number of days permitted under SVdP's paid leave policies.

The supplemental pay will be the difference between (a) the employee's regular base salary for the period of the leave (maximum 10 days) or the amount of leave required by a state of emergency (30 days for each occurrence), and (b) the base military pay for the equivalent number of SVdP work days, excluding travel expense allowances, subsistence and quarters allowances and hazardous duty pay. The employee must present to his/her supervisor a statement of military pay from the finance or disbursing office.

An employee will be granted a leave of absence for thirty (30) calendar days or less if required to participate in the training of any of the reserve branches of the military services, in addition to annual reserve military training. The employee's re-employment rights continue, whether or not a leave has been formally granted, provided the employee complies with the legal requirements, including reporting as soon as possible from the place of training (or within the time provided by state law, whichever is the greater) after completion of training duty.

305 Jury Duty and Time Off to Vote

SVdP encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of 180 calendar days of service in an eligible regular full-time or regular part-time job classification may request up to two weeks of paid jury duty leave over any two year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If an employee is required to serve jury duty beyond the paid jury duty leave, the employee may use any available paid time off (i.e., vacation) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make accommodations for the absence. Of course, employees are expected to report for work whenever the court schedule permits.

Benefit accruals such as vacation, sick leave, or holiday benefits will be suspended during unpaid jury duty leave and will resume upon return to active employment.

Time Off To Vote

SVdP supports your right to vote. Time off during the workday for voting must be requested, in writing, and at least five (5) work days prior to the election date. The manager will then designate the approved time off to vote period during the regular work hours. Employees are entitled to paid leave for time off to vote.

306 Employee Continuing Education

SVdP recognizes that our employees' skills and knowledge are critical to the success of SVdP. Therefore, we encourage employees to maintain and improve their job-related skills through attendance at relevant seminars, workshops, or conferences. Information regarding relevant training opportunities is available with the organization and disseminated among all the administrators and managers. Participation in such events must be approved by the employee's manager, in writing, at least a minimum of 30 days prior to the scheduled event.

Job related training is available only to regular full-time and regular part-time employees who have completed 180 calendar days of service.

IV. Employee Work Requirements

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require SVdP to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees are responsible for keeping accurate records of all time spent performing work for SVdP. The failure of an employee to accurately record time spent working for SVdP, scheduled or not, amounts to a falsification of payroll records and may result in disciplinary action, up to and including termination. Contract employees must follow the timekeeping guidelines of their Contracts.

All NON-EXEMPT employees (and any employee whose rate of pay is based on actual hours worked, should understand that they must account for all hours spent working for SVdP,

whether that time has been scheduled or not. Overtime work must always be approved by the CEO before it is performed. However, any overtime work must always be recorded, approved or not. SVdP takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

Altering, falsifying, tampering with time records, or recording time on another employee's timesheet may result in disciplinary action, up to and including termination of employment.

402 Employment Termination

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid in accordance with State law. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified, in writing, at the last known home address, of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

Any employee, who fails to report to work for two (2) consecutive days without notice, or approval of his or her manager, will be considered to have resigned and abandoned the job. In such case, the employee will be terminated for job abandonment.

Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee
- Discharge – involuntary employment termination initiated by the organization
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization
- Lay-off – involuntary employment termination initiated by the organization for non-disciplinary reasons

403 Pay Deductions

The law requires that SVdP make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. SVdP also must deduct Social Security taxes on each employee's earnings. SVdP matches the amount of Social Security taxes paid by each employee.

SVdP may offer programs and benefits beyond those required by the law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

SVdP hopes that its employees will manage their financial affairs so that SVdP will not be obligated to execute any court-ordered wage assignment or garnishment order against an employee's wages. However, SVdP shall comply with all properly executed and issued garnishment/attachment orders and will notify an employee if deductions must be made from his/her paycheck. An employee who subsequently meets the obligations stated in his/her garnishment order has the personal responsibility to seek and obtain a withdrawal of the order from

the appropriate court or authority. Employees will not be discriminated against because of a garnishment order.

SVdP takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If you believe that a deduction has been made in error, please contact your manager or Human Resources regarding the issue.

If you have any questions concerning why deductions were made from your paycheck or how they were calculated, your manager or Human Resources can assist in having your questions answered.

404 Work Schedules

The standard work schedule for employees is 8am to 4pm. Managers will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be rescheduled each day and week.

405 Use of Telephones

Employees may be required to reimburse SVdP for any charges resulting from their personal use of the telephones, whether landline or cellular.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

406 Smoking

In keeping with SVdP's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace. The policy applies equally to all employees, volunteers, customers, and visitors.

407 Overtime (based on a 40-hour week)

When operating requirements or other needs cannot be met during regular working hours, measured Wednesday through Tuesday, non-exempt employees may be given the opportunity to volunteer for overtime work assignments. If a sufficient number of qualified volunteers are not found, the organization will then select qualified employees for assigned overtime. Overtime work will not be permitted without the prior approval and authorization of the CEO.

All non-exempt employees will receive overtime pay in accordance with Federal and State wage and hour laws. Overtime pay is based on actual hours worked. Proper timekeeping with regard to hours actually worked is the responsibility of the employee. Time must be recorded, whether the overtime is authorized or not.

Employees who work overtime without receiving prior authorization from the CEO may be subject to disciplinary action, up to and including possible termination of employment.

408 Use of Equipment and Vehicles

When using property owned by SVdP, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your manager if any equipment, machine, tool, computer, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The manager can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use of equipment or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

409 Business Travel Expenses and Mileage Reimbursement

SVdP will reimburse employees for reasonable mileage and other business travel expenses incurred while on assignment away from the normal work location per the guidelines outlined in the Travel and Expense Reimbursement and Credit Card Use Policy included in the Business Practices Handbook. All business travel must be approved in advance by the manager or CEO. Mileage Reimbursement for Contract employees will be determined by the provisions of their Contract.

Mileage will be reimbursed as follows:

Every mile or fraction thereof travelled to and from SVdP's place of business to the employee's business destination will be reimbursed at the rates as outlined in the current IRS publications.

Employees whose travel plans have been approved are usually responsible for making their own travel arrangements in collaboration with the Finance Office.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by SVdP. Employees are expected to limit expenses to reasonable amounts as outlined in the Business Practices Handbook. For employees paid by contract we follow the GSA rate for the area.

Employees who are involved in an accident while traveling on business must promptly report the incident to their manager or to Human Resources. Vehicles owned, leased, or rented SVdP may not be used for personal use without prior approval.

Abuse of this business travel 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.

In certain cases, employees must have management approval to visit clients in their homes or at other sites away from the office.

410 Computer, Internet and E-Mail Policy

SVdP may give employees (“Users”) access to computers, computer files, the Internet, the e-mail system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that employees comply with this policy, computer and e-mail usage may be monitored by SVdP.

Internet and E-mail are provided by SVdP for business-related use. Any personal use by Users must be kept to a minimum, must comply with all SVdP policies, and must not involve sending or storing files which consume large amount of computer storage space (e.g., photographs or video) or sending chain E-mail or non-business related bulk E-mail. Users may not use SVdP resources to create a personal home page, web page, or computer programs.

A. E-mail

SVdP prohibits the use of the computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. SVdP further prohibits displaying, downloading, or e-mailing sexually explicit images, messages, and cartoons. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racial comments, off-color jokes, or anything that may be seen by another person as harassment or disrespectful. If a User accidentally becomes connected to an Internet site containing inappropriate material, or confidential material that the User is not authorized to access, the User should disconnect from the site immediately.

You may not use e-mail to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. It is a violation of this Policy for a User to assist others in activities that violate, or authorize others to perform activities that violate this policy or the guidelines listed below. If a User is uncertain about whether an activity might violate this Policy or the guidelines below, the User should refrain from performing the activity and contact his/her manager.

B. Computer Software and Hardware

SVdP purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes, SVdP does not have the right to reproduce the software for use on more than one computer.

You may only use software on local area networks or on multiple machines according to the software licenses agreement. SVdP prohibits the illegal duplication of software and its related documentation.

Any software, files, or other information downloaded or stored in SVdP's network or computers become the property of SVdP. In addition, SVdP retains the copyright to any material posted or transmitted to any forum, news group, web page, etc., by any User in the course of his/her employment with SVdP.

The equipment, services, and technology provided to access the Internet remains at all times the property of SVdP. As such, SVdP reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

C. Internet

Internet access to global electronic information resources on the worldwide web is provided by SVdP to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage.

All internet data composed, transmitted, or received via our computer communications system is considered to be part of the official records of SVdP and as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees, contractual workers, and volunteers should always ensure that the business information contained in the internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten the authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Abuse of the internet access provided by SVdP in violation of law or SVdP policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples

of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal use
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violation of copyright laws
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communication systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

You should notify your manager or Human Resources or any member of management if you learn about a violation of this policy. The use of Internet and E-mail may be suspended immediately upon the discovery of a possible violation of this Policy, the guidelines below, other SVdP policies, or other possible wrongful conduct. An employee's violation of any provision of this Policy may result in disciplinary action, up to and including termination.

Users do not have any expectation of privacy in connection with their use of Internet and E-mail services at or with SVdP, or with the transmission, receipt, or storage of information in connection with Internet and E-mail usage. For business and legal reasons, SVdP reserves the right to monitor the usage of its computers and networks and to monitor and inspect any and all information received, contained or transmitted on its computers or networks (including all related hardware and storage devices). In exercising this right, SVdP may, among other things, inspect files, data, or messages (including those that may appear to be deleted), electronically scan Users' E-mail for inappropriate information or activity and identify Internet sites viewed by Users. SVdP may also use software to block Users' access to inappropriate Internet sites. Where SVdP deems it appropriate, it may disclose to third parties activities or information identified from such monitoring or inspection.

411 Workplace Violence

SVdP is committed to preventing workplace violence and to maintaining a safe work environment.

All employees, including managers, volunteers, and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay”, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from any premises of SVdP.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individuals’ sex, race, age, or any characteristic protected by federal, state, or local law.

All violence, both verbal and physical, both direct and indirect, should be reported as soon as possible to your program manager or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a manager. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

SVdP will respond as promptly as possible, and investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. SVdP may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment and will not receive payment of any unused vacation time.

SVdP encourages employees to bring their disputes or differences with other employees to the attention of their managers or the Human Resources director before the situation escalates into potential violence. SVdP is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

V. Employee Standards

501 Employee Conduct and Work Rules

SVdP expects employees to follow rules of conduct that will protect the interests of and safety of all employees and the organization. The following are some examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Unsatisfactory performance or conduct

502 Drugs, Alcohol and Weapons

It is SVdP's policy to provide a drug-free, healthful, and safe workplace. Employees, contractual workers and volunteers are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. In certain situations and job functions, such as warehouse positions, truck drivers, or any position which may require physical activity, the employee must agree to participate in a drug-screen and pass with a "negative" result before they may begin working. Potential employees in certain positions are informed that a job offer is contingent on passing a drug-screen. If a person has been offered a position and does not pass the drug-screen, the job offer is rescinded and the job search is re-opened.

It is prohibited for employees to use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on the premises of SVdP or while conducting any business-related activity away from the premises of SVdP. This policy applies to any prescription drugs that may have an adverse impact on the employee's ability to work safely while using these drugs. It is the employee's responsibility to have a physician's permission to work while using prescription medication.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. If an employee is arrested for off-the-job drug or alcohol activity, it may be considered a violation of this policy.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary actions, may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all SVdP's policies, rules and prohibitions relating to conduct in the workplace, and if granting the leave will not cause SVdP any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work under a government contract or grant must notify SVdP of a criminal conviction for substance abuse activity occurring in the workplace. The report must be made to Human Resources within five (5) days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their manager or Human Resources, without fear of reprisal.

SVdP does not permit any weapons, including but not limited to, firearms, knives or any other articles classified by SVdP as a weapon, on its premises. Weapons of any type may not be carried while conducting business away from the workplace. The possession of such articles is cause for immediate dismissal upon the first violation.

503 Sexual and Other Unlawful Harassment

SVdP is firmly opposed to any form of sexual and other unlawful harassment. Any employee should be able to work in an atmosphere free of harassment and intimidation.

SVdP maintains a zero tolerance policy regarding any unlawful harassment and/or discrimination in the workforce. Harassment is a form of misconduct that undermines the integrity of the employment relationship, and no employee (female or male) should be subject to unsolicited and unwelcome overtures or conduct. This policy applies to all employees, applicants for employment, contractual workers, staff members, the Board and Committee members, and volunteers, and prohibits harassment by any employee, applicant for employment, contractual worker, staff member, the Board and Committee member, and volunteer.

SVdP is committed to providing a work environment that is free of all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, age, disability, or any other legally protected characteristic will not be tolerated.

Harassment can be sexual, verbal, physical or visual. Examples may include, without limitation:

- Sexually-suggestive facial expressions;
- Kissing
- Touching
- Sexual Contact
- Slurs;
- Epithets;
- Negative Stereotyping;
- Assault
- Interference with movement;
- Derogatory posters, cartoons, screen savers, or e-mail; and/or
- Threatening, intimidating, or hostile acts;
- Unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual nature; or
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such 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

Harassment is conduct that denigrates or shows hostility or aversion toward an individual or group that has the purpose or effect of creating an intimidating, hostile, or offensive working environment, or of unreasonably interfering with an individual's work performance.

Harassment may be behavior directed at any person associated with SVdP which is of a sexual nature or related to a person's race, religion, color, sex, national origin, age, disability, gender, or veteran status or any other characteristic protected by law.

Harassment or intimidation does not include disciplinary action determined by SVdP to be appropriate against any individual, including an individual who is a member of a protected group.

If you experience or witness sexual or other unlawful harassment in the workplace, you should immediately report it to your manager. If the manager is unavailable or you believe it would not be appropriate to contact that person, you should immediately contact the Human Resources Director or any other member of management with whom you feel comfortable bringing such complaint. You can raise concern and make reports without fear of reprisal or retaliation. Retaliation is illegal and strictly prohibited by SVdP. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Any manager who becomes aware of possible sexual or other unlawful harassment must immediately advise Human Resources or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to corrective action, up to and including termination of employment.

504 Attendance and Punctuality

To maintain a safe and productive work environment, SVdP expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place an unfair burden on other employees and on SVdP. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their manager as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

For purposes of this policy, tardiness is defined as being five or more minutes late for assigned shift. If an employee does not call in or appear for his or her assigned shift two times within a six-month period, the employee will be subject to corrective action, up to and including termination of employment. If an employee does not call in or appear for his or her assigned shift two days in a row, the employee will be considered as having abandoned his or her job and SVdP will terminate his or her employment effective the last day worked.

505 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of employees and affect the image that SVdP presents to clients and visitors.

During business hours or when representing SVdP, you are expected to present a clean, neat, and professional appearance. This is particularly true if your job involves dealing with donors, clients, or visitors in person.

Your manager is responsible for establishing a reasonable dress code appropriate to the job you perform. If your manager feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your manager if you have questions as to what constitutes appropriate appearance. When necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards
- Tank tops, loose fitting, low-cut tops, tube or halter tops, or short shorts may not be worn under any circumstances
- Offensive body odor and poor personal hygiene are not acceptable
- Excessive and very obvious facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not appropriate and must not be worn during business hours
- Torso body piercing with visible jewelry or jewelry that can be seen through or underclothing must not be worn during regular business hours
- Visible excessive tattoos and similar body art must be covered during business hours

506 Return of Property

Employees are responsible for items provided to them by SVdP or in their possession or control, such as the following:

- Client lists
- Credit cards
- Equipment
- Identification badges
- Keys
- Manuals

- Phones
- Protective equipment
- Tools
- Uniforms
- Vehicles
- Written materials
- Computers
- Provide list of log-ins and passwords to all company related programs/applications

Employees must return all SVdP property immediately upon request or upon termination of employment. Where permitted by applicable laws, SVdP may withhold from the employee's check or final paycheck the costs of any items that are not returned when required. SVdP may also take all action deemed appropriate to recover or protect its property.

507 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with SVdP. SVdP requests at least two week's written notice of resignation from Non-exempt employees and four week's written notice from Exempt employees.

An employee who gives less than one week's notice of terminating employment, or who walks off the job with a statement of his or her intent to not return to work will not be eligible to receive payment for his or her accrued, unused vacation time.

508 Corrective Actions

The purpose of this policy is to state the position of SVdP on administering equitable and consistent corrective action for unsatisfactory conduct or performance in the workplace.

Although employment with SVdP is based on mutual consent and both the employee and SVdP have the right to terminate employment at will, SVdP may use corrective action at its discretion.

Corrective action may call for any four steps – verbal warning, written warning, probation or suspension, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed, depending on the circumstances, at the discretion of the CEO.

Corrective actions mean that, with respect to most disciplinary problems, these steps will normally be followed:

1. **VERBAL WARNING** – The employee is counseled and the problem or behavior is brought to the employee's attention. The conversation is documented as a

“verbal warning” and is placed in the employee’s personnel file held by Human Resources.

2. **WRITTEN WARNING** – The employee is again counseled. The conversation is documented as a “written warning” and is placed in the employee’s personnel file held by Human Resources. The employee must sign the original copy of a “written warning” whether the employee agrees with it or not. If the employee does not agree with the corrective action, he or she can state that in writing on the “written warning” or notify Human Resources in writing.
3. **PROBATION OR SUSPENSION** – The employee is again counseled. This conversation is documented as either a “probation” or “suspension”, depending on the seriousness of the offense. A “suspension” is on a temporary basis and must be paid time out. The purpose of giving a suspension is to communicate to the employee the seriousness of the ongoing problem, to allow the employee time to consider his or her actions, and to decide whether or not continued employment with SVdP is in his or her future career plans. A “probation” period is imposed when a behavior or action is ongoing but not serious enough to warrant a “suspension”. The probation period can be up to sixty (60) days during which time the employee will meet on a predetermined regular basis with the manager to discuss whether or not the employee’s actions or work performance is improving. During a probationary period, the employee can take no vacation time.
4. **TERMINATION** - If all three previous steps have been taken and the behavior or the work performance of an employee has not improved, termination is the next and final step. A termination normally takes place in the office of the employee’s manager. In some cases, termination may result without completion of any or all of the previous three steps.

SVdP recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the usual corrective action steps. An employee who is terminated for serious cause, especially for misconduct, is not eligible to receive payment of accrued vacation time.

509 Problem Resolution

SVdP is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the Society managers.

SVdP strives to ensure fair and honest treatment of all employees. Managers and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized,

formally or informally, for voicing a complaint with SVdP in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step, and these steps may be modified as appropriate within the CEO's discretion.

1. Employee represents problem to manager within three working days after incident occurs. If the manager is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Human Resources.
2. Manager responds to problem during discussion three (3) working days after consulting with proper management, when necessary. Manager documents discussion.
3. If problem is still unresolved after three (3) days, the employee presents problem to Human Resources.
4. Human Resources Director counsels and advises employee, assists in putting problem in writing, visits with employee's manager, and, if necessary, may direct employee to the CEO of SVdP.
5. The CEO of SVdP informs employee of decision within three (3) working days and forwards a copy of the written response to Human Resources for employee's file. The CEO of SVdP has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security. Please note, however, that in keeping with standard employer-employee relations and the at-will nature of all employees' relationship with SVdP, SVdP may supersede these problem resolution procedures with respect to any and all employee discipline matters including and up to employee termination as provided in Section 508 above.

510 Fitness for Duty Policy

It is the policy of SVdP to provide a safe environment, to assure the public trust, and to promote the welfare of its clients, visitors, employees, and volunteers. SVdP requires its employees, when reporting for work, to be physically, mentally, and emotionally able to perform their duties for purposes of this policy. In this respect, volunteers and contractual workers are considered the same as employees. The use or abuse of any drug, medication, or alcohol, as defined below, should not impair the employee's job performance.

The purpose of this policy is to assist employees, volunteers and contractual workers in remedying any problems related to the use or abuse of any drug that may adversely affect satisfactory job performance. In addition, this policy recognizes that certain medical and emotional conditions may impair an employee's ability to satisfactorily perform his or her position's responsibilities.

For the purpose of this policy, a drug is defined as any of the following:

- Any over the counter medicine
- Any prescribed medicine
- Any illegal or non-prescribed controlled chemical substance
- Any alcoholic beverage
- Any substance causing adverse job performance

When an employee's actions or behaviors (e.g., including, but not limited to: an accident, slurred speech, drowsiness and/or sleepiness, odor of alcohol on breath, aggressive behavior, unexplained work errors, unexplained change in mood, lack of manual dexterity, lack in coordination in walking, uncontrollable crying, inappropriate responses, etc.) provide a "reasonable suspicion" that an employee is not in condition to perform his or her job responsibilities, anyone observing the behaviors must report the matter to the employee's manager. The manager should then talk to the employee to determine what may be contributing to the unusual behavior noted. The manager will make the decision regarding the employee's fitness to work for the rest of the day if the employee or volunteer is not under the influence of alcohol or any illegal drug.

If after discussion with the employee the manager still suspects that the person is under the influence of alcohol or any illegal drug, the employee will be asked to submit to a "fitness of duty" evaluation. The employee's manager will take the employee to the qualified authority determined by SVdP for an evaluation which may include testing for chemical and/or physical examination. If chemical test results are positive, the employee will be assisted in obtaining a ride home and will be paid for the remainder of the shift from the employee's accrued medical leave.

If an employee refuses to consent to a "fitness of duty" evaluation, that refusal will be considered grounds for termination. If the evaluation results are positive, the employee will be considered to have violated both SVdP's policies on ethics and drug-free workplace, and the appropriate corrective action, up to and including termination, will be taken.

If test results are negative, the employee will return to work and attend a mandatory conference with the Human Resources Director. Corrective action procedures will be followed in regards to the behavior that initiated the "fitness of duty" evaluation.

511 Prohibited Actions

In addition to the above rules, all employees, applicants for employment, contractual workers, staff members, and volunteers committing an action listed below may be suspended and/or terminated without previous warning.

A. Insubordinate conduct/Insubordination, which shall include among other actions:

- Intentionally disregarding or refusing to carry out instructions written or oral
- Intentional neglect of job duties or responsibilities
- Threatening physical harm toward a fellow employee, supervisor; any management representative, visitors, vendors, or contractors on SVdP's premises.

B. Property Damage and Loss:

Abuse, irresponsible destruction, and/or loss of SVdP's property, property of another employee, the property of a customer, vendor, business invitee, or contractor on SVdP's premises or under the control of SVdP.

C. Theft:

Theft of SVdP's property, property of another employee, property of a customer, vendor, business invitee or contractor on SVdP's premises or under the control of SVdP.

D. Unauthorized Work:

Performing or assisting others in performing personal or unauthorized work on SVdP's property at any time, or using SVdP's time or equipment for such work without SVdP's authorization.

E. Weapons:

The possession of illegal weapons (e.g., brass knuckles, illegal knives, and illegal firearms, explosive or incendiary device) is prohibited.

No personal firearms (loaded or unloaded) or other hunting and sporting weapons and equipment are allowed on SVdP's property except those stored in personal vehicles and they shall not be handled on SVdP's property.

F. False Statements or Claims:

- Knowingly making false statements or claims regarding injury or illness
- Making intentional and malicious statements, charges, or claims against SVdP or any of its employees

- Falsification, intentional or negligent destruction, and/or unauthorized alteration of SVdP's records, including but not limited to, personnel, job, attendance records, or timesheets
- Making false statements or claims in order to secure or attempt to secure a benefit of employment or a benefit of a program offered as a result of employment.

G. Fighting:

Threatening, participating in, provoking, prolonging, and/or instigating a fight or other physical violence on SVdP's premises.

H. Conduct:

- Immoral or indecent conduct while on SVdP's property.
- Engaging dangerous horseplay, scuffling and wrestling while on duty or when off duty on SVdP's property.
- Harassment because of race, creed, color, sex, religion, national origin, age, veteran status or disability.

I. Safety:

- Failure to follow safety procedures
- Failure to follow safe work practices and to observe the safety rules set forth by SVdP.

J. Sleeping:

Sleeping while on duty.

K. Other Prohibited Conduct:

Other conduct which is prohibited and which will be disciplined depending on the severity; prior offenses; employee's record and the circumstances surrounding the incident include:

1. Interference or Interruption of Work:

- a. Unreasonable interference with or the interruption of or slow down of either an employee's own work or that of other employees.
- b. Neglect of duty.
- c. Radios, televisions, reading material, games or any other items or activity that interferes with working are prohibited during working time.
- d. Gambling in any form (lotteries, wagers, etc.) on SVdP's premises.
- e. Business activities which interfere with duties to SVdP or present a conflict of interest such as maintaining other business enterprises or having outside employment which interferes with duties or have business ties to SVdP.

2. Condition of Employee Reporting to Work:
 - a. Reporting to work in a condition unable to work which could have been reasonably prevented. Employees must be mentally and physically able to do assigned work.
3. Workmanship:
 - a. Carelessness, negligence, or poor and unsatisfactory performance of job duties will be not be allowed.
4. Unauthorized possession:
 - a. Unauthorized possession of or removal from SVdP's premises of any material or equipment of SVdP or others.
5. Conduct:
 - a. Threatening or using abusive language toward a fellow employee, supervisor, any management representative, visitors, vendors, or contractors on SVdP's premises.
 - b. Disorderly conduct while on SVdP's premises.

512 Off Duty Conduct

Although most work rules are directed toward an employee's on-the-job conduct, there are activities for which disciplinary action, up to and including termination, may be appropriate even though it occurs off the job during non-working hours. Examples of activities which, although they take place off the job, may be cause for taking such disciplinary action are:

- Behavior that harms SVdP's reputation.
- Threat or assault that clearly arises out of the working relationship of the employees or volunteers.
- Conduct so offensive that other employees or volunteers are reluctant or are unable to work with the offender.
- Criminal activities that violate the standards of decency of the community and adversely affect the employee's job performance or SVdP's reputation, SVdP may suspend the employee without pay for an indefinite period pending the outcome of an investigation. The employee may be terminated as a result of the investigation.
- Improper social media usage. Social media means any facility for online publication and commentary. Employees should be clear, respectful and transparent in their use of social media. They should be diligent in protecting the privacy of SVdP and its employees. SVdP employees should conduct themselves when

communicating through social media according to the same standards and policies that otherwise apply to them as SVdP employees.

With respect to the last point, social media requires increased sensitivity to the risks posed by these methods of communication. The risks are heightened because social media is so pervasive in our culture, because everything posted must be presumed to be permanent, because anything posted has the potential to reach large numbers of people across geographic boundaries, and because security in social media is uncertain. Also, because this type of communication can be viewed as less formal, there is an increased risk for inadvertent disclosure of confidential or proprietary information. Accordingly, careful attentiveness and discretion for all SVdP employees is expected.

513 Conflict of Interest

SVdP expects all employees to use good judgment and to avoid situations which may create a conflict of interest. A conflict of interest is a situation in which an employee's private or economic interests interferes with or influences the employee's duties and responsibilities with SVdP or one in which an employee may gain a personal or economic advantage at the expense of SVdP.

Employees working outside of SVdP are prohibited from performing functions normally attributed to SVdP without the approval of the CEO of SVdP. Employees may not undertake outside employment that is detrimental to the performance of their regular SVdP responsibilities or represents a conflict of interest.

If you are unsure whether an activity, transaction, or relationship constitutes a conflict of interest, you should discuss the matter with your manager. An unresolved conflict of interest may lead to disciplinary action, which will vary depending on the nature and the seriousness of the conflict, but could include termination.

514 Confidentiality

SVdP provides access to its confidential information to employees in the course of their duties at SVdP. SVdP's confidential information is intended for SVdP's use only. All employees are required to maintain such information in strict confidence. Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your manager. Failure to comply with this policy could result in disciplinary action, up to and including termination.

515 Whistleblower Policy

A whistleblower as defined by this policy is an employee or volunteer at the National Council Office of the National Council of the Society of St. Vincent de Paul who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining

fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; conflicts of interest, sexual harassment, billing for services not performed or for goods not delivered; theft of any nature, and other fraudulent financial reporting.

If an employee or volunteer at the National Council Office has knowledge of or a concern about illegal or dishonest or fraudulent activity, the employee or volunteer at the National Council Office is to contact his/her immediate supervisor or the Senior Director of Finance, Personnel and Facilities, the Chief Executive Officer, or the National President. If appropriate action is not taken within 72 hours, the employee or volunteer at the National Council Office can make the complaint known to the National Council Compliance Officer. The employee or volunteer at the National Council Office must exercise sound judgment to avoid baseless allegations. An employee or volunteer at the National Council Office who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas: confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower's identity will be maintained. However, identity may have to be disclosed to conduct a thorough investigation to comply with the policy and to provide accused individuals their due process. The National Council of The Society of St. Vincent de Paul will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Senior Director of Finance, Personnel and Facilities, the Chief Executive Officer, or the National President immediately. If appropriate action is not taken within 72 hours, the employee or volunteer at the National Council Office can make the complaint known to the National Council Compliance Officer who may seek advice from the Audit Committee regarding financial matters. The right of a whistleblower for protection against retaliation does not include immunity for any personal involvement in the wrongdoing being reported.

All reports of illegal and dishonest activities must be reported as soon as possible to the Chief Executive Officer who is responsible for investigating and coordinating corrective action. If the person to whom the complaint is being made is not comfortable reporting to the Chief Executive Officer, then he or she should contact the National President in writing. The Society of St. Vincent de Paul will not investigate anonymous reports.

Employees or volunteers at the National Council Office with any questions regarding this policy should contact the Senior Director of Finance, Personnel and Facilities. All employees will acknowledge in writing the receipt of the current postal address, telephone number/s, fax number, and email address of the current National President and the National Council Compliance Officer as provided by the Senior Director of Finance, Personnel, and Facilities upon their employment or upon any changes in these positions or their addresses.

Employee Acknowledgement

This Handbook generally describes important information about the National Council of the United States, Society of St. Vincent de Paul, Inc. (“SVdP). I understand that I should consult Human Resources regarding any questions not answered in this Handbook. I have entered into my employment relationship with SVdP voluntarily and acknowledge that there is no specified length of employment. Accordingly, SVdP can terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described in the Handbook are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to SVdP’s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate pre-existing policies.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received this Handbook and I understand that it is my responsibility to read and comply with the policies contained in this book and any revisions made to it.

I UNDERSTAND THAT THE HANDBOOK IS NOT A CONTRACT AND THE INFORMATION CONTAINED IN THE HANDBOOK MAY BE CHANGED AT ANY TIME BY SVdP.

EMPLOYEE’S NAME (printed)

EMPLOYEE’S SIGNATURE

DATE

INTERNET AND E-MAIL POLICY ACKNOWLEDGMENT

I have received and read National Council of the United States, Society of St. Vincent de Paul, Inc. (“SVdP”) Internet and E-mail Policy and acknowledge I am responsible for knowing and abiding by its contents.

I acknowledge and consent to SVdP monitoring, inspecting or disclosing my usage of SVdP computers and networks and to monitor and inspect any and all information received, contained or transmitted on its computers or networks (including all related hardware and storage devices). I have no expectation of privacy regarding my Computer, Internet, and E-mail.

User’s Signature

User’s Printed Name

Date