

The Domestic and Foreign Missionary Society
of the Protestant Episcopal Church
in the United States of America

Employee Handbook

TABLE OF CONTENTS

Purpose of the Handbook.....	1
Employment At-Will	3
Section 1: What You Can Expect from Us	4
101. Integrity, Respect & Dignity.....	4
102. Reporting Procedure	4
103. Equal Employment Opportunity	4
104. Reasonable Accommodation for Disability	5
105. Reasonable Accommodation for Religion	6
106. Open-Door Policy	6
107. Anti-Discrimination/Anti-Harassment.....	7
108. Anti-Sexual Harassment	9
109. Anti-Sexual Exploitation	14
110. Protection of Children, Youth & Vulnerable Adults	14
111. Whistleblower Policy.....	14
112. Tobacco-Free Environment	17
113. No Nepotism	17
Section 2: Wage & Hour.....	19
201. Categories of Employment	19
202. Pay Procedures.....	20
203. Standard Work Hours	20
204. Flexible Work Arrangements*	20
205. Breaks	21
206. Recording Time	22
207. Compensation	22
208. Payment of Overtime	23
209. Attachments & Garnishments	23
Section 3: Benefits	24
301. Official Plan Documents & Reservation of Rights.....	24
302. General Statement of Benefits	24
303. Enrollment and Change of Life Status.....	25
304. Health Insurance Coverage Opt-out Option	25
305. Employee Assistance Program (EAP)	25
306. Social Security & Medicare	26

307. Emergency Contact & Personal Information	26
Section 4: Time Away from Work.....	27
402. Holidays	30
403. Leave for Medical and Family Needs.....	30
404. Bereavement Leave.....	37
405. Court Leave.....	37
406. Military Leave.....	38
407. Voting Leave.....	38
408. New Child Parenting Leave	38
409. Professional Development	39
Section 5: What We Expect from You	43
501. Basic Work Rules	43
502. Confidentiality	44
503. Attendance, Absenteeism & Tardiness.....	45
504. Information Technology and Telecommunications	46
505. Gifts.....	55
506. Conflict of Interest	55
507. Outside Employment and Volunteer Activities	55
508. Violence in The Workplace	56
509. Possession of Weapons.....	57
510. Intellectual Property and Plagiarism.....	58
511. Illegal Conduct.....	59
512. Dress Code and Appearance	59
513. Required Training, Continuing Education Requirements and Professional Development.....	59
514. Media Contact.....	60
515. Records Retention.....	60
516. Separation from Employment.....	61
Section 6: Safety	63
601. Accidents, Injuries and Illnesses.....	63
602. Workers' Compensation	63
603. Drug-Free Workplace	63
604. Drug Testing	65
605. Policy Regarding Alcohol Use.....	66
606. Background Checks	67

607. Personal Property	68
608. Searches	68
609. Security	68
610. Weather-Related & Other Emergency Closings & Delays.....	68
611. Identification Cards, Keys, Security Cards and Security Codes.....	69
612. Inquiries Regarding Use of Buildings and Other Facilities	69
Section 7: Employer Property	70
701. Literary and Other Intellectual Property Interests	70
702. Use of Employer Property and Letterhead.....	71
ACKNOWLEDGMENT AND RECEIPT.....	73
CONSENT & RELEASE FOR INFORMATION TECHNOLOGY & TELECOMMUNICATIONS POLICY	75

Purpose of the Handbook

This Employee Handbook (“Handbook”) of The Domestic and Foreign Missionary Society (“The Society”) is designed to introduce employees to The Society, familiarize them with The Society’s policies, provide general guidelines on work rules, benefits and other issues related to their employment and to help answer questions that may arise. Accordingly, The Society expects each employee to read this Handbook carefully and to refer to it if you should have questions. If you do not understand any of these policies, please contact the Human Resources Department for further clarification.

The contents of this Handbook constitute only a summary of the employee benefits, personnel policies and employment rules in effect at the time of publication.

This Handbook is not a contract of employment. Nothing contained in this Handbook creates a contract, express or implied, between The Society and any employee, nor is anything in this Handbook to be construed as an abrogation of The Society’s ability to make decisions regarding clergy.

Although The Society intends that the benefits, policies and regulations outlined in this handbook will generally remain in effect, The Society reserves the right to revise, change, add, delete, suspend or discontinue any policy, benefit or provision in this Handbook—with the exception of the policy of at-will employment, which can only be modified in writing in accordance with the requirements of The Society’s Employment At-Will policy. The Society further reserves the right to make such amendments at its sole discretion with or without notice and without obtaining the consent or agreement of other parties.

If at any time The Society fails to enforce any policy set forth in this Handbook, such failure shall not affect The Society’s ability to enforce such policy at a later date. If any provision of this Handbook is inconsistent with applicable law, such provision shall be deemed modified to the minimum extent possible to bring it into compliance with such law.

This Handbook has been approved by management and the Executive Council. It is distributed to all employees via the All Staff SharePoint site, and is intended for use in our dealings with organizational colleagues and others. Access to the Handbook on the All Staff SharePoint site will be provided to staff members at the time of hiring.

This Handbook supersedes any and all previous handbooks, guidelines and any other Society policies, whether written or oral, concerning the topics covered in this Handbook, with the exception of the California and New York Handbook Addendums which are only applicable to employees who work in those states. Employees working in California should refer to the California Addendum for the full version of any policy annotated with

a single asterisk (“*”). Employees working in New York should refer to the New York Addendum for the full version of any policy annotated with a double asterisk (“**”).

Employees who violate any policy in this Handbook are subject to disciplinary action, up to and including termination. If you have any questions regarding the policies and provisions in this Handbook, please contact the Human Resources Department.

Employment At-Will

THE SOCIETY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS HANDBOOK, EITHER YOU OR THE SOCIETY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE SOCIETY'S RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO EMPLOYEE OR REPRESENTATIVE OF THE SOCIETY IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESS OR IMPLIED – WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AGREEMENT IS IN A WRITTEN CONTRACT THAT SPECIFICALLY STATES THE SOCIETY'S INTENTION TO ALTER OR MODIFY THE AT-WILL EMPLOYMENT STATUS AND IS SIGNED BY THE EMPLOYEE AND EITHER THE PRESIDING BISHOP, CHIEF OPERATING OFFICER OR EXECUTIVE OFFICER OF THE GENERAL CONVENTION. ADDITIONALLY, THE SOCIETY RESERVES THE RIGHT TO MODIFY EMPLOYEES' TERMS OF EMPLOYMENT AND BENEFITS, AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Section 1: What You Can Expect from Us

The Society is dedicated to continuing what we believe to be an excellent employee relations program. We will strive to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement.

101. Integrity, Respect & Dignity

The Episcopal Church is committed to fulfill its mission to the world to proclaim and teach gospel values of personal dignity and justice in our common life. The Society endeavors to practice those same values in its everyday work environment through the right ordering of relationships by fostering the principles of personal dignity, justice, accountability, and participation. Toward that end, The Society recognizes that each employee, according to his/her assigned responsibilities and personal talents, serves The Society's mission. Further, all employees are expected to be honest to themselves and others and to treat each other with respect and dignity, regardless of their position in the organizational hierarchy or their job title and responsibilities.

102. Reporting Procedure

Unless stated otherwise in a specific policy, if you have questions regarding any policy in the Handbook, believe you have not been treated in accordance with any policy, or have observed behavior that may violate Society policies, you must report it to: any department head, supervisor, manager or team leader or any member of the Human Resources Department. If you are uncomfortable reporting the issue to any particular member of management or you make a report and the manager either does not respond or does not respond in a manner you deem satisfactory or consistent with this policy, you are required to report the situation to another member of management.

103. Equal Employment Opportunity

A. Equal Employment Opportunity and Illegal Classifications

In accordance with the law, The Society is committed to and provides equal employment opportunity in all of its employment practices. That is, The Society will not discriminate in any of its employment practices with regard to race, color, national origin, age, sex (including pregnancy and lactation accommodation needs), sexual orientation, gender identity, preferred pronouns, religion/creed, genetic information, disability, military or veteran status, immigration or citizenship status, or any other class protected under federal, state or local law. The Society will not consider an employee or applicant's membership in any of these categories in making any employment decisions including, but not limited to, hiring, classification, training, placement, promotion, termination, layoff, recall, transfer, overtime, compensation, associate benefits, or application of policies.

Nothing contained in this policy is intended to create a legal right where none otherwise exists in the absence of this policy.

B. Church Prohibited Classifications

Additionally, in accordance with previous actions of the General Convention, The Society will not discriminate in employment on the basis of an individual's race, color, national origin, age, sex, familial status, disability, sexual orientation, gender identity, or gender expression, preferred pronouns, or any other categories set forth by General Convention or any other internal Church canons, resolutions, policy or practice whether issued by General Convention, the Executive Council, or The Society.

C. All Employees to Support Equal Employment Opportunity and Diversity

All employees are responsible for supporting the concept of equal employment opportunity and diversity and assisting The Society in meeting its objectives. In addition, every employee is expected to comply with The Society's Equal Employment Opportunity guidelines. If you believe you have not been treated in accordance with these guidelines, or have observed behavior that may violate these guidelines, you must report it to the Society in accordance with The Society's Reporting Procedure (Policy No. 102).

D. Policy Regarding Employees' Religion

In some instances, The Society may require employees in certain positions to be Episcopalians, Christian and/or Baptized Christians, or individuals actively pursuing Baptism in an Episcopal or other Christian Church.

104. Reasonable Accommodation for Disability

It is The Society's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. This policy includes making reasonable accommodations available to qualified individuals with a disability. Further, consistent with the spirit of General Convention Resolution A081: 76th General Convention, 2009, The Society will strive to make those reasonable accommodations necessary for the full participation of employees or volunteers with disabilities who attend conferences or meetings on behalf of The Society.

The Society cannot accommodate disabilities of which it is not aware. Accordingly, employees are encouraged to inform the Human Resources Department of any physical or mental disability that may require a reasonable accommodation to allow the employee to perform the essential functions of their position, and to suggest reasonable accommodations, as part of the interactive process. Similarly, consistent with the spirit of General Convention Resolution A081: 76th General Convention, 2009, disabled employees or volunteers who attend conferences or meetings on behalf of The Society

should contact the Human Resources Department if they need a reasonable accommodation to fully participate in such conferences or meetings.

Medical documentation will often be required to assist in this process. Any information obtained by The Society that relates to employees' physical and mental disabilities will be treated as confidential to the extent possible.

105. Reasonable Accommodation for Religion

The Society is committed to reasonably accommodating employees or prospective employees whose sincerely held religious belief, practice and/or observance conflicts with a work requirement. If you have a conflict with a work requirement due to a sincerely held religious belief, practice and/or observance, you should promptly inform the Human Resources Department. The notification should include the type of religious conflict that exists and the employee's suggested accommodation. Each employee requesting a religious accommodation must cooperate with The Society's efforts to determine whether a reasonable accommodation can be granted. The Society will review and individually assess each request for a religious accommodation, including an evaluation of whether a work conflict exists due to a sincerely held religious belief or practice and whether a reasonable accommodation is available that does not create an undue burden on The Society. The Society may not provide the particular accommodation sought.

106. Open-Door Policy

We encourage employees to engage in open and direct communication to resolve any problem that you may have. Accordingly, The Society maintains an open-door policy. Employees are encouraged to promptly bring any suggestions, questions or concerns about their employment, or the work environment, to one or more of the following individuals:

1. Any department head, supervisor, manager or team leader;
2. Any member of the Human Resources Department; and/or
3. Any member of the Executive Leadership Team.

Through this approach, we hope to be able to address issues before they escalate into bigger problems.

If the employee does not feel comfortable speaking with any of the above individuals or if the employee does not believe he/she has received a satisfactory response, he/she is encouraged to contact any individual or entity to which a Whistleblower claim can be reported pursuant to Whistleblower Policy No. 111.

107. Anti-Discrimination/Anti-Harassment

The Society does not tolerate harassment of or discrimination against any of our applicants, employees, paid or unpaid interns, independent contractors, vendors, volunteers, visitors, or other individuals in the workplace. Any form of harassment or discrimination which violates federal, state or local law including, but not limited to, harassment or discrimination related to an individual's race, color, national origin, age, sex, gender, gender identity or expression (including status as a transgender individual), sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), religion, creed, ancestry, genetic information or predisposing genetic characteristics, physical or mental disability (including gender dysphoria and similar gender-related conditions), marital status, familial status, domestic violence victim status, citizenship status, military status (including past, current, or prospective service in the uniformed services), or any other category protected by applicable federal, state or local law is a violation of this policy and will be treated as a disciplinary matter.

The term “**harassment**” includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments, or jokes).
- Physical (for example, assault or other inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, or drawings, or making derogatory gestures).
- Online (for example, derogatory statements or suggestive emails, text messages or postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. If you have any questions about what constitutes harassment, discrimination, or what conduct is prohibited by this policy, please discuss your questions with your supervisor, another manager, or the Human Resources Department.

No form of harassment or discrimination will be tolerated whether at the workplace, while traveling on business, or at events sponsored by The Society. Harassment of employees in connection with their work by non-employees may also be a violation of this policy.

A. Retaliation Defined

The Society does not tolerate and prohibits retaliation. **Retaliation** means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “**Adverse conduct**” includes but is not limited to: any action that would discourage an employee from reporting harassment, discrimination, or retaliation; shunning and avoiding an individual who reports harassment,

discrimination, or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; and denying employment benefits because an applicant or employee reported or encouraged another employee to report harassment, discrimination, or retaliation or participated in the reporting and investigation process described below.

B. Reporting a Violation

If you feel that you are being harassed or discriminated against, have witnessed any form of harassment or discrimination or are otherwise aware of such conduct, it is your responsibility to immediately report your concern to one or more of the following: your supervisor, another manager, anyone in the Human Resources Department, or any individual or entity to which a Whistleblower claim can be reported pursuant to Whistleblower Policy No. 111 (The Secretary and Executive Officer of the General Convention or the EthicsPoint hotline).

In addition to reporting the offending behavior to one of the people or entities listed above, you are encouraged to speak directly to the individual whose conduct you find objectionable. You are not required to do this, and it is suggested you consider doing so only if you are comfortable doing so. You may find that direct communication resolves the issue.

You are not required to complain to your department head, supervisor, manager or team leader or within your chain of command. If you are uncomfortable reporting the incident to any particular member of management or you make a report and the manager either does not respond or does not respond in a manner you deem satisfactory or consistent with this policy, you are required to report the situation to another member of management.

C. Responsibilities of Supervisors and Managers

All supervisors and managers who receive a complaint or information about suspected harassment, discrimination, and/or retaliation, observe what may be harassing or discriminatory behavior and/or retaliation, or for any reason suspect that harassment, discrimination, and/or retaliation is occurring, are required to report such suspected behavior to the Human Resources Director. In addition to being subject to discipline if they engage in harassment, discrimination, and/or retaliation themselves, supervisors and managers will be subject to discipline for failing to report suspected harassment, discrimination and/or retaliation or otherwise knowingly allowing such behavior to continue and could, in some circumstances, have personal liability.

D. Investigation of Complaints

All complaints of harassment, discrimination, and/or retaliation which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The Society prohibits employees from hindering our own internal investigations and our internal complaint procedure and requires employees to cooperate

with any investigation. Hindering an internal investigation or failing to cooperate will lead to disciplinary action, up to and including termination. All complaints of harassment, discrimination, or retaliation which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. You will not be penalized in any way for reporting improper conduct, harassment, or discrimination.

Your notification of the problem is essential to us. We cannot help resolve a harassment, discrimination, and/or retaliation problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem.

If The Society finds that an employee has violated this policy, appropriate disciplinary action will be taken, up to and including termination. In the event of harassment, discrimination, and/or retaliation by an individual who is not employed by The Society, The Society will take whatever action is reasonable and appropriate under the circumstances.

108. Anti-Sexual Harassment

It is The Society's policy to prohibit harassment of or against our applicants, employees, paid or unpaid interns, independent contractors, vendors, volunteers, visitors or other individuals in the workplace on the basis of an individual's sex (including pregnancy, childbirth and related medical conditions), gender, gender identity, sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), sexual identity, or transgender status regardless of the harasser's sex, gender, or gender identity. Sexual harassment is a form of sex discrimination that violates Society policy and is unlawful under federal, New York State and local law.

The purpose of this policy is not to regulate personal morality within The Society. It is to ensure that at The Society all employees are free from harassment on the basis of sex or gender. This policy is one component of the Society's commitment to a discrimination-free work environment. See The Society's Anti-Discrimination/Anti-Harassment Policy above for additional information concerning discrimination and harassment on other protected groups.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful. It can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to or rejection of the advance, request, or conduct is:
 - Made either explicitly or implicitly a term or condition of employment; or

- Used as a basis for employment decisions.
- The advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee’s work performance by creating an intimidating, hostile, or offensive work environment, even if the complaining individual is not the intended target of the harassment.

The term “**sexual harassment**” includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments, gestures, noises, or jokes, unwelcome sexual advances, or requests for sexual favors).
- Physical (for example, assault, groping, kissing, hugging, pinching, patting, or other inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, or leering or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in emails, text messages or any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

The above list is illustrative only, and not exhaustive. Depending upon the circumstances, the conduct can also include sexual joking, vulgar conversation or jokes, commenting about an employee’s physical appearance, conversation about your own or someone else’s sex life, teasing or other conduct directed toward a person because of the person’s gender or sex which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. No form of sexual harassment will be tolerated whether at the workplace, while traveling on business, or at events sponsored by The Society. Sexual harassment of employees in connection with their work by non-employees may also be a violation of this policy.

Employees of The Society are required to provide an acknowledgment of The Sexual Harassment and Sexual Abuse Policy for Participants in Activities Under the Auspices of the General Convention and Executive Council of the General Convention found [here](#).

A. Retaliation

The Society does not tolerate and prohibits retaliation as defined in The Society’s Anti-Discrimination/Anti-Harassment Policy above.

B. Reporting a Violation

Any employee who believes they have been subjected to conduct which violates this policy should report the matter to their supervisor, another manager, and/or anyone in the

Human Resources Department as soon as possible after an incident occurs. The employee is not required to report to their department head, supervisor, manager or team leader or within their chain of command, and certainly is not required to report or discuss the matter with any supervisor engaging in improper conduct. Written complaints can be submitted internally using the [form](#) provided with this policy.

In the event that the allegations are being made against management, or you have not received a response within five (5) business days, the employee should contact the Human Resources Director who can be reached at (212) 716-6331 and is located at 815 Second Avenue, New York, NY, 10017.

C. Responsibilities of Supervisors and Managers

All supervisors and managers who receive a complaint or information about suspected sexual harassment and/or retaliation, observe what may be sexually harassing behavior and/or retaliation, or for any reason suspect that sexual harassment and/or retaliation is occurring, are required to report such suspected behavior to the Human Resources Director.

In addition to being subject to discipline if they engage in sexual harassment and/or retaliation themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment and/or retaliation or otherwise knowingly allowing such behavior to continue and, in some circumstances, may be held personally liable.

D. Investigation of Complaints

The Society shall promptly and thoroughly investigate all claims of sexual harassment and/or retaliation to ensure due process for all parties. Employees are required to cooperate in all investigations conducted pursuant to this policy. The confidentiality and privacy of employees will be respected during the investigation to the extent possible under the circumstances, with efforts made to avoid any unwarranted publicity or invasions of privacy, but confidentiality cannot be guaranteed.

During an investigation, The Society (or an outside investigator) generally will interview the complainant and the accused, conduct further interviews as necessary, and review any relevant documents or other information. The Society will inform the complainant and the accused of the results of the investigation.

Depending on the results of the investigation of a claim of unlawful sexual harassment and/or retaliation, disciplinary action, up to and including termination, will be taken against any employee The Society believes, in its sole discretion, to have violated this policy. This includes individuals engaging in sexual harassment and/or retaliation, as well as supervisors who fail to report violations of this policy or who knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct. In the event of sexual

harassment and/or retaliation by an individual who is not employed by The Society, The Society will take whatever action is reasonable and appropriate under the circumstances.

Aside from the internal complaint process at The Society, employees may choose to pursue external legal remedies with the following governmental entities.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the sexual harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL **within three years** of the harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to The Society does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including payment of monetary damages, attorneys' fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Remember, we cannot remedy claimed sexual harassment and/or retaliation unless you bring these claims to the attention of management. Please report any conduct which you believe violated the policy.

109. Anti-Sexual Exploitation

The Episcopal Church does not tolerate sexual exploitation in any form. Sexual exploitation is the development or attempted development of a sexual relationship between a person in any ministerial position, lay or ordained, and an individual with whom he/she has a Pastoral Relationship. A Pastoral Relationship is a relationship between any clergy person and any person to whom such clergy person is authorized to provide and does provide: counseling; pastoral care; spiritual direction or spiritual guidance; ministration of any Sacrament (other than the distribution of the Bread and Wine by a lay person at a public service of Holy Communion); performance, life, leadership or peer coaching; and/or hearing of such person's confession, in the course of the duly authorized ministry.

Society employees may **not** establish a Pastoral Relationship in the course of the discharge of their job duties and responsibilities with any other employee of the Society. Society employees whose work environment may include a variety of Church venues (diocesan offices, parishes, schools, camps and conference centers, hotels and resorts, etc.) should be aware of the Church's expectations pertaining to sexual exploitation. Society employees should report to the Human Resources Department any instances where they believe sexual exploitation may occur, is occurring, or has occurred.

110. Protection of Children, Youth & Vulnerable Adults

The Society is committed to preventing abuse and neglect among children and youth involved in church activities and services. Toward that end, you are required to comply with "The Society's Policies for the Protection of Children, Youth, and Vulnerable Adults from Abuse and the Guidelines for Proper Conduct with Children and Youth" which may be found on the All Staff SharePoint site.

Further, if you are a mandated child abuse reporter (*i.e.*, your job position or credentials/license requires you to report child abuse and/or neglect), you must make all such reports as required by law and The Society will support you in making any such reports.

111. Whistleblower Policy

The Society is committed to the highest standards of ethical, moral, and legal conduct for all directors, officers, staff, contractors, and volunteers. The Society is further dedicated to protecting the rights of those employees who raise concerns in good faith regarding illegality, fraud, incorrect financial reporting, or violations of DFMS policy ("Concerns" or individually, a "Concern").

This Whistleblower Policy ("Policy") aims to provide employees with an avenue for raising such Concerns and to reassure such employees that they will be protected from retaliation, including harassment, intimidation, or an adverse employment action as of the

result of a good faith report of the alleged wrongdoing of any DFMS director, officer, employee or volunteer who provides substantial services to the DFMS.

A. Scope

This Policy applies to all DFMS directors, officers, current and former employees, independent contractors, interns, and volunteers.

B. How to Raise a Concern

Concerns regarding an action or suspected action taken by or within the DFMS that is or may be illegal, fraudulent or in violation of any policy of the DFMS should be reported either orally or in writing as soon as reasonably possible after the complainant becomes aware of the matter.

Concerns may be submitted:

- To the DFMS Compliance Officer who shall be the Executive Officer of the General Convention, at ext. 5184/212-922-5184 or ComplianceOfficer@dfms.org;
- By discussing it with any supervisor or manager, who will have the responsibility to forward the Concern to the DFMS Compliance Officer for review where appropriate; or
- Through EthicsPoint (a firm that specializes in compliance and risk management) by phone at 866-ETHICS-P/866-384-4277 or online at <http://www.episcopalchurch.ethicspoint.com>.

Concerns involving violations of the DFMS Employee Handbook, problems with co-workers or managers related to employment, or issues related to alleged employment discrimination or sexual or any other form of unlawful harassment (“HR Concerns”) should be submitted to the HR Department to be dealt with in accordance with this Handbook, which contains specific policies and procedures that address such matters consistent with federal, state, and local laws and General Convention resolutions. However, where a legitimate reason is supplied as to why the HR Department is not the appropriate vehicle for addressing an HR Concern, such Concern should be submitted to the Compliance Officer who will determine with the Chief Legal Officer where such Concern will be addressed.

Concerns may be submitted anonymously but should contain sufficient information to substantiate the Concern being reported to allow appropriate investigation to begin.

Concerns reported in bad faith may result in disciplinary action.

Any questions regarding the scope, interpretation or operation of this Policy should be directed to the Compliance Officer or the Chief Legal Officer.

C. Procedures for Receiving and Reviewing Concerns

Any supervisor, manager, or other person receiving a Concern should contact the Compliance Officer who will coordinate further action.

The Compliance Officer will do a preliminary assessment of each Concern in consultation with the Chief Legal Officer to determine to what extent an investigation into the Concern is required and, with the Chief Legal Officer, will direct all aspects of the investigation of any Concern including if outside counsel is required. In the event a Concern involves or implicates the Compliance Officer or the Chief Legal Officer, the implicated party will promptly recuse himself or herself from the investigation and inform the Whistleblower Subcommittee Committee in writing which will then take appropriate action.

D. Investigation Reports and Reporting of Concerns

The Compliance Officer and the Chief Legal Officer will maintain a written record of all Concerns, summarizing in reasonable detail for each Concern: (i) the nature of the Concern; (ii) the date of receipt of the Concern; (iii) the current status of any investigation into the Concern and information about such investigation (including the steps taken in the investigation, any factual findings, and the recommendations for corrective action); and (iv) any final resolution of the Concern.

The Compliance Officer shall report all Concerns to a Whistleblower Committee of the Executive Council, which shall be comprised of the Chair of Governance and Operations, the Chair of the Audit Committee, and three individuals jointly appointed by the Chair and the Vice Chair of the Executive Council. The individuals jointly appointed by the Chair and the Vice-Chair shall be members of Executive Council. The Whistleblower Committee may further investigate any Concern or appoint counsel to investigate the Concern. The Whistleblower Committee shall be delegated the full authority by Executive Council to determine the response to the Concern.

The Compliance Officer, as a director who is an employee of the DFMS, may not participate in any Whistleblower Subcommittee Committee deliberations or vote related to any Concerns, but, along with the Chief Legal Officer, shall be permitted to answer questions from the Committee.

Any individual who is the subject of a Concern may, at the request of the Whistleblower Committee, present additional information as background or answer questions at a meeting of the Committee but is prohibited from participating in any Committee deliberations or voting relating to the evaluation of the Concern.

E. Confidentiality

All Concerns received will be treated confidentially or anonymously, as applicable, to the extent reasonable and practicable under the circumstances, or permitted by law.

F. No Retaliation

It is The Society's policy to encourage the communication of good faith Concerns relating to the lawful and ethical conduct of The Society's business. It is also the Society's policy to protect those who communicate good faith Concerns from any retaliation for such reporting. Accordingly, no director, officer, employee, or volunteer who in good faith reports a Concern regarding any action or suspected action taken by or within The Society that is illegal, fraudulent, or in violation of adopted Society policies shall suffer intimidation, harassment, discrimination, or other retaliation or, in the case of employees, adverse employment consequence, or threat of an adverse employment consequence. Any person who violates this prohibition against retaliation will be subject to appropriate disciplinary action, which may include termination of employment or other relationship with The Society.

G. Policy Distribution

A copy of this Policy will be distributed to all Society directors, officers, employees, and volunteers who provide substantial services to the corporation. This distribution requirement may be satisfied by posting this Policy on The Society's internal website and at The Society's offices in a conspicuous and accessible location.

112. Tobacco-Free Environment

The Society is committed to providing a tobacco-free and smoke-free environment to protect the health and comfort of all its employees and all people who use The Society's facilities and/or services. Therefore, smoking and the use of tobacco products are not permitted at any time in any Society public or work areas (i.e., any indoor location where Society employees perform services, including, but not limited to, Society offices and office space, vehicles, parish halls, camps and conference centers, seminaries, and schools), or in any indoor premises owned by, leased by, operated by, borrowed by, used by, or otherwise under the jurisdiction of The Society.

The Society may establish certain "Designated Smoking Areas" (such as, for example, an outdoor location away from building entrances or an employee's lodging not used for work purposes or meetings). If The Society establishes such areas, all employees are required to restrict their smoking and tobacco use to such designated areas.

113. No Nepotism

Employment of employees' Relatives¹ is discouraged where: one Relative would report directly or indirectly to another Relative; one Relative would be required to review the

¹ **Relative** means a Covered Individual's spouse, ancestors, brothers and sisters (whole, half-blood, or step-), children (natural, adopted, or step-), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren or a domestic partner.

work of another Relative; the Relatives would work in the same department or division; or one Relative would be necessarily involved in the hiring process for the other Relative. For purposes of this policy the definition of Relative is extended to include persons related to an employee's spouse or domestic partner in the ways listed in the definition of Relative. The Society may refuse to hire an employee's Relative where The Society determines that the hiring of such Relative may create an actual or potential conflict of interest, the appearance of improper influence or favoritism, actual or potential problems with safety, security or morale, or other actual or potential business problems.

Romantic, intimate or sexual relationships between an employee and applicant or between employees who are not spouses or domestic partners to each other are also covered by this policy. Should such a relationship develop after the persons become employees, The Society will review the circumstances to determine whether there is an actual or potential conflict of interest, the appearance of improper influence or favoritism, actual or potential problems with safety, security or morale, or other actual or potential business problems, and if there are concerns, The Society shall take action as The Society deems appropriate to remedy the situation. Such action may include, without limitation, transfers, reassignments, schedule changes and termination from employment.

Section 2: Wage & Hour

201. Categories of Employment

All employees are considered to be in an introductory period during their first 90 days of employment. During this time, you will be able to determine if your new job is suitable for you and The Society will have an opportunity to evaluate your work performance, attendance, attitude and other factors. The introductory period does not alter your employment at-will status. Either the employee or The Society may end the employment relationship at-will at any time during or after the introductory period with or without cause or advance notice.

Upon hire, each employee is classified as one of the following:

Full-time: An employee who is regularly scheduled to work 35 or more hours per week; or

Part-time: An employee who is regularly scheduled to work less than 35 hours per week.

An employee may also be classified as **temporary**, which means: an employee hired for a specified project or time frame or on a fill-in basis. Temporary positions are not intended to be a part of continuing operations. The employment status of temporary employees will not be changed due to a temporary extension of employment in excess of that originally planned.

Each employee is also classified as either exempt or non-exempt from the overtime requirements of the federal Fair Labor Standards Act (“the FLSA”) and applicable state law. The definitions of employee classifications are summarized as follows:

Exempt: Employees who are ineligible for overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws; or

Non-Exempt: Employees who are eligible for overtime pay as required by applicable federal and state law when overtime hours are worked.

You will be informed of your initial employment classification during the hiring process. If you believe that changes in your job duties or scheduled hours may affect your current job classification, you should discuss this with your supervisor. If there is a change in your employment classification, you will be informed of the change.

The applicability to you of specific provisions of this Handbook may depend on your employment classification. However, employees should be aware that such status is not necessarily determinative of eligibility for benefits and leave time. Rather, eligibility for

benefits and leave depends on the requirements of the law, applicable plan terms, and Society policy.

Questions regarding your employment classification and the applicability of any provision of this Handbook should be directed to the Human Resources Department.

202. Pay Procedures

All employees are paid bi-weekly. If a regularly scheduled payday falls on a national, state or Society-observed holiday, you will receive your pay on the workday following such holiday.

Please review your payroll or direct deposit information for errors. If you find a mistake, please report it immediately to the Human Resources payroll administrator so that steps may be taken to correct any error.

203. Standard Work Hours

The Society is officially open Monday through Friday and the standard work hours are from 9:00 a.m. until 5:00 p.m. The Society may change an employee's standard work hours at any time upon notice to the affected employee. From time to time, employees may be required to work different or additional hours depending on The Society's operational and staffing needs.

In its sole discretion, The Society may grant employees staggered hours, evening hours or other flexible work schedules. Such schedules are not guaranteed.

Non-exempt employees are required to obtain prior written approval from their department head for work to be performed off site and/or outside their normal work hours. Prior approval is required for all such work, including but not limited to, any time worked from home, time spent checking work email, and work-related time spent on smart phones or similar devices.

204. Flexible Work Arrangements*

A. Summer Schedules

To provide additional flexibility during the summer months, management will notify employees if The Society decides to enact a summer schedule and, if it does, the details for the schedule. Summer schedules may be restricted to certain locations, departments or positions. In addition, if summer schedules are enacted, The Society reserves the right to modify or discontinue the summer work schedule for some or all departments or employees at any time for any reason, with or without advance notice.

B. Flexible Schedules

Flexible schedules are permitted only upon approval by the department head. Flexible schedules are any schedules that vary from the standard work hours (see Policy No. 203 (“Standard Work Hours”)). If you wish to work a flexible schedule, you must submit a written proposal to your supervisor with as much advance notice as possible. Generally, requests should be made no less than one month before the desired start date of the flexible schedule. Even if The Society initially approves a flexible schedule, it reserves the right to modify or discontinue any flexible schedule at any time for any reason, with or without advance notice.

C. Telecommuting/Remote Work Arrangements

In its discretion, The Society may permit or require employees to telecommute by working from home or another remote location away from the organization’s main office for an extended period of time. Such telecommuting arrangements may be full-time (i.e., the employee rarely or never reports to the office) or part-time (i.e., the employee works from the remote location some days, and reports to the office other days). Telecommuting is based on the needs of The Society and is not available to all employees or positions.

If you are interested in a telecommuting arrangement, you should speak with your department head. If so, you may submit a formal request for a telecommuting arrangement stating, at a minimum, the reason(s) for the request, the anticipated date on which you would like to begin the telecommuting arrangement, and a description of how the telecommuting arrangement will benefit The Society.

Each telecommuting arrangement must be agreed to by the employee, the Human Resources Department, and the employee’s department head, specifying the applicable terms and conditions of the arrangement in writing prior to starting the telecommuting arrangement. The Society reserves the right to terminate an employee’s telecommuting arrangement for any reason at any time, with or without advance notice to the employee. Employees are responsible for any personal income taxes as a result of any telecommuting or remote arrangement.

205. Breaks

A. Meal Breaks

All non-exempt employees who work more than five hours in a workday will receive a 60-minute daily meal break between the second and fifth hours of their shift. Each department will establish a schedule for employee meal breaks in accordance with the operational and staffing needs of the department. Staggered meal breaks may be necessary to ensure that each department is adequately staffed. Non-exempt employees may not combine or split rest breaks and/or meal breaks. Non-exempt employees working outside normal working hours will be granted additional meal breaks as required by federal, state and local law. This meal break is unpaid for non-exempt employees.

B. Rest Breaks

All full-time non-exempt employees will receive two 10-minute paid rest breaks per day, in addition to any meal period to which the employee is entitled. All part-time non-exempt employees who work at least 4 hours per day shall receive at least one 10-minute paid rest break, in addition to any meal period to which the employee is entitled. Employees working outside normal working hours may be granted additional breaks.

The Society attempts to give employees their rest break as close to the middle of each four-hour work period as practicable. Employees may not combine or split rest breaks and/or meal breaks, nor may they shorten or extend their rest breaks without the approval of the employee's department head.

C. Lactation Breaks

The Society will provide nursing mothers reasonable paid break time to express breast milk for up to 3 years following childbirth. The Society will make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. The Society will not discriminate in any way against an employee who expresses breast milk in the workplace in accordance with this policy.

206. Recording Time

All non-exempt employees are required to accurately record their time worked (including, but not limited to, any time worked from home, time spent checking work email, and work-related time spent on smart phones or similar devices), breaks and any leave time on a Society-approved time sheet. You and your department head will sign or otherwise verify your timekeeping record.

You are responsible for properly reporting your time and for promptly reporting any errors on your timekeeping record by notifying the Human Resources payroll administrator.

While exempt employees are not required to maintain daily timekeeping records, exempt employees are required to accurately record all leave time and other absences (e.g., sick, personal, vacation, jury duty, etc.) on a Society-approved form.

Submission of false or fraudulent timekeeping records (and/or failure to record all leave time and other absences) or recording time for another employee is a violation of this policy.

207. Compensation

Upon hire, The Society will inform you, in writing, of your starting annual salary or hourly rate, as applicable. The Society reserves the right to modify an employee's compensation at any time, upon written notice to the affected employee.

208. Payment of Overtime*

Working schedules are designed to minimize the need for overtime. From time to time, however, it may be necessary for an employee to work overtime hours to meet business needs. In such instances, The Society will provide as much advance notice as possible of the need for you to work overtime.

The Society pays non-exempt employees straight time for all hours worked in a workweek up to 40 hours per week. The Society pays overtime pay at 1½ times the employee's regular rate for time worked in excess of 40 hours per week. For purposes of calculating eligibility for overtime, The Society counts only hours actually worked. Non-exempt employees may not take compensatory time in lieu of overtime pay.

A non-exempt employee who works unapproved overtime (including but not limited to time spent checking work email, and work-related time spent on smart phones or similar devices) will be paid for such overtime but may be subject to disciplinary action, up to and including termination from employment, for failure to comply with this policy.

209. Attachments & Garnishments

The Society will comply with any valid attachment, garnishment, child support order, or other legally enforceable claim against an employee's wages up to the maximum amounts permitted by federal and state law.

Section 3: Benefits

301. Official Plan Documents & Reservation of Rights

Please note that the information provided to you in Section 3 (“Benefits”) of this Handbook is provided to you for informational purposes only and should not be viewed as investment, tax, legal or other advice. In addition, nothing in this policy should be considered to create an entitlement to any benefit. In the event of a conflict between the information contained in this Handbook and the official plan documents, the official plan documents will govern. The Society retains the right to add, change, amend, discontinue, or modify the terms of any benefit plans described in this Handbook at any time, with or without notice and for any reason.

302. General Statement of Benefits

The Society provides a variety of employee benefits. This section describes some of the current benefit programs offered by The Society. However, each benefit plan has its own set of eligibility criteria and contribution requirements. In addition, different benefit programs are effective at different times based on the individual plan policy. For more information, including plan documents and enrollment in a benefit plan, contact the Human Resources benefits administrator.

As of the date of this Handbook’s adoption, the following benefits are among those offered to eligible employees:

- Health insurance;
- Dental insurance;
- Certain complimentary immunizations as may be required for work or work travel;
- Life insurance, and supplemental life insurance;
- Short and long-term disability insurance;
- Accident, Cancer, and Hospital insurance;
- Tuition reimbursement;
- Retirement benefits;
- Employee Assistance Program;
- Pre- and post-tax commuting and parking accounts;
- Flexible Spending Accounts; and
- Severance pay in certain circumstances.

Employee costs and eligibility for each plan varies upon the plan’s terms. Full-time and part-time employees should refer to the specific plan documents for more detailed information. Temporary employees are not eligible for benefits.

303. Enrollment and Change of Life Status

Typically, employees can only enroll for medical benefits, including health insurance, the health insurance opt out and dental insurance, during the annual Open Enrollment period. Outside of the annual Open Enrollment period, an employee can be reinstated for coverage should he or she meet, *without exception*, one or more of the “Change of Life” criteria. Qualifying events include: marriage or a new domestic partnership, divorce or the dissolution of a domestic partnership, birth or adoption of a child, the termination of a spouse’s or domestic partner’s health insurance coverage, or death of a covered member. These specific qualifying events are the only criteria that permit enrollment or reenrollment in certain health benefit plans outside of the annual Open Enrollment period. An employee must enroll or reenroll in these plans within 30 days of said qualifying event. Employees who do not enroll or reenroll within 30 days of a qualifying event must wait until the next Open Enrollment period.

304. Health Insurance Coverage Opt-out Option

Employees of The Society may opt out of the health insurance program and receive compensation in lieu of participation. An employee electing to waive coverage must do so by submitting the appropriate waiver and voluntary declination form and acceptable proof of alternate health coverage during the Open Enrollment deadline for the following plan year. Once submitted and accepted, the waiver shall remain in effect from year to year thereafter until the employee elects to enroll or reenroll in a health insurance plan during a subsequent Open Enrollment period or within 30 days of a Change of Life qualifying event.

An employee who opts out of The Society’s health insurance program shall be paid an amount determined for each year and announced to employees during the open enrollment period in the prior year. Employees who meet “Change of Life” criteria and are reinstated with coverage during the course of a plan year, however, are *ineligible* for any payment for ‘opting out’ of coverage for any portion of that year. Payments shall be subject to all usual payroll deductions and shall be made on or about December 15th of the plan year.

This opt-out policy pertains solely to health insurance coverage. An employee who opts out of health insurance coverage may participate in other voluntary benefits, such as dental coverage, flexible spending, and similarly-structured contributory plans, provided the employee is otherwise eligible for such benefits. Benefits for which The Society pays the premium (namely, Short- and Long-term Disability coverage, Workers’ Compensation coverage, and Group Life Insurance) are also unaffected by this policy.

305. Employee Assistance Program (EAP)

All benefits-eligible employees, as well as their dependents and other household members, may participate in The Society’s employee assistance program (the “EAP”), provided by the Episcopal Church Medical Trust through participation in one of our employer-sponsored health plans, or purchased as a standalone option for Health Insurance Opt-Out

participants, in accordance with this policy and the terms of the EAP. The EAP provides immediate help, referrals, and resources to address emotional, physical, family, and legal needs and challenges. The plan offers unlimited telephonic consultation services 24 hours a day and 365 days a year, and up to 10 face-to-face counseling sessions per issue, at no charge to members. Eligible employees and family members may refer themselves to the EAP, or The Society may refer an employee.

Services provided under the EAP are confidential. If, however, The Society refers an employee for EAP services, The Society may receive notification from EAP about the employee's use and cooperation with such EAP referral.

Employees may utilize EAP services outside of work hours or during work hours by using available leave time, as provided in Section 4 of this Handbook ("Time Away from Work"). When using EAP services during work hours, employees must receive approval for the time off; however, the employee does not need to explain the reason for the appointment. The employee need only state that (s)he needs leave time for an EAP appointment. Non-exempt employees must sign out for the duration of the appointment and will not be paid for time spent at such appointment.

Employees may obtain additional information about the EAP from the Human Resources benefits administrator or by contacting the EAP provider.

306. Social Security & Medicare

The Society makes mandatory deductions to lay employees' compensation for Social Security and Medicare and pays The Society's portion of such taxes.

307. Emergency Contact & Personal Information

For the well-being of all employees, The Society should have the name, relationship, phone number and address of an emergency contact. The Society also needs to maintain certain additional personal information about employees for compensation, benefits, and business purposes. It is the employee's responsibility to make certain that emergency contact and personal information are current.

For example, notify the Human Resource Department when the following changes occur:

- Emergency name or contact information;
- Employee name, address, telephone number and/or personal email address;
- Number of income tax exemptions and/or marital status;
- Beneficiary(ies) under an employee benefit plan (note: this may require the signature of certain beneficiaries);
- Employee acquires a degree, license, or certificate; takes post-secondary classes; attends continuing education classes; and/or attends specialized training; and/or
- Dependent's status (i.e., a child is no longer a full-time student, a child gets married, a child is over age eligibility, etc.).

Section 4: Time Away from Work

This section describes The Society's various policies regarding leaves of absences and time away from work. While the nature of each policy may vary, the Human Resources Department retains the right to request documentation to substantiate the need for and duration of any form of leave.

401. Vacation Leave, Safe and Sick Leave and Personal Leave*

This section describes The Society's policy on vacation leave, safe and sick leave, and personal leave. For purposes of this policy, the Leave Year is defined as the calendar year.

The accrual schedules below are for full-time employees. Part-time employees are credited with a prorated amount of leave based on the number of hours they are scheduled to work as a percentage of a full time 35 hour work week. If a part-time employee changes to full-time status or a full-time employee changes to part-time status, the employee will begin accruing leave based on the employee's new status as of the effective date of the change. Temporary employees are not eligible for paid time off including, but not limited to, vacation leave, safe and sick leave, and personal leave.

A. Vacation Leave

1. Eligibility for Vacation Leave

The Society provides vacation benefits to all regular full-time and part-time employees as set forth in this policy.

2. Vacation Leave Accrual

Beginning in the employee's first month of employment and through the completion of the employee's second year of employment, each full-time employee will accrue 1.25 days of vacation for each full month of employment. This means that a full-time employee accrues the equivalent of fifteen (15) days of vacation during their first and second years of employment. After the completion of a full-time employee's second year of employment, the accrual rate will increase to 1.83 days of vacation for each full month of employment. This means that a full-time employee will earn the equivalent of twenty-two (22) days of vacation each year, starting in the third year of employment.

3. Use of Vacation Leave

Employees are eligible to use accrued vacation leave after the first 90 days of employment. Vacation time may be taken in increments of one half day or full days but in all cases must be prescheduled and preapproved.

Time away from work to relax and recharge is important to everyone. For this reason, The Society requires employees to take their vacation in the Leave Year in which it is accrued. However, The Society does permit employees to carry over up to four (4) vacation days from one Leave Year to another. Upon separation from service, The Society will pay employees for accrued but unused vacation leave.

4. Requesting Vacation Leave

To ensure proper staffing coverage is maintained at all times, vacation requests must be submitted to your supervisor at least two weeks in advance of the start of the requested vacation. The Society reserves the right to refuse an employee's vacation request if, in The Society's sole judgment, scheduling the vacation at the requested time would detrimentally affect The Society's operations.

B. Safe and Sick Leave

1. Eligibility and Accrual

Upon hire, all regular full-time and part-time employees are eligible to accrue paid safe and sick leave as set forth in this policy. Full-time employees accrue 12 days of safe and sick leave annually on January 1. During the first year of employment, an employee's safe and sick leave will be prorated based on the remaining portion of the Leave Year.

2. Purposes for Which Safe and Sick Leave May Be Used

Sick leave may be used for absences necessitated by personal illness and visits to the doctor, dentist, or another health care provider. Sick leave may also be used to care for a family member who is ill or must visit a doctor, dentist or another health care provider, provided the employee is the primary or secondary caregiver for the family member. Safe leave may be used to seek assistance or take other safety measures if the employee or a family member may be the victim of any act or threat of domestic violence, unwanted sexual contact, stalking, or human trafficking. Family members under this policy include: an employee's child, spouse, domestic partner, parent, grandchild or grandparent, sibling, the child or parent of employee's spouse or domestic partner, any other individual related by blood to the employee, and any other individual whose close association with the employee is the equivalent of a familial relationship.

3. Notification of Need for Safe and Sick Leave

Employees who need to use their safe and sick leave must notify The Society as soon as practicable, in accordance with Policy No. 503 ("Attendance, Absenteeism & Tardiness").

4. Safe and Sick Leave Remaining at Conclusion of Leave Year

At the conclusion of a Leave Year, any safe and sick leave remaining will be deposited into the employee's extended safe and sick leave account, provided, however, that the

maximum balance an employee may have in their extended safe and sick leave bank at any given time is 40 days.

Any unused safe and sick leave in excess of 40 days remaining at the conclusion of the Leave Year shall be forfeited. The Society will not pay an employee for any accrued but unused safe and sick leave remaining at the conclusion of the Leave Year or at termination.

C. Personal Leave

1. Eligibility for Personal Leave

Upon hire, all regular full-time and part-time employees are eligible to accrue paid personal leave as set forth in this policy.

2. Purposes for Which Personal Leave May Be Used

Personal leave may be used for any reason but may not be combined with vacation leave or a holiday except in the event of an emergency.

3. Accrual and Amount of Personal Leave

Employees will accrue 4 days of personal leave annually on January 1st. Employees who are part-time are credited with a prorated amount of personal leave based on the number of hours they are scheduled to work. During the initial year of employment, employees starting work on or before:

- March 31st will be credited with 4 days of personal leave;
- June 30th will be credited with 3 days of personal leave;
- September 30th will be credited with 2 days of personal leave; and
- December 31st will be credited with 1 day of personal leave.

4. Use of Personal Leave

Employees may use accrued personal leave as of the date such leave is accrued. Personal leave must be used in increments of at least one half day.

The Society requires employees to take most of their personal leave in the Leave Year in which it is accrued. However, The Society does permit employees to carry over up to one (1) personal leave day from one Leave Year to another. The Society will not pay an employee for any accrued but unused personal leave at termination.

5. Notification of Need for Personal Leave

To ensure proper staffing coverage is maintained at all times, employees foreseeing the need to use personal leave must submit their written request for personal leave to their

supervisor at least two weeks in advance. Employees who need to use personal leave on an emergency basis (i.e., the need for leave was not foreseeable) must notify their supervisor as soon as practicable of the need for personal leave, in accordance with Policy No. 503 (“Attendance, Absenteeism & Tardiness”). If they are unable to reach their supervisor, they must contact the Human Resources Department.

402. Holidays

All regular full-time and part-time employees are eligible for paid holidays. Part-time employees are eligible for paid holidays if the holiday falls on a day such employees are regularly scheduled to work.

On an annual basis, The Society will provide employees with a list of observed holidays. To be paid for a holiday, a non-exempt employee must work on the business day before and the business day after a holiday or be pre-approved to be off work on such days. Because of the nature of The Society’s business, in some instances certain employees may be required to work on certain holidays. Therefore, on a case-by-case basis, The Society will decide the dates on which such employees will observe the holiday on which they were required to work.

If an employee is on approved short-term or long-term paid leave (e.g., disability, sick leave, vacation leave, personal time off, etc.), as described in Section 4 of this Handbook (“Time Away from Work”), and such leave time falls on a holiday, the employee will receive the paid holiday and will not be required to use other leave time for such holiday.

403. Leave for Medical and Family Needs**

The Society provides to eligible employees the opportunity to take unpaid leave for certain specified reasons consistent with federal, state, and local law. The purpose of this policy is to provide employees with a general description of this benefit. In the event of any conflict between this policy and applicable law, employees will be afforded all rights required by law. This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for in this policy. The Society reserves the right to modify this or any other policy as necessary, in its sole discretion. If you have any questions regarding this policy, contact the Human Resources Department.

A. Eligibility

To qualify for this leave, you must meet all of the following conditions:

1. Have worked for The Society for at least 12 months; and
2. Have worked at least 1,250 hours during the 12-month period immediately prior to the date when leave would begin.

B. Types of Leave Covered

To qualify under this policy, the leave must be for one of the following reasons:

1. Birth of a child, or to care for a newly-born child;
2. Placement of a child with the employee for adoption or foster care;
3. Care for an immediate family member (employee's spouse, child, or parent) with a "serious health condition";
4. Employee's "serious health condition" that makes the employee unable to perform the functions of the employee's position;
5. Qualifying Exigency Leave to handle certain "qualifying exigencies" arising out of the fact that the employee's spouse, son, daughter or parent is a "covered service member" under a call or order to "covered active duty" in the Armed Forces (including the National Guard or Reserves); or
6. Military Caregiver Leave to allow eligible employees to care for a spouse, child, parent, or next of kin who is a "covered service member" that sustained a "serious injury or illness."

C. Definitions

For the purposes of this policy, the following terms have the following meanings:

"Covered active duty" includes: 1) any deployment of an Armed Service member to a foreign country; or 2) any deployment of an Armed Service reservist (e.g., a member of the National Guard or Reserves) to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code. A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

"Covered service member" includes: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness that may render him or her medically unfit to perform the duties of the member's office, grade, rank, or rating; or 2) a veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy for a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty) if the veteran was a member of the Armed

Forces at any time during the period of five (5) years preceding the date on which the veteran undergoes the medical treatment, recuperation or therapy.

“Next of kin” of a covered service member means the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under this policy. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take this leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.

“Qualifying exigencies” may include activities such as: attending certain military events and related activities; arranging for childcare and school activities; addressing certain financial and legal arrangements related to deployment; attending certain counseling sessions; spending time with a covered military member who is on short-term, temporary rest and recuperation leave; addressing issues arising out of short-notice deployment; attending post-deployment activities; and other events that arise from the close family member’s duty under a call or order to active duty, provided that The Society and the employee agree that such leave shall be a qualifying exigency and agree to both the timing and duration of such leave.

“Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either inpatient care (*i.e.*, an overnight stay) in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits; a chronic serious health condition; permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of continuing treatment.

“Serious injury or illness” for a member of the Armed Forces (including a member of the National Guard or Reserves) means an injury or illness incurred in the line of duty while on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating. The term **“serious injury or illness”** for a veteran means a qualifying injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and

was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

D. Amount of Leave Available

An eligible employee can take up to 12 weeks for types of leaves (1) through (5) above (section B of this policy) during any 12-month period. The Society will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, The Society will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for leave (6) above (Military Caregiver Leave) during a single 12-month period. For this Military Caregiver Leave, The Society will measure the 12-month period as a rolling 12-month period measured forward. The leave already taken for other family and medical needs circumstances will be deducted from the total of 26 weeks available. Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered service member, and/or for each and every serious injury or illness of the same covered service member. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any single 12-month period. If an employee does not exhaust his or her 26 weeks of Military Caregiver Leave during this single 12-month period, the remainder is forfeited.

If both spouses work for The Society and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent-in-law) with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If both spouses work for The Society and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

E. Intermittent Leave or Reduced Schedule Leave

Eligible employees may take this leave in a single block of time, intermittently (separate blocks of time), or by reducing the normal work schedule (reducing the employee's usual working hours per workweek or workday) when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, for his or her injury or illness. Eligible employees may also take intermittent or reduced scheduled leave for military qualifying exigencies. Unless otherwise agreed upon by The Society, intermittent leave is not permitted for the birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. When possible, employees who require intermittent or reduced schedule leave must try to schedule their treatment and leave so that it will not unduly disrupt The Society's operations.

In certain circumstances, The Society may require an employee to transfer temporarily, during the period that the intermittent or reduced schedule leave is required, to an available alternative position (with equivalent pay and benefits) for which the employee is qualified and that better accommodates recurring periods of leave than the employee's regular position.

F. Pay and Benefits During Leave

1. *Health Insurance Benefits*

If an employee participates in The Society's health insurance plan, The Society will continue the employee's health insurance coverage under any group health plan during this leave at the same level and under the same conditions as if the employee had continued to be at work during the leave period.

Under current Society policy, the employee pays a portion of the employee's health care premiums. The employee is required to contribute the same portion of the premium(s) that the employee would be required to contribute if he/she was not on this leave. While on paid leave, The Society will continue to make payroll deductions to collect the employee's share of the premium(s). While on unpaid leave, the employee must continue to make this payment, either in person or by mail. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, The Society may require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

2. *Benefits Accrual*

During this leave, the employee shall not accrue employment benefits such as vacation pay or sick pay. Use of this leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

3. *Use of Paid Leave*

This leave on its own is unpaid. The Society requires employees to use their accrued paid vacation and personal leave concurrently with this leave. In addition, The Society requires that employees on this leave for their own serious health condition, the serious health condition of an immediate family member or military caregiver leave also use their accrued sick leave concurrently with this leave. Employees are required to use all accrued paid leave as appropriate before being eligible for unpaid remaining leave under this policy.

The sole exception to this policy is when this leave runs concurrently with leave taken pursuant to a workers' compensation absence or a disability leave plan. To the extent permitted by law, if an employee on this leave is receiving a portion of his/her salary from disability or workers' compensation benefits, at the employee's request, The Society and the employee may agree that the employee's accrued paid leave will be used to supplement the employee's compensation at any amount up to 100% of the employee's regular compensation.

G. Requirements for Requesting Leave

1. *Notice*

All employees requesting this leave must provide notice of the need for leave to the Human Resources Department. Employees needing Qualifying Exigency Leave must provide notice as soon as practicable, regardless of how far in advance such leave is foreseeable. For all other types of this leave, employees must provide 30 days advance notice of the need to take this leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable. "**As soon as practicable**" is considered to be the same day the employee becomes aware of the need for this leave or the next business day.

2. *Supporting Documentation*

Employees must provide sufficient information for The Society to determine if the requested leave qualifies and the anticipated timing and duration of the leave. Sufficient information may include, for example, that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for Military Family Leave. Employees also must inform The Society if the requested leave is for a reason for which this leave was previously taken or certified.

Employees are also required to provide a certification and periodic recertification supporting the need for leave. Employees must provide certification to support a request for Qualifying Exigency Leave and medical certification supporting the need for leave due to a Military Caregiver Leave and for Basic Leave because of a serious health condition affecting themselves or an immediate family member. Certification must be provided within 15 calendar days of The Society's request to provide the certification (additional time may be permitted in some circumstances). If an employee fails to provide this certification, The Society may delay the commencement of the leave, withdraw any designation of the leave or deny the leave, in which case the employee's leave of absence would be treated in accordance with The Society's attendance policies, subjecting the employee to discipline up to and including termination.

Second or third medical opinions and periodic re-certifications may also be required. In addition, periodic reports are required as deemed appropriate during the leave regarding the employee's status and intent to return to work.

3. Reporting Absences

Unless otherwise agreed to by The Society, employees are expected to comply with The Society's procedures for reporting absences, in accordance with Handbook Policy No. 503 ("Attendance, Absenteeism, & Tardiness").

Failure to comply with any of the foregoing Requirements for Requesting Leave may result in delay or denial of leave, or disciplinary action, up to and including immediate termination. Providing false or misleading information or omitting material information in connection with a leave will also result in disciplinary action, up to and including the termination of employment.

H. Designation of Leave

Absent extenuating circumstances, Human Resources will notify an employee in writing of their eligibility for leave within a reasonable period after the employee submits the appropriate certification form. Should an employee be eligible for leave, The Society will provide them with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employee is not eligible, The Society will provide a reason for the ineligibility. The Society also will inform an employee if their leave will be designated as Medical & Family Needs leave and, to the extent possible, the amount of leave counted against the employee's leave time.

I. Conclusion of Leave

The Society may require an employee to present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. This certification is required to address whether the employee can perform the essential functions of their job. If the employee fails to provide the requested fitness-for-duty certification to return to work, The Society may delay restoring the employee to their position until they submit such certification.

Upon returning from leave, The Society will attempt to return the employee to their original job or a job with equivalent status, pay, benefits and other employment terms and conditions. The Society may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Any employee who fails to return to work as scheduled after a leave or exceeds the 12-week allotment (or in the case of military caregiver leave, the 26-week allotment), will be subject to The Society's standard leave of absence and attendance policies. This may result in termination if the employee has no other leave available or fails to report such absences. Likewise, following the conclusion of the employee's Medical and Family Needs leave, the Society's obligation to maintain his or her group health plan benefits ends (subject to any applicable health care coverage continuation rights).

404. Bereavement Leave

The Society provides up to 5 days paid bereavement leave to all employees upon the death of a Family member. In its sole discretion, The Society may grant an employee paid bereavement leave for the death of persons whose association with the employee was similar to that of a family member or may provide additional bereavement leave.

If you need bereavement leave, you must notify your supervisor and/or the Human Resources Department as soon as possible. At the time of your request for bereavement leave, you must state your relationship to the deceased.

405. Court Leave

The Society encourages employees to fulfill their civic responsibilities by serving on a jury or appearing in court when required. You must provide the Human Resources Department with a copy of any jury summons, subpoena (or other notice of required court appearance) as soon as practical after receipt. In addition, you must provide the Human Resources Department with as much advance notice as possible if you believe that you may need to be present at a court proceeding. If you are served with a subpoena or other judicial document related to your work at The Society, please inform the Chief Legal Officer as soon as possible.

A. Jury Duty Leave

In emergency cases, The Society may request that you seek a postponement of jury duty. In this instance, The Society will provide a letter with reasons for the postponement request for you to submit with said request.

If you are excused from jury service or are placed on a call-in system, you are expected to report to work during work hours. Similarly, if you are not required to report for jury duty at the beginning of your work day, you must report to work. The Society will provide you with a reasonable amount of time to travel from work to the courthouse. If you fail to report to work as outlined in this policy, the additional time may be charged against your vacation and/or personal leave.

The Society will pay employees on jury duty leave their full pay for time served during regularly-scheduled working hours. While on jury duty leave, an eligible employee's benefits will continue as if the employee was at work during the jury duty leave period. Upon return from jury duty, employees must provide the Human Resources Department with evidence of the time spent on jury duty.

B. Court-Appearance Leave

Court-Appearance Leave is unpaid. Upon return from court appearance leave, you must provide the Human Resources Department with written proof or other documentation evidencing your appearance in court for the time claimed.

When you are excused from appearing in court, you are expected to report to work during work hours. The Society will provide you with reasonable time to travel from work to the court-house. If you fail to report to work as outlined in this policy, the time of absence will be charged against your vacation and/or personal leave.

406. Military Leave

The Society complies with all applicable laws and regulations relating to military leave for employees serving in the uniformed services of the United States, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees called for duty must provide a copy of their report orders to the Human Resources Department as soon as possible after receipt. The Society will grant time off to spouses of uniformed servicepersons in accordance with the requirements of any applicable law.

407. Voting Leave

The Society encourages all employees to register and vote in primary, general, and special elections. Employees requesting time off to vote must notify their supervisor prior to taking such leave.

408. New Child Parenting Leave

All employees with at least 90 days service with The Society are eligible for new child parenting leave as set forth in this policy. New child parenting leave may be used for: (1) the birth of (a) a biological child, (b) the child of a spouse, or domestic or civil union partner, or (c) a child to whom the employee stands *in loco parentis*, or (2) the adoption of a child. Such leave must conclude within 12 months from the date of the child's birth or adoption.

Employees may select one of the following two options prior to starting such leave: (1) up to six weeks of new child parenting leave *per delivery or adoption of one or more children* at 100% pay; or (2) eight weeks of new child parenting leave *per delivery or adoption of one or more children* at 75% pay.

Except in case of emergency, employees must request new child parenting leave at least 30 days before the date on which such leave is expected to commence. Such request must be made, in writing, to the Human Resources Department. The Human Resources Department may request documentation substantiating the need for such leave. The Society may permit employees to take new child parenting leave intermittently.

If an employee is eligible for FMLA leave, the employee's new child parenting leave shall run concurrently with such leave. Unless also covered by FMLA, new child parenting leave is not job protected. In other words, while The Society will attempt to return employees to work at the conclusion of such leave, it may not be possible in all instances. Accordingly, employees are not guaranteed that a job will be available upon the expiration

of their leave. Moreover, there is no guarantee that an employee will be returned to the same position at the conclusion of the leave.

409. Professional Development

A. Tuition Reimbursement

The Society, at management's discretion, may assist with related expenses for degree programs. We believe that a well-rounded education, even outside of the working environment, can enhance an employee's skill base and make them more valuable to the organization. Determination of reimbursement is based on the following criteria:

1. The degree.
2. Potential of continued employment with the organization.
3. Employment must be for a minimum of three consecutive years and employee must be presently performing at a minimum of "Meets Expectations" level.
4. Applicability of the degree to the job and/or future positions in the organization.
5. Statement from the candidate regarding purpose, intentions and personal commitment.

Tuition reimbursement is limited to \$1,250 per year.

B. Professional Training and Development

The Society and employee can each benefit from an employee keeping current in developments in their respective fields through job-related training courses that are not part of a degree program. Indeed, for some employees, continuing professional education and training may be a job requirement, as per their job description. Continuing education keeps employees up-to-date on the latest trends and technologies and knowledge, and offers a great chance to interact with peers.

Professional Training and development goals and specific courses will be identified in conjunction with the employee's supervisor, as part of an employee's development plan, and can include a variety of courses from an array of sources. The Society reimburses up to \$1,250 a year for related expenses, as listed below. If it is required by The Society, The Society will pay for the time that the employee spends attending classes.

Criteria:

- Full or part-time employment with The Society.
- Training may occur any time, even during the probationary period.

- Prior written approval of supervisor (30 days before the course if possible).
- Employees have an obligation to attend classes and seminars paid for by The Society.

The Society will reimburse the following seminar/workshop expenses:

- Registration fees.
- Books and supplies required for the seminar/workshop.
- Parking.
- Meals while attending the seminar/workshop.
- Travel mileage or transportation costs between office and seminar/workshop.

C. Intensive Professional Development

The Society recognizes that both employees and The Society can benefit when provided with time for intensive professional growth. Accordingly, all regular exempt employees are eligible to apply for Intensive Professional Development to pursue acquiring new skills through a period of continuous study, research and education, as set forth in this policy. Time spent on unpaid leave will be excluded from the service calculation for purposes of determining eligibility to request Intensive Professional Development.

Eligible employees may apply for Intensive Professional Development for a period not longer than 90 days. Employee expenses related to the Intensive Professional Development can be reimbursable as Professional Training and Development expenses, subject to management approval and the \$1,250 limit.

1. *Requesting Intensive Professional Development*

Regular, full-time, exempt employees may request Intensive Professional Development if:

1. They have completed at least 5 years of continuous, full-time service;
2. They are presently performing at a minimum of “Meets Expectations” level;
3. They have not taken Intensive Professional Development within the past 5 years;
4. They have demonstrated a commitment to professional development by engaging in Continuing Education within at least 2 of the past 3 years.

5. The employee agrees to return to his/her position at The Society for a period of not less than 1 year.

An application for Intensive Professional Development must be completed using the [Intensive Professional Development Request Form](#) and submitted to the employee's Director. If accepted by the Director, the form will be sent to the responsible Chief/Canon for review and acceptance. Final approval will be determined by the Executive Leadership Team. Once approved, the completed form will be sent to the Human Resources Department at least 6 months before the day on which the employee wishes to begin his or her Intensive Professional Development.

Applications for Intensive Professional Development will only be accepted for review and approval on March 31 and September 30 of each calendar year. Management approval will be in part dependent upon the development plan being considered and its benefit to the Society; and the ability of the department or office to accommodate the employee's period of absence. Prior to an eligible employee's Intensive Professional Development, the employee will be responsible for working with the Society to develop a plan for covering his/her duties during the Intensive Professional Development. To help ensure an orderly transition, unless otherwise agreed to in writing as part of the terms of the Intensive Professional Development, employees going on Intensive Professional Development are not to be permitted to use vacation leave or other planned leave during the four weeks prior to or following a return from Intensive Professional Development.

Intensive Professional Development requests may be approved, denied or deferred, as The Society deems appropriate in its sole discretion for any reason.

In all cases of Intensive Professional Development leave, employees are expected to make themselves available to their department for consultation by telephone or other means on projects that require their input. Where an Intensive Professional Development is unpaid or partially paid, employees will be paid for all time actually worked during the Intensive Professional Development.

2. Conclusion of the Intensive Professional Development

Without limiting the notion of employment at-will, an employee will be expected to return to work for a period of no less than 12 months upon conclusion of the Intensive Professional Development. In addition, upon returning from Intensive Professional Development, an employee must present a written report to his or her Director and the Director of Human Resources, explaining at a minimum: what the employee's goals for the Intensive Professional Development leave were; whether the employee met those goals (and if not, why not); locations to which the employee traveled; topics the employee studied (including a copy of an academic transcript, where applicable); how the employee intends to share what he or she learned with The Society's community (e.g., plans for implementing a new curriculum, sharing a new form of prayer, how newly acquired skills will be utilized, etc.).

The Society reserves the right to terminate an employee's Intensive Professional Development at any time, upon notice to the employee.

If an employee does not return to work at the end of Intensive Professional Development or sooner if directed to do so by the Society, the employee will be considered to have voluntarily terminated employment. Similarly, if an employee accepts employment with another employer during Intensive Professional Development, The Society will consider the employee to have resigned their employment effective on the date the employee accepted new employment with another employer.

Section 5: What We Expect from You

To ensure a positive work environment and orderly operations consistent with The Society's mission and goals, The Society expects employees to abide by its established standards of conduct. The Society retains exclusive discretion to determine whether employees have abided by such standards.

The Society requires that all employees:

1. Conduct themselves professionally in a way that does not undermine The Society's tenets;
2. Refrain from behavior that embarrasses or discredits The Society and/or is disruptive to the workplace; and
3. Abide by all Society policies and procedures, including but not limited to the policies specified in this Handbook.

Employees who are unsure whether conduct is appropriate should refrain from such conduct. Employees who have questions about the applicable standards of conduct should contact the Human Resources Department.

Failure to abide by The Society's standards of conduct or to meet The Society's expectations may result in the need for informal counseling or formal discipline. The goal of counseling and formal discipline is to ensure the employee is aware of the performance problem and to give the employee the opportunity to work through performance misconduct or other difficulties. Formal discipline may include, but is not limited to, verbal counseling, written warnings, final written warnings, suspension, changes in terms of employment, or termination. Steps of informal and formal discipline may be followed in a progressive fashion, while in other instances steps may be skipped or repeated. For serious offenses, immediate termination may be warranted.

If an employee disagrees with a disciplinary action taken by The Society, the employee may appeal such action to the Executive Leadership Team within two weeks, with any member of the Human Resources Department and/or any supervisor and department head (if applicable) involved in the initial disciplinary process recusing him/herself from any such appeal.

501. Basic Work Rules

The Society has reasonable rules and policies in place to ensure orderly conduct. The following portions of this handbook focus on basic rules that should not be violated under any circumstances. Violation of any of these basic rules, the policies in this handbook, or any other Society policy may lead to disciplinary action, up to and including termination. Obviously, this list of rules is not all-inclusive and there may be other circumstances for

which employees may be disciplined, up to and including termination. Such instances include, but are not limited to: poor performance, misconduct, insubordination, and failure to adhere to Society policies and procedures and standards of conduct. If you have any questions about these basic rules, or what we expect of you, please discuss them with your manager or the Human Resources Department.

502. Confidentiality

All employees are responsible for safeguarding the confidentiality of information regarding The Society, its operations, its employees, and any other individuals and organizations that use The Society's services or are otherwise part of The Society's community.

For purposes of this policy, “**confidential information**” is any information designated by The Society, orally or in writing, as confidential and any information that The Society, in its sole and absolute discretion, determines a reasonable person would expect to be kept confidential.

Confidential information may include, but is not limited to:

- Records and non-public information concerning The Society's services (e.g., health and counseling information);
- Information concerning The Society's operations (e.g., financial information and strategic plans);
- Information concerning The Society's employees;
- Information that is collected as part of The Society's role as headquarters of The Episcopal Church (e.g., ministries and programs, communication, commissions, committees, agencies and boards, support, finance and administration, and other information deemed confidential under the Constitution and Canons of the Church);
- Information concerning any pending or contemplated internal or external investigation, audit or proceeding (including but not limited to any legal proceeding); and
- Any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to have an adverse impact on The Society or a member of The Society community.

As a Society employee, you hold confidential information in a fiduciary capacity for the benefit of The Society and are subject to a fiduciary duty of loyalty. Accordingly, during or after your employment with The Society, you shall not use confidential information except in connection with your job responsibilities and you are prohibited from disclosing

confidential information to any person or entity outside The Society except when for authorized business reasons or as may be required by law. Further, you should take care to safeguard confidential information within The Society and not disclose such information to another employee and other Society officials, except on a “need-to-know” basis.

Employees who are unsure whether information must be kept confidential shall refrain from disclosing such information. Employees who have questions about confidentiality should contact the Human Resources Department or the Legal Department.

Unless you receive prior authorization from your department head or supervisor you are not permitted to remove from Society premises any confidential information. Upon The Society’s demand or upon separation of employment for any reason, you will be required to return to The Society all originals and copies (in any format including but not limited to electronic format) of any confidential information.

503. Attendance, Absenteeism & Tardiness

A. Expectations

Absenteeism and tardiness interfere with The Society’s operations and place a burden on other employees. The Society expects that every employee will be at his or her assigned workplace at his or her starting time each day. Repeated absences or tardiness as well as patterns of absences or tardiness (e.g., “calling in” every Friday before a holiday weekend) are violations of this policy.

B. Reporting Unscheduled Absences or Tardiness

Except in cases of an emergency, if you will be absent or tardy for any reason, you must personally notify your supervisor. If you cannot reach your supervisor, you must personally contact the Human Resources Department or email both the Human Resources Department and your supervisor. Except in an emergency, you must report that you will be absent or tardy at least 30 minutes before the start of your shift. Further, when tardy you must report to your supervisor immediately after you arrive at your assigned workplace.

If your absence will extend beyond one (1) day, you must report each day of absence as set forth above. Upon prior approval of your supervisor or the Human Resources Department and after providing the reason for your absence, your expected return date and such other information as required by The Society, daily reporting of each absence may not be required. The Society reserves the right to require you to report periodically on your status and on your intent to return to work.

If you become ill at work or you must otherwise leave your assigned workplace unexpectedly before the end of the workday, you must personally inform your supervisor or the Human Resources Department that you will be leaving early prior to leaving.

If you do not report for work and fail to notify The Society of your status for three consecutive days, The Society will assume that you have resigned from your employment.

C. Effect of Absences/Tardiness on Leave Time and Pay

All absences or tardiness will be charged to the appropriate leave category as specified in Section 4 of this Handbook (“Time Away from Work”).

D. Documentation to Support Absences

The Society may require documentation to support safe and sick leave absences in accordance with Policy No. 401 (Vacation Leave, Safe and Sick Leave, and Personal Leave). The Society reserves the right to require documentation to support absences in other instances.

504. Information Technology and Telecommunications

The Society is committed to having its “Information Technology and Telecommunications Systems” (including, but not limited to, computers, networks, Internet access, intranet access, email accounts, cloud-based software or services licensed to Society employees and/or affiliates and or used with related Episcopal Partners, telephones, voicemail, Society-issued or owned cellular phones, smart phones or similar devices and/or any other means of communication known or hereafter developed, and Society-provided cellular phone service, PDA smart phones or similar device service and/or any other communication service known or hereafter developed) used in a responsible, efficient, ethical, and legal manner, and to safeguarding its information assets. At the same time, The Society is committed to making certain that, to the extent possible, confidential information shared in a pastoral context or similar communication is kept confidential. In furtherance of these goals, The Society has adopted this Information Technology and Telecommunications Policy, which governs all employees’ use of The Society’s Information and Telecommunication Systems.

A. Resources and Systems Covered by This Policy

This policy governs all IT resources and communications systems owned by or available at The Society, and all use of such resources and systems when accessed with an employee’s own resources, including but not limited to: email systems and accounts; Internet and intranet access; cloud based software and services; telephones and voicemail systems, including wired and mobile phones, and smartphones; printers, photocopiers, and scanners; fax machines, e-fax systems, and modems; all other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices; and all other physical security systems and devices, including access key cards and fobs.

The Society's policies prohibiting harassment apply to the use of The Society's Information and Telecommunications Systems. No one may use any of The Society's systems in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, gender, gender identity, age, disability, religious beliefs, or any other characteristic protected by federal, state, or local law.

Use of The Society's Information and Telecommunications Systems constitutes consent by the user to the terms and conditions of this policy. Any questions about this policy should be directed to the Human Resources Department or Information Technology Director.

B. Security & Passwords

Security of The Society's IT Information and Telecommunications systems is the responsibility of the Information Technology Department, including approval and control of employees' and others' access to systems and suspension or termination of access in cases of misuse or when a user is no longer an employee or is otherwise ineligible to use the systems.

It is the responsibility of each employee to adhere to security guidelines, including but not limited to the creation, format, and scheduled changes of passwords. All usernames, pass codes, passwords, and information used or stored on the company's computers, networks, and systems are the property of The Society.

Any attempt to circumvent The Society's security procedures is prohibited. Individual passwords and access codes must be kept strictly confidential. No employee should give a username, password or access code to another employee or other person, unless instructed to do so by his/her supervisor, the Human Resources Department or the Information Technology Department, in which case the employee must immediately provide the requested information. An employee shall immediately inform the IT Department if they know or suspect that any username, password, or access code has been used in a way that is unauthorized.

C. Confidential and/or Proprietary Information

All data on The Society's information and telecommunication systems, unless otherwise available in the public domain, should be considered confidential and/or proprietary information. Treat them accordingly and do not jeopardize them through your business or personal use of electronic communications systems, including email, text messaging, internet access, social media, telephone conversations and voicemail.

This policy also prohibits use of The Society's IT resources and communications systems in any manner that would infringe on or violate the rights of third parties. Electronic communications systems provide easy access to vast amounts of information, including material that is protected by copyright, trademark, patent, and/or trade secret law. You

should not knowingly use or distribute any such material downloaded from the internet or received by email without the prior written permission of the Legal Department.

D. Unauthorized Use, Destruction and Modification Prohibited

Unauthorized use, destruction and/or modification of The Society's information and/or telecommunications systems are strictly prohibited.

E. Copyrighted Materials

The Society protects its copyrights, trademarks, and logos. Do not use The Society's name, brand names, logos, taglines, slogans, or other trademarks, for other than approved Society purposes without written permission from the Legal Department.

You should respect the laws regarding copyrights, trademarks, rights of publicity, and other third-party rights. To minimize the risk of a copyright violation, you should reference the source(s) of information you use and accurately cite copyrighted works you identify in your online communications. Do not infringe on Society trademarks.

Users of The Society's Information and Telecommunications Systems may use only legally obtained, licensed data or software installed or provided access to by the Information Technology Department and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws. Much of what appears on the Internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted. Users of The Society's information and telecommunications systems should generally assume that material is copyrighted unless they know otherwise, and should not copy, download, or distribute copyrighted material without permission unless the use does not exceed fair use as defined by applicable law. Protected material may include, among other things, text, published articles, photographs, audio, visual, graphic illustrations, and computer software.

If an employee is uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer or use for its intended purpose, he/she should resolve all doubts in favor of not transferring the information and should consult the Legal Department.

F. Disclaimer of Liability for Use of Internet

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit or otherwise inappropriate material. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk.

G. Prohibited Use of The Society's Information and Telecommunication Systems

The Society's information and telecommunications systems are provided to employees for official Society business. While these resources are to be used primarily for business, employees may use these resources for incidental personal use, provided such use does not interfere with employee productivity or The Society's operations and is consistent with The Society's policies and all applicable laws.

This policy is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or to otherwise interfere with employees' rights under the National Labor Relations Act.

Activities which are typically prohibited by The Society include, but are not limited to:

- Using The Society's information and telecommunications systems to conduct any business activities unrelated to The Society's business or the business of The Episcopal Church.
- Solicitations unrelated to The Society's business, including but not limited to political causes, commercial enterprises and/or outside organizations.
- Sending non-business-related, unsolicited emails (commonly referred to as SPAM). This includes the forwarding of emails received from outside, non-business-related sources, as well as emails initiated by Society employees. Any issues regarding SPAM or other unsolicited emails should be brought to the attention of the Information Technology Department.
- Viewing or sending non-business-related mass-mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, or otherwise creating unnecessary network traffic.
- Downloading, uploading, streaming or viewing audio, video or graphics files (including games or other entertainment software) unless otherwise required for work.
- Accessing, displaying, storing, viewing, sending or downloading material that is fraudulent, harassing, embarrassing, profane, obscene, sexually explicit, intimidating, defamatory or otherwise unlawful, inappropriate, offensive (including offensive material concerning race, color, national origin, age, sex, religion, genetic information, handicap, disability or citizenship status, familial status, sexual orientation, gender, gender identity, gender expression or any other classification protected by federal, state, or local law), or in violation of The Society's equal employment opportunity policy and its policies against illegal harassment and other discrimination.

H. No Expectation of Privacy and Monitoring Usage

All contents of The Society's IT Information and Telecommunications systems are the property of The Society. Employees do not have an expectation of privacy in anything they create, store, access, send, or receive on The Society's information and telecommunications systems (including, but not limited to: documents, voicemail messages, text or video messages, email messages, instant messages, blogging, photo messaging, podcasts/videocasts, social networking activities, and any other means of communication known or hereafter developed, whether of a business or personal nature). The Society has the right, but not the duty, to monitor any and all of the aspects of its information and telecommunications systems.

I. Blocking of Inappropriate Content

The Society reserves the right to use software to identify any Internet sites that it deems inappropriate, illegal, sexually explicit, or that violates applicable equal employment opportunity principles and any Society policies against harassment or other discrimination, or any other Society policies. Such sites may be blocked from access by The Society's networks.

If an employee encounters a blocked website that he/she needs to access for legitimate Society-related purposes, he/she shall contact the Information Technology Department for review to determine if access will be granted. In the event an employee encounters any inappropriate material while browsing the Internet that is not otherwise related to a legitimate business-related purpose, then such employee must immediately disconnect from the site, regardless of whether the site was subject to blocking software. If an employee believes that a "cookie" or other "phishing" software has compromised his/her computer, the employee should inform the Information Technology Department immediately.

J. Illegal Copying and Downloading

The Society prohibits the downloading of software from the Internet without the prior approval of the Information Technology Department because of the significant risk of infecting The Society's Information and Telecommunications Systems with a virus, the unreliability of such downloaded software, and the potential for copyright and/or licensing violations. Email and downloading from the internet are prime sources of viruses and other malicious software. All of The Society's Information and Telecommunications Systems will be subject to periodic inventory and inspection for compliance.

K. Using Personal Computers or Other Electronic Devices for Work and Accessing the Internet, Intranet, Extranet or The Society's Email

To ensure security and to avoid the spread of viruses, employees need the approval of the Information Technology Department before using their personal computers or other electronic devices for work purposes. In all instances, employees accessing the Internet,

The Society's intranet, extranet, cloud-based software or services, or email through a computer or other electronic device attached to The Society's network must do so through an approved Internet firewall designed for their operating system and any other firewall required by The Society.

Employees using their personal computers or other electronic devices for work are not permitted to download, use or permit to be used on such computers or other electronic devices any program known to compromise security (e.g., file-sharing software and/or software that permits users to search for other users' computers and download desired files) or spread viruses. Any questions should be directed to the Information Technology Department. The "No Expectation of Privacy and Monitoring Usage" policy applies to the use of personal computers, phones or other electronic devices when accessing the Internet, The Society's intranet, or extranet.

L. Use of Non-Society Software or Cloud Based Services

The Society prohibits the use of software or services not approved and or provided by The Society to conduct business on behalf of The Society unless explicit written consent is obtained from the Information Technology Department. To ensure there are standards in how The Society communicates, shares data and archives and retains information for historical and corporate reasons, only tools and software provided to employees by The Society may be used to conduct business. This includes the use of personal email, cloud-based software and any services purchased without the consent of the Information Technology Department. If tools are required to communicate with outside parties or affiliate organizations, these needs must be discussed and approved by the Information Technology Department with all final records from such work stored on The Society's information technology platforms in a format that is common and accessible to staff.

M. Virus Detection

Files obtained from sources outside The Society, including (1) personal, non-Society storage media (e.g., flash drives, portable hard drives, iPods or other music devices, disks, or other storage media known or hereafter developed (hereafter, "Storage Media")); (2) files downloaded from the Internet, newsgroups, bulletin boards or other online services; (3) files attached to email; and (4) files provided by vendors that may contain dangerous computer viruses that could damage The Society's Information and Telecommunications Systems. Employees should never download files from the Internet, accept email attachments from outsiders, or use Storage Media from non-Society sources without first scanning the material with Society-approved virus-checking software. If an employee suspects that a virus has been introduced into The Society's Information and Telecommunications Systems, he/she must notify the Information Technology Department immediately.

N. Social Media Policy

The Society prohibits the use of any of The Society's information and/or telecommunications systems or the dissemination of information in a manner bringing disrepute, damage, or ill-will against The Society. Employees are reminded to be courteous to other users of The Society's Information and Telecommunications Systems and to always conduct themselves in a professional manner. Whenever using The Society's Information and Telecommunications Systems, employees should write email communications and publish/post to blogs with no less care, judgment and responsibility than they would use for letters or internal memoranda written on The Society's letterhead or any other communication by any means on behalf of The Society.

Further, all personal communications or postings must be free of any indication, whether explicit (e.g., "professional signature") or contextual, suggesting the statement and/or opinion is that of The Society.

The Society takes no position on your decision to start or maintain a personal blog or participate in other personal social media activities. You are personally responsible for what you communicate by social media. Remember that what you publish or upload may be available to be read by anyone for a long time. You should always be aware of the privacy settings on any personal social media use. However, it is the right and duty of The Society to protect itself from, among other things, misuse of The Society's or any third party's trademarks, violation of The Society's anti-discrimination and anti-harassment policies, The Society's privacy policies, or unauthorized disclosure of Society confidential and proprietary information.

This Social Networking Media Policy applies to blogging or other forms of social media or technology including, but not limited, to video or wiki postings, Facebook, LinkedIn, Twitter, Instagram, TikTok, Pinterest, Snapchat, Discord, or any other platforms existing now or to be created in the future, chat rooms, personal blogs and/or other similar forms of online journals, diaries or personal newsletters not affiliated with The Society. Unless specifically instructed in writing, employees are not authorized to, and are restricted from, speaking on behalf of The Society. Employees are expected to protect the privacy of The Society and its employees and may not disclose any confidential, proprietary or nonpublic information to which they have access.

Inappropriate communications, even if made on your own time using your own resources, can constitute a violation of this policy. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking Internet sites, social Internet sites, and other electronic and non-electronic forums (collectively, "Social Media") using social media. Below are specific situations to consider. However, the absence of explicit reference to a certain activity does not limit the application of this policy. Rather, where no express policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your supervisor, the Human Resources Department, or the Legal Department if you are uncertain.

1. Employees must ensure that personal blogging and social networking media activities do not interfere with work assignments.
2. Employees cannot use Society-owned facilities or equipment, including, but not limited to computers, Society-licensed software, cloud-based services, or other electronic equipment, to conduct personal blogging activities. Employees are reminded that they should have no expectation of privacy while using Society equipment or facilities for any purpose, including but not limited to, any message, files, data, documents, social media post, or any other kind of information or communication received, printed, or recorded in The Society's Information or Telecommunications Systems.
3. Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters must be cautious in that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just The Society.
4. Employees cannot use blogs or social networking sites to harass, threaten, discriminate, or disparage other Society employees in violation of any of The Society's harassment, discrimination, or other policies.
5. Employees are reminded that they may not hold themselves out as representatives or speak on behalf of The Society without authorization. Therefore, please state that your views expressed in your personal blog or social networking sites are your own and do not represent those of The Society or The Episcopal Church.
6. Employees cannot post any Society confidential or proprietary information on personal blogs or social networking sites. Employees also may not post Society copyrighted information or Society-issued documents.
7. Employees cannot post the trademark or logo of The Society or any of its affiliates on personal blogs or social networking sites.
8. Employees cannot post on personal blogs or social networking sites any advertisements or photographs of The Society or any of its employees without permission of the employee.
9. Employees cannot link from a personal blog or social networking media site to The Society's internal or external web site in a manner that suggests any endorsement of the employee's personal blog or social media site. Employees must use a personal email address (i.e., a non-work-related email address) as their means of identification when posting. Just as an employee would not use The Society stationery for a letter to the editor with personal views, employees should not use a Society email address for personal views.

10. If contacted by the media or press about any personal blog or social networking site posting that relates to Society business, employees are required to speak with their supervisor before responding.

Nothing in this policy is intended to restrict communication or actions protected by applicable state or federal law, including, but not limited to, the National Labor Relations Act.

O. Use of Information and/or Telecommunications Systems While Driving

Users of The Society's Information and Telecommunications Systems must comply with all laws regarding the use of such devices while driving. The Society requires that a hands-free device be used whenever an individual: (1) is using a Society-owned and/or Society-issued electronic device while driving; (2) is using Society-provided cellular phone or other electronic service; (3) is conducting Society business while driving; and/or (4) is driving a Society vehicle. Electronic devices should be used only when it is safe to do so under the circumstances and users must be aware that, even with a hands-free device, electronic devices should not be used during adverse weather or difficult traffic conditions.

Under no circumstances may an individual send, receive and/or review text or similar messages while: (1) using a Society-owned and/or Society-issued electronic device while driving; (2) using Society-provided cellular service while driving; (3) conducting Society business while driving; and/or (4) is driving a Society vehicle.

P. Additional Provisions Applicable to Society-Issued Cellular Phones/Smart Phones, Society-Provided Cellular Phone/Smart Phones Service and Cellular Phone Plans Reimbursed by The Society

Cellular phones/smart phones purchased by The Society and issued to employees are the property of The Society. Employees should not have an expectation of privacy in anything they create, store, access, send, or receive using Society-issued cellular phone/smart phones or Society-provided cellular phone/smart phones or other electronic service (including but not limited to voicemail messages, text messages, email messages, telephone conversations, etc.). This also includes any personal cell phones where The Society is reimbursing or subsidizing an employee's usage.

Individuals assigned cellular phones/smart phones are responsible for safeguarding them from damage and misuse. Employees must report any damage, loss, unauthorized use or malfunction of a Society-issued cellular phone/smart phones to the Information Technology Department without delay.

The Society reserves absolute discretion and control over whether, and if so upon what terms (e.g., minute allotment, personal use, cost to employees, etc.), to issue cellular phones/smart phones or other electronic devices and/or to provide cellular phone or other electronic service to employees.

Q. Liability for Others' Use of Information and Telecommunications System

An employee shall be responsible for any Society Information and Telecommunications Systems provided to the employee as well as the employee's activities on The Society's Information and Telecommunications Systems or for any other person's using the employee's Society Information and Telecommunications Systems or using that person's passwords.

R. Violations to Be Reported

Any employee who discovers misuse of the email system, the Internet and/or cloud-based software or services, or any violation of this policy, shall immediately notify their supervisor, the Human Resources Department and/or the Information Technology Director.

505. Gifts

To maintain a professional atmosphere free of the appearance of bias and favoritism, The Society prohibits giving and accepting gifts of more than \$50 in value among its employees, and between its employees and non-employees, if such gifts would likely create the appearance of impropriety. Employees are also prohibited from giving gifts to anyone above them in the chain of command unless it is part of an organized gift exchange.

Further, in accordance with Society policy employees may not accept gifts from or give gifts to non-employees or entities with whom or with which The Society does business or seeks to do business, unless it is of nominal monetary value. In all other circumstances, employees shall use their best judgment in determining whether the giving or acceptance of a gift would create the appearance of impropriety. When in doubt, employees shall refrain from giving or accepting a gift.

506. Conflict of Interest

All employees are expected to adhere and abide by The Society's Conflict of Interest Policy, which is located at the [Employee Conflict of Interest Policy and Form](#). This includes both the avoidance of conflicts of interest and the duty to disclose all instances of an apparent or potential conflict of interest.

507. Outside Employment and Volunteer Activities

The Society respects the rights of employees to engage in activities outside of their employment. However, you may not engage in any employment or activity outside of The Society which:

- Conflicts with your:
 - Required hours of work; and/or
 - Obligations to and responsibilities for The Society;
- Presents a conflict of interest with The Society;
- Adversely affects your work performance;
- Adversely affects The Society's ability to efficiently schedule employees;
- Embarrasses or discredits The Society; and/or
- Conflicts with Society policies.

Employees' responsibilities and/or schedules will not be adjusted to accommodate outside employment or activities. Employees may not use Society resources in their performance of outside employment or activities. Please consult with the Human Resources Department if you are unsure whether your activities are permissible.

If, at any time, The Society determines that an employee's outside work or activity interferes with their job performance or ability to meet The Society's requirements, or otherwise violates this policy, The Society may require the employee to terminate or modify the outside employment and/or activity in order to remain a Society employee.

508. Violence in The Workplace

A. Prohibited Conduct

The Society has zero tolerance for violent acts or threats of violence against our employees, independent contractors, volunteers, applicants, customers, vendors, or suppliers. Employees are prohibited from engaging in or threatening to engage in any violent act against a co-worker, applicant, customer, vendor, supplier or any other third party in the employment environment. This policy expressly prohibits such behavior in the workplace (including, but not limited to, any location where work for The Society is performed, on Society premises, at any Society function or sponsored event, and in Society vehicles) as well as at any function or event attended by an employee as a representative of The Society.

B. Reporting Procedures and Investigations

Employees are required to report *immediately* any incident of violence or threatened or perceived violence in the workplace, whether or not physical injury has occurred (*e.g.*, verbal abuse, menacing, etc.). Employees should report incidents pursuant to the Reporting Procedure (Policy No. 102). This includes all violence and threatened violence directly witnessed or received, as well as any violence and threats an employee is aware another person has witnessed or received. Do not assume that any threat is not serious.

Please bring all threats to The Society’s attention so that they can be dealt with appropriately.

C. Consequences

Disciplinary action, up to and including the immediate termination of employment, may be taken against employees who violate this policy. Disciplinary action, up to and including immediate termination of employment, may also be taken against employees who knowingly and purposely report false or unfounded allegations; however, no individual will be subject to retaliation, intimidation or disciplinary action as a result of making a good faith report under this policy.

The Society may, at its discretion, report incidents of violence, threatened violence, and other policy violations to the appropriate law enforcement authorities. The Society will cooperate with law enforcement authorities in any investigation and/or prosecution of such cases.

509. Possession of Weapons

A. Prohibited Conduct

The Society prohibits the possession of weapons at the workplace and prohibits employees from bringing weapons to any function or event attended by an employee as a representative of The Society or as a representative of any other Episcopal or professional organization. As used in this policy “**workplace**” means:

- Any location where work for The Society is performed;
- Any time on The Society premises;
- Any Society function or sponsored event; and
- Any time in Society vehicles (whether owned, leased or rented).

For purposes of this policy, a “**weapon**” is defined to expressly include, but not be limited to, any firearm or other item not normally found in a work environment that can cause physical injury or death.

Exceptions to this policy may be made at The Society’s sole discretion for authorized security personnel.

B. Reporting Procedures and Investigations

Employees are required to immediately report any allegations involving the possession of weapons pursuant to the “Reporting Procedure” (Policy No. 102). All reports will be investigated promptly and information will be kept confidential to the extent possible.

The Society may, at its discretion, report alleged and/or confirmed cases of weapon possession to the appropriate law enforcement authorities. The Society will cooperate with law enforcement authorities in any investigation and/or prosecution of such cases.

510. Intellectual Property and Plagiarism

A. Copyright and Trademarks

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, distribute, use, display, transmit, or transfer proprietary materials of the Society or others without appropriate authorization.

Violating any of the exclusive rights of a copyright owner without the owner's permission is *copyright infringement*. Violating the exclusive rights of a trademark without the owner's permission is *trademark infringement*. Copyright and trademark infringement are damaging to both the employee's and The Society's reputation and may result in liability for substantial damages, costs and/or penalties, on the part of The Society and/or the employee. No employee shall knowingly or recklessly infringe on or cause The Society to infringe on any third party's copyright or trademark.

It is the policy of The Society that when seeking to use a work that is protected by copyright or trademark, all Society employees shall first determine whether The Society has received a license or other permission that allows the use the employee would like to make of the work. If it has not, then the employee should either decline to make such use, or with the consent of the employee's supervisor, in consultation with the Legal Department as needed, seek the appropriate permission from the copyright or trademark owner or its agent.

B. Plagiarism

The Society is committed to maintaining a high moral and ethical standard in the work environment and ensuring the integrity of its employees' written works. "**Plagiarism**" means claiming someone else's writings or ideas as one's own without crediting the original source, even though the exact words one uses to express that idea may differ. The Society regards every act of plagiarism as a serious matter that reflects poorly on the plagiarist as well as The Society.

Therefore, when producing any written work while employed by The Society, employees shall not commit any of the following acts, each of which shall be considered plagiarism. Examples of plagiarism include, but are not limited to:

- Submitting someone else's work as their own;
- Failing to place a quotation or a quoted passage in quotation marks;

- Failing to identify a quoted source accurately;
- Borrowing heavily from or copying someone else’s words or ideas without giving them credit; and/or infringing on the copyright of someone else’s writing.

511. Illegal Conduct

The Society expects employees to act in compliance with all applicable laws. This is true regardless of when and where such conduct occurs. The Society will cooperate with law enforcement and/or governmental authorities in any investigation and/or prosecution of cases regarding such illegal conduct to the extent required by law.

512. Dress Code and Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image that The Society presents to the community. Appropriate attire, hygiene and grooming enhance the impression of others about The Society. The Society recognizes that while people may express themselves through their clothing, there are articles of clothing that are not considered acceptable attire in the workplace at any time. Employees are expected to maintain a professional appearance, appropriate for the work site and work activities, in the course of their employment with the Society. Nothing in this policy should be construed to prohibit religious headwear or other religious attire, or religious or cultural expression through hair style or facial hair.

An employee who reports to work improperly dressed will be instructed to leave and return in appropriate attire. For non-exempt employees, such time will be unpaid or charged to vacation leave or personal leave. If you have questions about the appropriateness of certain attire, please consult your supervisor.

513. Required Training, Continuing Education Requirements and Professional Development

The Society encourages and supports the ongoing professional growth and development of its employees. Satisfactory completion of external courses of study does not, however, guarantee promotion or advancement.

All employees who have completed at least 90 days of service with The Society are eligible to apply for financial assistance for educational purposes. Please see the Human Resources Department for more information about the policy and to obtain an application.

A. Required Training

From time to time, The Society will require employees to attend specific trainings. Required trainings may include, but are not limited to, training concerning racism and sexual misconduct (encompassing sexual harassment and sexual exploitation) and the protection of children and youths from abuse. *See also* Policy Nos. 107 (“Anti-

Discrimination/Anti-Harassment”), 108 (“Anti-Sexual Harassment”) and 109 (“Anti-Sexual Exploitation”). Employees must attend required trainings, even if such trainings occur outside of the employees’ regular work hours. Non-exempt employees attending training outside their regular work hours will be paid additional time and/or overtime, as applicable, for attending such required training. Employees will not be required to use accrued leave time to attend required trainings.

B. Maintaining Required Licenses/Certifications and Other Professional Development

Society employees are responsible for maintaining any job-required licenses and certifications, and are required to keep themselves current on any professional issues related to their job. Up to certain limits, The Society may pay costs associated with maintaining required licenses and certifications, including any professional development activities or courses required to maintain such licenses and/or certifications. Please contact the Human Resources Department for more information regarding The Society’s payment of costs.

C. Documentation

Immediately after returning from a development activity, employees are required to submit documentation of completion of professional development activities, courses, and required trainings.

514. Media Contact

The media sometimes contacts Society staff asking for comments, opinions or factual information. With the exception of the Presiding Bishop, or those designated by the Presiding Bishop, no employee may represent The Society to the media without the prior approval of the Public Affairs Officer. Any other employee contacted directly by the media for any factual information about The Society or for any comments or opinions on any topic whatsoever with regard to the business of The Society must refer the media contact to the Public Affairs Officer. In addition, employees should notify the Public Affairs Officer immediately if they become aware of an incident that may attract media attention.

515. Records Retention

Employees may not remove records from The Society’s custody, nor destroy any document or record without following the Society’s retention schedules. Questions about record keeping and record retention requirements should be directed to the Archives or the Chief Legal Officer.

Society records should be kept on The Society’s designated equipment at the employee’s regular place of work, whether at the headquarters or at a regional or home office. Electronic files and documents must be kept on a Society server, or on a Society authorized “cloud” based system such as the Society’s Sharepoint or Teams site, which is

ordinarily housed at the headquarters or a regional office. The Society's records should not be kept on laptops and local computer drives ("C drives") of The Society nor on privately-owned computers.

516. Separation from Employment

A. How Separation May Occur

Separation from employment may occur as a result of voluntary resignation, mutual agreement resignation, reorganization or reduction in force, retirement, or involuntary termination.

Employees who voluntarily resign are requested to provide advance notice of four weeks in the case of exempt staff and advance notice of two weeks in the case of non-exempt (hourly) staff. It is at the manager's discretion to accept the employee's timeline for departure or to set an earlier time. Once notice is given and accepted by the manager, employees will not be permitted to request or take vacation or personal time.

If an employee is leaving to take a position where acceptance of that position will be publicly announced, it is customary to coordinate announcements of both the departure from The Society and the beginning of the new position. Employees in such circumstances are urged to discuss this with their supervisors and with Human Resources so that this may be appropriately accomplished.

In the case of mutual agreement resignation and reorganization or reduction in force, The Society will attempt to provide as much advance notice as is possible.

B. Benefits at Termination

A terminating employee may continue health and dental insurance coverage for a period of time in line with the guidelines of the Episcopal Church Medical Trust. Details for these plans and other benefits will be provided by the Human Resources Department at the time of termination.

C. Vacation Pay at Termination

Pay for unused accrued vacation time will be issued following termination.

D. End of Tenure and Transition of Work

Once notice has been submitted and accepted, a resigning employee should work closely with the department and supervisor to transition current work responsibilities and projects. The employee should also allocate the necessary time to partner with the department and Archives related to the transfer of work product and all electronic and paper files.

E. Settling of Accounts and Return of Society Property

An employee who separates from employment for any reason must repay the full amount of any outstanding financial obligations to The Society. If payment is not made prior to the employee's last day, the full amount will be deducted from the employee's last paycheck.

All property belonging to The Society must be returned to the appropriate supervisor no later than the last day worked. This will include, but may not be limited to, office keys, identification card, any corporate credit card, cell phones, office equipment and corporate documents including computer files.

F. Human Resource Department Role

The Human Resources Department will assist the separating employee by providing information on continuing health benefit coverage, life insurance conversion procedures, any retirement plan eligibility, and The Society's policy on release of employee information following termination.

Section 6: Safety

601. Accidents, Injuries and Illnesses

When an accident, injury or illness occurs at the workplace and/or in the scope of employment, it must be reported immediately to your supervisor or the Human Resources Department/Benefits Administrator regardless of its nature or severity and even if the affected employee(s) request(s) that the accident, injury or illness not be reported.

Each employee is responsible for promptly reporting any workplace accidents, injuries and illnesses of which he/she is aware and The Society will not retaliate against an employee for reporting such occurrences.

602. Workers' Compensation

All Society employees are covered by workers' compensation at no cost to the employee. This program covers any injury or illness sustained in the course of employment.

As set forth above, any employee who sustains a work-related injury or illness, no matter how minor, should inform The Society immediately.

Workers' compensation fraud is a violation of The Society's policy and may be a punishable crime. Employees who fraudulently report an injury or workers' compensation claim may be subject to criminal prosecution.

603. Drug-Free Workplace

A. Purpose and Goal of Policy

All employees must comply with The Society's drug-free workplace policy. As a condition of continued employment with The Society, each employee must abide by this policy.

For purposes of this policy, the term "**Society Work or Activities**" includes:

1. Work for The Society at any location;
2. Any activity at any time on The Society's premises;
3. Any activity at any Society function or sponsored event;
4. Any activity at any function or event attended by employees as representatives of The Society or any other Episcopal or professional organization;

5. Any activity at any time traveling to and from any Society location, event or work specified in subparagraphs (3) & (4) above; and
6. Any activity at any time in Society vehicles (whether owned, leased or rented).

B. Prohibited Behavior

Employees are prohibited from reporting to Society work or activities or performing Society work or activities with illegal, unauthorized or controlled substances in their system. The only exception to this policy is as follows:

- The use of prescription and over-the-counter drugs when taken in standard dosages and/or when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, and/or notify department supervisor) to avoid unsafe workplace practices;
- In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances in the workplace including: on Society paid time, on Society premises, in Society vehicles, or while engaged in Society activities.

C. Consequences

Violation of this policy is a serious offense. If an employee violates the policy, they may be subject to disciplinary action in a manner consistent with applicable law, up to and including immediate termination from employment. The Society also reserves the right to impose conditions upon any continuation of employment, provided such conditions are consistent with applicable law.

D. Assistance

The Society recognizes that early intervention and support improve the success of rehabilitation for drug abuse and addiction. In The Society's sole discretion, The Society may assist employees in trying to overcome drug abuse and addiction. To support its employees, The Society's drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug problem. Employees are encouraged to request help in writing to the Human Resources Department before any disciplinary or other performance issues have been identified.

- Offers all employees and their family members assistance with drug problems through the Employee Assistance Program (EAP) available through the Episcopal Church Medical Trust (see “Employee Assistance Program” Policy).

To the extent possible, assistance is provided on a confidential basis. In certain circumstances, certain information may need to be shared with The Society, such as, for example, as required to process benefits or leaves. The Society is not provided with, nor does it request, any notification of a voluntary request for assistance or treatment by any employee. If, however, The Society refers an employee for EAP services, The Society may receive notification from EAP about the employee’s use and cooperation with such EAP referral.

Treatment for drug use disorders may be covered by The Episcopal Church Medical Trust health insurance coverage. However, the ultimate financial responsibility for recommended treatment rests with the employee.

This policy in no way limits The Society’s ability to discipline or otherwise address performance or disciplinary concerns.

604. Drug Testing

A. Types of Testing

1. Pre-Employment/Post-Offer Testing

All applicants for employment, including applicants for part-time positions and former employees seeking reemployment, may be subject to a post-offer, pre-hire screening for illegal drugs and other controlled substances. An applicant whose drug test is positive will have his or her offer withdrawn and will no longer be considered for employment.

2. Reasonable Suspicion Testing

If The Society reasonably believes or has a reasonable suspicion that an employee has alcohol, illegal drugs or other controlled substances in his or her system, the employee may be required to immediately take a drug and/or alcohol test. Such reasonable belief may be based on observations of the employee’s behavior or on reports of third parties that The Society deems reliable. Examples of circumstances giving rise to reasonable suspicion that an employee is under the influence of alcohol and/or drugs or other controlled substances include, but are not limited to, accidents, deviations from safe working practices and/or erratic conduct indicative of impairment, and/or the odor of alcohol.

B. Non-Negative Results

If an employee tests positive for drugs, he or she will be considered to be in violation of this policy. An employee will also be considered in violation of this policy if he or she

refuses the screening/test, is found to have adulterated or diluted the specimen, substitutes the specimen with that from another person or sends an imposter to take the test, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

605. Policy Regarding Alcohol Use

A. Purpose and Goal of Policy

In furtherance of General Convention resolution 2015-A158, it is The Society's policy to put appropriate limits on the serving and consumption of alcohol at Society work or activities and celebratory events and gatherings. Excessive alcohol consumption may endanger the health and safety of The Society's employees and others around them and tarnish The Society's reputation.

All The Society's employees who choose to drink alcoholic beverages at Society activities and/or celebratory events and gatherings are expected to behave respectfully, professionally, within legal limits, and in accordance with all The Society's policies. For purposes of this policy, employees are advised that this policy applies 24/7: there is no time you are "off-duty" when attending Society events and gatherings.

The serving of alcoholic beverages at Society activities and/or celebratory events and gatherings may occur only with prior approval from the executive (Canon, Chief, or higher) in charge of the host group. Alcohol should not be served anytime during normal business hours (9:00am to 5:00pm), except for sacramental wine and celebratory events and gatherings when the appropriate guidelines below are in place. Such occasions should be organized with respect to time of day, staffing requirements and sensitivity to the public. After granting approval, that executive has ultimate responsibility for ensuring that employees adhere to the guidelines presented below.

All managers and employees are responsible for adherence to this policy. Failure to do so may result in disciplinary action up to and including termination.

B. Eligibility/Scope

This policy applies to all active employees, volunteers, interns, or consultants of The Society.

This policy applies:

1. At any time on The Society premises;
2. At any Society activity and/or celebratory event or gathering or sponsored event;

3. At any function or event attended by employees as representatives of The Society or any other Episcopal or professional organization where an employee is eligible for compensation and/or reimbursement of expenses for their attendance;
4. At any time traveling to and from any Society location, event or work specified in subparagraphs (2) & (3) above; and
5. At any time in Society vehicles (whether owned, leased or rented).

Celebratory events and gatherings to which this policy applies may include, but are not limited to: receptions; holiday, birthday, retirement and anniversary parties; department picnics and outings; year-end recognition events; or parties held at private residences.

C. Applying the Policy/Guidelines

The executive (Canon, Chief, or higher) with immediate authority over the group holding the Society activity or celebratory event or gathering where alcohol is served is responsible for ensuring adherence to these guidelines. The responsible executive or his/her designee must be present for the duration of the event.

Alcoholic beverages are to be served, rather than simply made available, to those who wish to partake. Self-serving of alcoholic beverages at Society events and gatherings is prohibited.

At any hosted Society activity or celebratory event or gathering, food and/or non-alcoholic beverage alternatives must be available. Where alcohol is served, it is the executive's responsibility to place sensible limits on the amount of alcohol available.

Executives responsible for a Society activity, event or gathering are encouraged to manage consumption by limiting the time alcohol is served (generally no more than two hours), or instituting a two-drink limit. If the event is planned for a longer time (e.g., a full or half day), service should cease no less than one hour prior to the end of the event.

Alcohol is not to be served to minors or anyone who appears to be impaired.

Safe passage home must be arranged for anyone who appears to be impaired.

606. Background Checks

The Society may, from time to time, require you to submit to periodic criminal checks, background checks, drug and alcohol checks, reference checks, credit checks, and/or other similar checks. It is a condition of your continued employment that you agree to grant to The Society (or its designee) the authority to conduct such checks, and that you agree to sign any consent forms or other documents, as required in connection with such checks. Failure to provide any such consent and/or failure to comply with any request in

connection with any such check is considered a violation of this policy. This policy also applies to paid and unpaid interns.

607. Personal Property

Since many individuals are in Society offices on a daily basis, employees are discouraged from bringing expensive personal property to work or property that has sentimental value. The Society does not assume responsibility for the loss or theft of personal belongings. You are expected to exercise caution and common sense when carrying cash or other personal valuables. To the extent available, you should store any cash or other personal valuables in a locked drawer/cabinet/locker. You should never leave purses, cash, electronic equipment or other valuables unattended and visible on desktops or in other public areas.

608. Searches

Employees should not have any expectation of privacy at work. The Society reserves the right, at any time, without notice, to search employees, their work areas, lockers, desks, file cabinets, vehicles parked on Society property, and other personal items at the workplace or work events. Additionally, The Society reserves the right to search a Society vehicle that is primarily used by an employee, regardless of whether the vehicle is located on Society property at the time. These rights are in addition to the rights reserved by The Society under the “Information Technology & Telecommunications” policy.

Searches may be conducted, with or without the employee being present and with or without notice, by Society representatives and/or by law enforcement authorized by The Society to be on its property. If a search is requested, The Society appreciates your cooperation and reminds you that such action by The Society may be part of an investigation designed to protect you, your colleagues, and those served by The Society. Refusal to cooperate with a search at the time requested is a violation of this policy.

609. Security

Security is the responsibility of every employee. All visitors/non-employees to The Church Center in New York City must check in with the front desk upon arrival and must comply with all safety requirements for the area(s) being visited. Regional offices may have other requirements. If you observe an unfamiliar person in working areas or any other suspicious activity anywhere on The Society’s premises or at Society functions, please notify the Building Services Department immediately. Employees are required to comply with all Society security procedures.

610. Weather-Related & Other Emergency Closings & Delays

At times, severe weather, fires, floods, power failures, earthquakes, or other emergencies may disrupt The Society’s operations. In extreme cases, The Society’s office may temporarily close or have an early closing or delayed opening, and employees will be

notified of these instances by a message left on The Society's main phone line, and by a message emailed to all staff in Outlook (which is accessible remotely).

Keep in mind that in such cases safety is The Society's main concern. Even if The Society's offices are open, please use your judgment about safe commuting conditions. If you believe it is unsafe for you to commute to work or necessary for you to leave early, please report your lateness or absence in accordance with Policy No. 503 ("Attendance, Absenteeism & Lateness").

611. Identification Cards, Keys, Security Cards and Security Codes

The Society will provide you with one or more photo identification cards, keys, security cards, and/or security codes to access your work facility. These items are Society property and must be returned upon separation from employment. For security purposes, unless instructed to do so by your department head or the Human Resources Department, you are prohibited from allowing anyone else to use these items, including another employee. For the safety and security of you and your co-workers and all others at The Society's offices, you must ensure that only you use or have access to keys, security cards, and security codes. If you lose or forget your keys, security cards, and security codes, you must immediately notify the Human Resources Department.

612. Inquiries Regarding Use of Buildings and Other Facilities

Individuals or other organizations contacting Society staff asking for information concerning use of Society buildings and/or other facilities should be referred to the Chief Operating Officer or designee.

Section 7: Employer Property

701. Literary and Other Intellectual Property Interests

It is the policy of the Society to encourage the creation of copyrightable works and intellectual property that serves the mission of The Episcopal Church and The Society. At the same time, The Society also must protect its interests in works or intellectual property produced by its employees during the scope of their employment or at the direction or commission of The Society. This policy shall apply to copyrightable works created by Society employees (including, but not limited to, books, articles, computer software, streaming video, webinars, website content, and social media posts) (“Works”) and other intellectual property, including, but not limited to methods, processes, or systems (“IP”).

A. Ownership of Works

1. The Society shall own all Works created by its employees during the scope of the employee’s employment (*i.e.*, Work that was created by an employee as part of the employee’s regular duties) or was prepared by an express agreement at The Society’s commission or direction. Any such Works shall be considered “works made for hire” as defined in the Copyright Revision Act of 1976.
2. Should an employee, during the employee’s employment by the Society, create a Work that is not covered by Section A(1) above, but that relates to the work and mission of The Society and that makes use of a) a significant amount of Society resources, equipment, or facilities or b) information, skills, or knowledge gained as a result of the employee’s employment with The Society, then upon request, the employee shall grant The Society a non-exclusive perpetual license to use the Work by granting The Society permission to use the Work for the benefit of The Society.

B. IP

The Society shall own other IP, which includes, but is not limited to, all names, logos, inventions, discoveries, developments, methods, processes, compositions, concepts and ideas (whether or not patentable, copyrightable, or constituting trade secrets) conceived, made, created, developed, or reduced to practice by any employee (whether alone or with others, whether or not during normal business hours or on or off The Society premises) during the employee’s employment by The Society that relate either to services provided or otherwise planned by The Society or to any prospective activity of The Society or that make use of any confidential information or trade secrets of The Society or any of the equipment or facilities of The Society.

C. Implementation

Employees who create any Works in which there are or may be copyrightable or other intellectual property interests shall give advance notice of the Work to their supervisor.

The supervisor shall notify the Chief Legal Officer, who shall determine whether the Work falls within the scope of the policy set out in Part A and should be considered a work made for hire. Should the Chief Legal Officer have a conflict in making such a determination, the determination shall be made by independent legal counsel. If it is determined that the Work is not a work made for hire, the employee must:

1. Follow the requirements for “Outside Employment & Volunteer Activities” set forth in The Society’s Employee Handbook; and
2. Include in the Work a clear disclaimer that the Work was prepared in the employee’s personal capacity and does not express the views or opinions of The Episcopal Church or the Domestic and Foreign Missionary Society.

702. Use of Employer Property and Letterhead

A. Employer Equipment

The Society provides employees with certain equipment to assist them to carry out their ministry and/or accomplish their job duties. Such equipment may include, for example: telephones, cellular phones, smart phones or similar devices, fax machines, computers, copiers, and tools.

Society equipment is provided to employees for official Society business. While this equipment is to be used primarily for business purposes, employees may use such equipment for incidental personal purposes during non-business hours, provided such use does not interfere with employee productivity and/or The Society’s operations and is consistent with The Society’s policies and all applicable laws. The employee may be asked to reimburse The Society for any costs associated with such use of this equipment.

Notwithstanding the foregoing, if you use Society equipment for personal purposes, The Society policies concerning the use of such equipment continue to apply. No Society equipment may be removed from The Society’s premises without prior approval of the employee’s department head.

When using or operating Society equipment, you are expected to exercise care, follow all operating instructions and safety standards, and perform required maintenance where appropriate. Please promptly notify the Information Technology or Building Services Department if any Society equipment appears to be damaged, defective or in need of repair. The prompt reporting of damage, defects, and the need for repair may prevent possible injury to employees and others, and further deterioration of the equipment. The Building Services or Information Technology Department can answer any questions about your responsibility for care and maintenance of equipment.

B. Society Letterhead

Society letterhead is used only for official Society business. No employee may use Society letterhead for any personal purpose.

703. Society Funds and Other Assets

Every employee who has access to or control over Society funds or other assets is personally accountable for the safekeeping of such funds or assets. Employees shall comply with any policies and/or procedures adopted by The Society concerning its funds and other assets. Further, it is the employee's obligation to promptly report any suspected violation of this policy in accordance with Whistleblower Policy No. 111 .

704. Return of Employer Property

Upon separation from employment with The Society or at The Society's request, employees must immediately return all Society property, including identification cards, keys, security cards, credit cards, cellular/smart phones and similar devices, computers, equipment, vehicles, Society records and other documentation (in paper and electronic format), and any other Society property in that employee's possession.

ACKNOWLEDGMENT AND RECEIPT

The Employee Handbook (the “Handbook”) is designed to introduce The Society’s employees to the organization, familiarize them with The Society’s policies, provide general guidelines on work rules, benefits and other issues related to their employment, and to help answer questions that may arise. All employees are required to review the Handbook, including, but not limited to, the At-Will Employment and Anti-Discrimination/Anti-Harassment Policy, and sign this **Acknowledgement and Receipt**.

General Principles

The policies in the Handbook are guidelines. The Society reserves the right to change, delete, suspend or discontinue any policy, benefit or provision in the Handbook at any time and for any reason, without prior notice. If at any time The Society fails to enforce any policy set forth in the Handbook, such failure shall not affect The Society’s ability to enforce that policy at a later date. If any provision of the Handbook is inconsistent with applicable law, such provision shall be deemed modified to the minimum extent possible to bring it into compliance with such law. The Handbook supersedes any and all previous handbooks, guides and other Society policies, whether written or oral, concerning the topics covered in the Handbook.

Anti-Discrimination/Anti-Harassment Policy Acknowledgement

I further acknowledge that I have reviewed The Society’s Anti-Discrimination/Anti-Harassment Policies. I understand the Policies, and I agree to comply with the Policies. I agree that if I have any questions or concerns about the policies, that I am directed to bring those questions or concerns to the attention of: (1) my supervisor; (2) anyone in my supervisory chain; (3) anyone in the Human Resources Department; or (4) any individual or entity to which a Whistleblower claim can be reported pursuant to Whistleblower Policy No.111 (The Secretary and Executive Officer of the General Convention or the EthicsPoint hotline).

At-Will Employment Acknowledgement

I understand that neither this Handbook nor any other communication by management is intended to create a contract of continued or permanent employment, nor employment for any specified period of time. I understand and agree that my employment is at-will, and can be terminated at any time with or without cause or advance notice by The Society or me, and that my compensation and/or job responsibilities can be changed at any time. No agreement contrary to the foregoing can be made. I understand and agree that all prior agreements that I might have considered to be in effect regarding the nature of my employment relationship with The Society are superseded by this Handbook. I understand further that my failure to comply with any Society policy, procedure or standard may result in corrective action, which may include the termination of my employment.

Acknowledgment

By signing below, I acknowledge: (1) my receipt of The Society’s Employee Handbook; and (2) I have read, understand, and agree to comply with The Society’s Employee Handbook, including but not limited to the At-Will Employment and Anti-Discrimination/Anti-Harassment Policies.

I further understand that, if I have any questions regarding any topic addressed in this Handbook, I should contact the Human Resources Department.

Signature: _____ Date: _____

Print Name: _____

CONSENT & RELEASE FOR INFORMATION TECHNOLOGY & TELECOMMUNICATIONS POLICY

I have received The Society's Information & Telecommunications Policy (the "Policy"). I acknowledge that I have read and understand the Policy, and I agree to comply with the terms of the Policy.

For purposes of this Consent & Release, the term "Information and Telecommunications Systems" includes, but is not necessarily limited to, computers, networks, Internet access, Intranet access, email accounts, telephones, voicemail, Society-issued or owned cellular phones, smart phones or similar devices and/or any other means of communication known or hereafter developed, and Society-provided cellular phone service, smart phones or similar device-like service and/or any other communication service known or hereafter developed.

I understand that I have no expectation of privacy in anything that I create, store, access, send, or receive on The Society's Information and Telecommunications Systems (including, but not limited to, documents, voicemail messages, text or video messages, email messages, instant messages, blogging, photo messaging, podcasts/vid casts/vlogs, social working activities, and any other means of communication known or hereafter developed, whether of a business or personal nature [collectively referred to herein as "Electronic Communications"]). I understand that The Society's Information and Telecommunications Systems may back up my Electronic Communications and, as such, "deleted" Electronic Communications may be retrieved and accessed.

I understand that I shall be held responsible for any Society Information and Telecommunications System provided to me and my activities on The Society's Information and/or Telecommunications Systems. I further understand that I shall be responsible for any Society Information and/or Telecommunications System provided to a spouse/family member, as well as for the activities of a spouse/family member who uses a Society Information and Telecommunications System.

I understand that The Society has the right, but not the duty, to monitor any and all of the aspects of its Information and Telecommunications Systems to the extent such monitoring is not inconsistent with applicable laws. I hereby consent to such monitoring by The Society, without further notice.

I hereby release and hold harmless The Society and its affiliates, and their officers, directors, employees and agents, from any and all liability arising from or related to my use of The Society's Information and Telecommunications Systems, and/or the monitoring or review of my, or anyone else's, activities on such systems.

I acknowledge that I have read, I understand, and I agree to comply with the terms of this Consent & Release.

By: _____
Employee Signature

Printed Name

Date

