EMPLOYMENT POLICIES

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1. MISSION
2. OVERVIEW

The Employment Policies of have been developed to provide guidelines about the organization’s policies and procedures for employees. These policies are intended to ensure fair and consistent treatment of all employees. It is the intention of to foster an atmosphere of mutual respect, non-discrimination, and trust based on clear lines of authority, responsibility, and accountability, and to provide employees with the flexibility necessary to meet work, family, and personal obligations. This manual will assist you in becoming familiar with the privileges and obligations of your employment, including ‘s policy of voluntary at-will employment. None of the policies or guidelines are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment, and revocation by at any time, without advance notice.

The personnel policies of are established by the Board of Directors (the Board), and authority and responsibility for their administration has been delegated to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult their supervisor for additional information regarding the policies, procedures, and privileges described in this Manual. Questions about personnel matters may also be reviewed with the Executive Director.

These policies are subject to review and approval by the Board, and it is the intent of that the Board review these policies at least once every three years. The Manual will be made available electronically and in print to the Board and to employees, who will be notified electronically or in writing of any changes to these policies in a timely manner from the date the changes are approved.

1. VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with which provides differently, all employment at is at-will. That means that employees may be terminated from employment with the Organization with or without cause, and employees are free to leave the employment of the Organization with or without cause.

1. EQUAL EMPLOYMENT OPPORTUNITY

shall follow the spirit and intent of all federal, state, and local employment law and is committed to equal employment opportunity. To that end, the Board and Executive Director of will not discriminate against any employee or applicant in a manner that violates the law. is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, veteran or marital status, sexual orientation, physical or mental disability, ancestry, political affiliation, personal appearance, family responsibilities, matriculation, or any other status protected under federal, state or local law (Protected Status).

Each person is evaluated on the basis of personal skill and merit. The policy of regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, and termination.

will not tolerate any form of unlawful discrimination. Any employee who believes that there has been or may have been violation of the Equal Employment Opportunity Policy should report the possible violation to the Executive Director. If it is determined that a violation has occurred, appropriate disciplinary action that can include warnings, suspensions, and termination, will be taken with regard to the offending party. Employees who report violations of this policy in good faith, and employees who cooperate with investigations into alleged violations of this policy, will not be subject to retaliation. Upon completion of the investigation, will inform the employee who made the complaint of the results of the investigation.

The Organization is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at for qualified persons with disabilities. Reasonable accommodations will be available to all qualified employees with disabilities, upon request, so long as the potential accommodation does not create an undue hardship on the organization. Employees who believe that they may require an accommodation should discuss these needs with the Executive Director.

1. ETHICAL AND LEGAL BUSINESS PRACTICES

expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer, and all others associated with the Agency. Our reputation is a valuable asset, and we must continually earn the trust, confidence, and respect of our suppliers, our clients, and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations.  You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by the Executive Director.

You are expected to promptly disclose to the management of the organization anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

1. WHISTLEBLOWER PROTECTION

It is the policy of to abide by all applicable federal, state, and local laws, rules and regulations, and to require all of its employees do the same.

In accordance with this policy and applicable law, an employee will be protected from discrimination and retaliation if the employee reports to the Executive Director or Board President any good faith concern regarding the organization’s practices or conditions, which the employee has reasonable cause to believe are in violation of any federal, state, or local law, rules or regulations, or which the employee has reasonable cause to believe risk the health or safety of that employee or any other individual. will promptly investigate each complaint to determine its merits, and the appropriate action to be taken. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. If an investigation reveals that unlawful conduct has taken place, appropriate disciplinary action will be taken, up to and including suspension or discharge.

will not discharge, threaten, discriminate or otherwise retaliate against an employee who submits a good faith complaint to , participates in any investigation, or legal proceeding arising from any such complaint, or on the basis of any other lawful actions of such employee in submitting a good faith report relating to real or perceived unlawful conduct. This statement applies even if an investigation proves that there has been no unlawful activity involving or any of its employees.

In order to receive the protections under the NH Whistleblowers’ Protection Act (RSA 275-E), the employee who has reported or caused to be reported a violation, or unsafe condition or practice, to a public body must first bring the alleged violation, condition, or practice to the attention of the Executive Director or the Board President, and must allow the organization a reasonable opportunity to correct that violation, condition, or practice, unless the employee has specific reasons to believe that a report to will not result in a prompt correction of the violation, condition, or practice.

Any action considered to be discriminatory or retaliatory should be reported immediately to the Executive Director or the Board President as outlined in the Board’s Whistleblower Policy. will not tolerate discrimination or retaliation against the complainant by any employee, and will subject such employee to discipline, up to and including suspension or discharge from employment. Employees who are not themselves complainants, but who assist in an investigation relating to unlawful activity, will also be protected from discrimination and retaliation.

1. EMPLOYMENT DEFINITIONS AND CLASSIFICATIONS

# Definition of Employment Terms

Employer. is the employer of all full-time, part-time, and temporary employees. An employee is hired, provided compensation, and applicable benefits, and has his or her work directed and evaluated by .

Regular Full-Time Employee: An employee who is scheduled to work an average of forty (40) hours per week on a regular and continuous basis of at-will employment.

Regular Part-Time Employee: An employee who is usually scheduled to work less than an average of forty (40) hours per week, but not less than two (2) hours per week on a regular and continuous basis of at-will employment.

Temporary Employee: An individual employed, either on a full‑time or part‑time basis, for a specific period of time, or for a specific project for either a specified or unspecified period of time. Temporary employees are entitled only to those benefits required by statute and are not eligible for participation in the organization’s employee benefits programs.

# Classifications

For payroll purposes, employees will be classified as one of the following:

Exempt Employee: Certain employees such as executive, administrative, and professional staff are paid on a salary basis for all hours worked each week. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime pay or benefit accrual will be paid to exempt employees in most circumstances. Exempt employees meet the qualifications for exemption from the overtime requirements of the U.S. Department of Labor’s Fair Labor Standards Act.

Non‑Exempt Employee: All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are paid an hourly rate, and do not meet the qualifications for exemption from the overtime pay requirements of the U.S. Department of Labor’s Fair Labor Standards Act. For Non-Exempt Employees, a true and accurate record of hours worked must be maintained. will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire and in their job description of his or her specific compensation category and Exempt or Non-Exempt status.

1. SALARY AND WAGES

Salaries, wages and other compensation are determined at the time of hire. The Board sets and reviews the salary of the Executive Director, and the Executive Director sets and reviews the salary of all other employees. Salaries are reviewed annually as part of the budget process. All pay increases, bonuses or other awards are subject to budget constraints and employee evaluations. seeks to pay salaries that are competitive with comparable organizations, and that reflect an employee’s skills and experience. does not maintain a salary schedule.

1. PAYROLL AND TIME RECORDS

The Organization utilizes a pay period, and paychecks are distributed on the following the end of the pay period.

Pay Options: offers a choice of how employees may receive their paychecks. Employees who wish, may have their paycheck directly deposited into a checking and/or savings account. A payroll statement will be issued in lieu of a paycheck. All salary deductions are itemized and presented to employees with their paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary health insurance premiums (if in force, and if employee portion is paid), and other benefits (e.g., dental, life insurance, retirement).

Time Worked Record: Timesheets are due to the Executive Director or her/his designee(s) by on the after the close of the pay period. All employees must complete and sign their timesheet for review and submission by the staff member in charge of payroll processing. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying timesheets or recording time on another employee's timesheet may result in disciplinary action, up to and including separation from employment with .

1. JOB DESCRIPTIONS

Each position shall have a written job description. In general, the description will include: position title, a summary of the purpose of the position, duties and job functions, immediate supervisor(s) and supervisees, qualifications required, and working environment information. Each employee’s adherence to the job description will be reviewed annually during a performance evaluation. Job descriptions are considered working documents and may be updated more frequently if duties and responsibilities are substantially changed during the year. Each employee’s job description also includes whether their position is exempt or nonexempt from the overtime pay provisions in accordance with the Fair Labor Standards Act.

1. HOURS OF OPERATION

‘s work-week starts at on and ends at on . General office hours are from , . is, however, liberal in its scheduling for individual employees to the degree that the offices may be in use from or beyond as well as on the weekends or in the case of special events. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities and the organization’s work needs.

1. ATTENDANCE AND PUNCTUALITY

Each employee is important to the overall success of . Attendance is a key factor in your job performance and individual attendance affects organizational success. When you are not here, someone else must perform duties usually handled by you. Punctuality and regular attendance are expected of all employees. Employees are expected to report to work on time at the start of their workday. Reporting to work on time means that you are ready to start work, not just arriving, at your scheduled start time. Excessive absences (whether excused or unexcused), tardiness, or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor, or leave a message on the organization’s answering machine as far in advance as possible, and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify the Executive Director or your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone and email your supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician’s statement may be required as proof of the need for any illness-related absence regardless.

Except as provided in other policies, an employee who is absent from work for two consecutive days without notification to the Executive Director or your supervisor, will be considered to have voluntarily terminated his or her employment. The employee’s final paycheck will be mailed to the last mailing address on file with the organization.

Excessive absences, tardiness, or leaving early will be grounds for discipline up to and including termination.

1. OVERTIME

Overtime pay, which is applicable only to Regular Non-Exempt Employees, is for any time worked in excess of 40 hours in one work week. Only the Executive Director or your supervisor may authorize overtime. All overtime must be approved, in writing, in advance to be eligible for overtime pay. The overtime rate is one and one-half (1 ½) times the employee's regular rate for any hours worked over 40 hours, except in instances involving a Sunday or holidays, when the rate is two times the regular rate. Payment of overtime will be provided in the next regularly scheduled paycheck.

1. DRESS CODE

To present a professional image to our customers and the public, all employees are required to wear appropriate clothing on the job. By necessity, the dress standards for the organization’s offices are somewhat different than for off-site events. For the offices, business-casual dress is appropriate. Employees should be neatly groomed, and clothes should be clean and in good repair. Leisure clothes, such as cut-offs or halter tops are not acceptable attire for the office.

For off-site events, employees are expected to wear work clothes appropriate to the work being done. Employees should be sensitive to the location and context of their work, and should be ready to adjust their attire if the circumstances so warrant.

1. PROBATION PERIOD & EVALUATIONS

Employment will commence with a 6-month probation period to ensure that the job is a good fit for you and for the organization. Your employment will be evaluated at or before the end of the sixth month of employment. The performance review is a formal opportunity for the employee’s supervisor (the Evaluator) and the employee to exchange ideas that will strengthen their working relationship, review the past performance, and anticipate mutual needs going forward. The purpose of the review is to create positive change within the organization. To that end, it is crucial that both parties engage in open and honest discussion regarding the employee’s performance, the needs of the organization, and what is expected of both going forward.

The work of each regular employee is evaluated on an ongoing basis with the Executive Director or the employee’s supervisor (the Evaluator) to provide a systematic means of evaluating performance. This formal review process augments the organization’s commitment to an informal open door policy, providing employees the opportunity to resolve work-related matters as they arise.

Both the Evaluator and employee should strive to reach consensus regarding goals and objectives for the future. This having been done, both parties will sign the performance review to be kept as part of the employee's personnel record, and used as a guide to monitor employee progress. Employees will have the opportunity to include comments of their own as attachments to their review, which will also be maintained in their personnel file. If employees want to take formal issue with specific statements made in the review, they may do so by putting their objections in writing and submitting them to the Executive Director, who will investigate and determine if remedial action is warranted.

1. BENEFITS

is committed to providing flexible and cost-effective benefit programs for its eligible employees. The following outline of available benefits is provided with the understanding that benefit plans change regularly, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by the organization. Continuation of any benefits after termination of employment will be solely at the employee's expense. The Executive Director or his/her designee will determine levels of deductibility and co-payments for all insurance-related benefits annually.

# Group Health Insurance:

currently provides group health insurance benefits for eligible Regular Full-Time Employees. Eligible employees may elect to participate in available health plan(s) offered by the organization on the first of the month following thirty (30) days of employment. The organization currently pays of the employee’s health insurance premium; the employee is responsible for of their premium. Premiums are deducted from the employee’s paycheck on a pre-tax basis. Spouses, domestic partners, and/or dependents are covered solely at the employee’s expense for the first two years of employment. After the completion of two years of employment, the organization will pay of the group health insurance premium for the employee’s spouse if they choose to be covered under the organization’s group health insurance plan. If an employee or employee’s spouse/domestic partner is covered under another family member’s policy, the organization will not provide duplicate coverage. This benefit is subject to change.

# Dental Insurance:

currently provides group dental benefits for eligible Regular Full-Time Employees. Eligible employees may elect to participate in the available plan on the first of the month following days of employment. The organization currently pays of the employee’s dental insurance premium. Spouses, domestic partners and/or dependents are covered solely at the employee’s expense. After the completion of two years of employment, the organization will pay of the group dental insurance premium for the employee’s spouse if they choose to be covered under the organization’s group dental insurance plan. If an employee or employee’s spouse/domestic partner is covered under another family member’s policy, the organization will not provide duplicate coverage. This benefit is subject to change.

# Retirement Plan:

currently provides access to a program for all eligible Regular Full-Time and Part-Time Employees who are 21 years of age or older. Employees may defer a portion of their pay, subject to IRS regulations, on a pre-tax basis into the organization’s plan. The organization, at its discretion, may match the employee’s contribution, up to of the gross pay, after completion of year(s) of employment. This benefit is subject to change.

# Group Life / Short-Term Disability and Long-Term Disability:

currently offers, at no cost to the employee, $25,000 of group life insurance, and short-term and long-term disability insurance. Spouses, domestic partners, and/or dependents are not eligible for coverage through the organization’s plan. This benefit is subject to change.

# Social Security / Medicare / Medicaid:

participates in the provisions of the Social Security, Medicare, and Medicaid programs. Employee contributions are deducted from each paycheck, and the organization contributes at the applicable wage base as established by federal law.

# Workers' Compensation and Unemployment Insurance:

Employees are covered for benefits under the Workers' Compensation Laws of the State of . Absences for which workers compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and , any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. The organization also participates in the State of Department of Employment Security Unemployment Program.

reserves the discretionary right to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit based on budget constraints. may, at its discretion, decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations in a timely manner from the date of the decision being made and approved.

1. HOLIDAY SCHEDULE

recognizes holidays as paid holiday time for employees and closes our offices on the following days:

New Year’s Day, Martin Luther King Jr. / Civil Rights Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

Regular Full-Time Employees receive one (1) paid day off for each full day of holiday time. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from their supervisor.

Regular Part-Time Employees regularly scheduled to work twenty (20) or more hours per week are entitled to be paid proportionally for holidays, i.e. employees schedule to work 20 hours per week will be paid for ½ of the holiday day (20 hours scheduled divided by 40 hours); employees scheduled to work 30 hours per week will be paid for ¾ (30 hours scheduled divided by 40 hours) of the holiday day.

In those years when Independence Day, Christmas Day, and New Year's Day fall on Saturday or Sunday, the Executive Director will designate an alternate workday to replace the weekend holiday.

Temporary Employees are ineligible for holiday leave benefits.

1. VACATION TIME, SICK TIME, AND OTHER TYPES OF LEAVE

# Vacation Time:

All Regular Full-Time Employees will accrue paid Vacation Time according to the schedule below.

|  |  |
| --- | --- |
| # Years Employment | Vacation Time Earned |
| 0-2 | 10 days  (accrue 6.67 hours per month) |
| 3-5 | 15 days  (accrue 10 hours per month) |
| 5 + | 20 days  (accrue 13.33 hours per month) |

Regular Part-Time Employees scheduled to work twenty (20) or more hours per week will accrue paid Vacation Time at the rate of four (4) hours of paid Vacation Time for every one hundred (100) hours worked.

Regular Full-Time Employees may not accrue more than a maximum of ten (10) days of Vacation Time. Eligible Regular Part-Time Employees may not accrue more than a maximum of forty (40) hours of Vacation Time. Once an employee reaches the maximum, the employee ceases to accrue any additional Vacation Time benefits. If an employee later uses enough Vacation Time to fall below the maximum, the employee will begin to accrue leave again from that date forward until he or she reaches his or her Vacation Time maximum again. Accordingly, employees are encouraged to use all Vacation Time benefits in the year in which they are earned in order to avoid reaching the Vacation Time maximum.

During the first 6-months of employment, the Probationary Period, eligible employees will accrue Vacation Time, but may not yet access earned Vacation Time.

Use of Vacation Time is subject to approval by the supervisor, and must be requested in advance. Employees should be sensitive to workload and the needs of the organization and other employees when scheduling vacation.

At the discretion of the Executive Director, eligible employees may earn additional Vacation Time subject to the organization’s needs. At the discretion of the Executive Director, eligible employees may accrue more than the Vacation Time maximum. Unused Vacation Time will be paid to employees upon termination.

Temporary Employees are ineligible for Vacation Time benefits.

# Sick Time:

Regular Full-Time Employees and Regular Part-Time Employees scheduled to work more than twenty (20) hours per week, are eligible for paid Sick Time. Regular Full-Time Employees will accrue paid Sick Time at a rate of one-half (½) day per month for a total of six (6) Sick Time days per year. Eligible Regular Part-Time Employees will accrue paid Sick Time at a rate of two (2) hours of paid Sick Time for every one hundred (100) hours worked. Regular Full-Time Employees can accrue up to a maximum of fifteen (15) Sick Time days. Eligible Regular Part-Time Employees can accrue up to a maximum of sixty (60) Sick Time hours. Once an employee reaches the maximum, the employee ceases to accrue any additional Sick Time benefits. If an employee later uses enough Sick Time to fall below the maximum, the employee starts to accrue leave again from that date forward until he or she reaches his or her Sick Time maximum again. Unused Sick Time expires upon termination (i.e. the employee is not compensated for unused Sick Time).

Accrued Sick Time can be utilized for absences from the job due to illness or injury of the employee, employee’s spouse/domestic partner, dependent, or parent.

# Personal Time:

Regular Full-Time Employees and Regular Part-Time Employees scheduled to work more than twenty (20) hours per week, are eligible for paid Personal Time after one year of employment. Eligible employees will accrue paid Personal Time according to the following schedule:

|  |  |
| --- | --- |
| # Years Employment | Personal Time Earned |
| 1-2 | 1 day |
| 3-5 | 2 days |
| 5 + | 3 days |

Personal Time will be available to eligible employees upon their employment anniversary.

Personal Time cannot be utilized in conjunction with Vacation Time. Personal Time can be used in conjunction with Sick Time. Unused Personal Time will not carry forward to the next year, and expires upon termination (i.e. the employee is not compensated for unused Personal Time).

# Other Types of Leave:

## Military Leave:

Employees who are inducted into or enlist in the United States Armed Forces, or who are called to duty as a member of a reserve unit, may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave, and provide proof of actual military duty to .

Employees who serve in US military organizations may take the necessary time off without pay to fulfill this obligation. In such cases, all legal rights for continued employment will be retained. Employees may apply unused earned Vacation Time to Military Leave if desired, but is under no obligation to do so. Time an employee spends on Military Leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

Serving employees who are covered under the organization’s health insurance program may continue coverage as though actively employed for up to 12 months by paying the full premium.

Reinstatement will be granted when employees report for work within 90 days of non-dishonorable discharge, and benefits will be reinstated with no waiting periods.

## Jury Duty:

encourages employees to fulfill their civic responsibilities by serving jury duty when called and selected. The Organization will pay employees the difference between his or her salary and any amount paid by the government, unless prohibited by law, up to a maximum of five (5) days. If an employee is required to serve more than ten days of jury duty, will provide the employee with unpaid leave. Upon completion of jury service, a copy of the pay voucher(s) from the court will be required as proof of attendance.

## Bereavement Leave:

Employees shall be entitled to Bereavement Leave with pay of three (3) consecutive calendar days in the event of a death in the employee’s immediate family (spouse/life partner, child, grandchild, parent). If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Executive Director immediately. An employee may use, with the Executive Director's approval, available paid leave for additional time off as necessary, and in accordance with operating needs.

## Unpaid Leave:

Employees who have completed one year of employment may request Unpaid Leave, not covered by any of the other policies included in this manual, by submitting a written request to the Executive Director. The request may be granted or denied at the Executive Director’s discretion taking into consideration the unique circumstances of the request and the organization’s staffing needs. If granted, no Vacation Time, Sick Time, or Personal Time will accrue during the period of Unpaid Leave. If granted, will, at its discretion, determine what benefits may or may not continue through the leave, and what percentage of benefit costs, from 0-100% will be paid by the employee. These decisions will be based on a number of factors, including the nature and extent of the Unpaid Leave.

expects to receive as much advance notice as possible in order to have adequate time to ensure organizational needs can and will be met if the Unpaid Leave is granted. The Executive Director may decide, on a case by case basis with no precedents set, to make up to three months of Unpaid Leave available to employees who provide valid reason for its need and adequate advance notification. It is the organization’s policy to automatically terminate the employment of an employee who has been off the job for Unpaid Leave longer in duration than three months.

When Unpaid Leave can be requested in advance, the employee will notify the supervisor as soon as is reasonably possible. In the case of childbirth, notification will be made by the employee no later than the end of the fifth month of pregnancy (or as soon as reasonably possible in the case of adoption) as to his/her return-to-work date after delivery or adoption.

No compensation will be paid during the Unpaid Leave period but employees may use any accrued but unused Paid Vacation Time for any part of the Unpaid Leave period. If Unpaid Leave is granted for medical reasons, employees covered under the organization’s group health insurance program will continue to have the employer portion of their premiums paid for a period of three (3) months. The employee must continue to pay their portion of the premium while on Unpaid Leave to continue on the group plan.

If an employee returns to work after a Leave of Absence, the employee will not be required to satisfy the waiting period for benefits and their anniversary date will not be adjusted. If an employee is re-hired after three months from the start of a leave of absence, the employee will be considered a new hire, and will be required to satisfy both a probation period and eligibility for benefits.

Should an employee accept any employment during the leave of absence, that employee will be considered voluntarily resigned from employment as of the day on which the leave of absence began.

All Unpaid Leave must be approved in writing by the Executive Director.

1. SEVERE WEATHER CONDITIONS

expects all employees to exercise reasonable judgment regarding work, family, and personal obligations.

The organization’s offices will be open except in cases of extreme weather. Should work be called off because of inclement weather, a work cancellation notice will be communicated to employees through an email or notice on the organization’s website, or other means as necessary. When the weather is questionable and the office is open, we encourage you to use your own good judgment in deciding when to come into and leave from work. You may charge time you choose to take off to your Paid Time off by noting it on your timesheet, or you may choose to take the time off without pay.

1. PAYMENT OR REIMBURSEMENT OF EXPENSES

Payment or reimbursement is authorized for pre-approved reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are examples of reasonable and necessary expenses.

Employees must obtain the advance consent of their supervisor before incurring expenses for which they will seek reimbursement. Approved expenses must be fully documented, with receipts attached, and are to be submitted to the appropriate staff member for payment within thirty (30) days of the date on which they were incurred.

Employees serving in an official capacity for at conferences and meetings will be provided with expense-paid receipts for, or will be reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the Executive Director, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the organization’s current rates. Employees may also be granted leave to attend a conference or professional meeting related to their professional development, and/or the organization’s current and anticipated work. Expenses for these purposes may be paid by the organization if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by the organization for work outside normal work hours if the employee is on official business for the organization. Employees authorized to use their personal cars for business are reimbursed at a rate determined yearly by the organization’s Board.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all business-related expenditures in order to claim reimbursement.

1. PROFESSIONAL DEVELOPMENT

It is the policy of to support and encourage the professional and intellectual growth of its employees. may provide budgeted funds to support the employee’s professional development activities that are relevant to their work for the organization. Requests for professional development funds must be submitted to the Executive Director for approval. It is expected that such requests will be made as part of a professional development plan and related to their current position. Approval of such requests is subject to the availability of funds and business needs.

Employees may attend programs that are offered during normal working hours with prior approval from the Executive Director. All employees are eligible.

1. DISCIPLINARY PROCEDURES & REVIEW OF PERSONNEL ACTION

The organization reserves the right to discipline employees for violations of established organization policies, standards of work, or actions that are dishonest, immoral, unsafe, illegal, or lacking in good judgment.

Disciplinary action can consist of a verbal or written warning, suspension, or dismissal depending on the seriousness of the offense. It is the policy of the organization to use a system of progressive discipline; however, an employee may be suspended or dismissed immediately for any action that suggests that continued employment threatens another employee, the members we serve, or would create an unfavorable working environment for other employees.

The following steps will be followed in the processing of any disciplinary action:

* The supervisor will identify and investigate the incident or job performance behavior, gather pertinent facts, and document the issue.
* The supervisor will discuss the incident or job performance behavior with the employee.
* The supervisor will then issue a verbal warning, one or more written warnings, or one or a series of more stringent actions, depending on the severity of the violation. These actions may include probation, suspension, demotion, reassignment, or dismissal.
* All disciplinary actions must be appropriately recorded in the employee’s personnel file. Written warnings must be acknowledged in writing by both the supervisor and the employee before being placed in the employee’s personnel file.
* Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Executive Director. The decision of the Executive Director is final.

1. SEPARATION

Either or the employee may initiate separation. encourages employees to provide at least two weeks (10 business days) written notice prior to intended separation. However, employment is at-will and may be terminated by either the organization or the employee at any time.

Terminated employees will receive notice of insurance continuance and may be entitled to accrued Vacation Time. At the employee’s request, an exit interview will be scheduled with the Executive Director. All property belonging to the organization is to be returned by the last day of employment.

1. RETURN OF PROPERTY

Employees are responsible for the organization’s equipment, property, and work products that may be issued to them and/or are in their possession or control, including but not limited to:

* Credit cards
* Identification badges
* Office/mailbox, building keys
* Office/building security passes
* Computers, computer storage devices, electronic/voice mail codes, passwords
* Intellectual property (e.g., written materials, work products)

In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, employees must return all of the organization’s property that is in their possession or control. Where permitted by applicable law(s), the organization may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. The organization may also take any action deemed appropriate to recover or protect its property.

1. PERSONNEL RECORDS

Official personnel records are the property of , and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee, and should include the employee’s job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases, and any other relevant personnel information. An employee has the right to review, but not modify or remove, any material in his/her personnel file by making an appointment with the staff member who manages the personnel files. It is the responsibility of each employee to promptly notify his or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

1. OUTSIDE EMPLOYMENT

Individuals employed by may hold outside jobs as long as they meet the performance standards of their job with . All employees will be evaluated by the same performance standards, and will be subject to the organization’s scheduling needs, regardless of any outside work requirements.

If determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of , as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with .

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with .

1. CONFLICT OF INTEREST

Employees are expected to be sensitive to possible conflicts of interest from which pursuing outside activities or employment would cause, and are expected to disclose any conflicts of interest pursuant to the Board’s Conflict of Interest Policy. Activities that undermine the organization’s mission, core principles, strategies, positions, or goals constitute a conflict of interest. Transmitting personal comments or statements through e-mail or posting information to news groups that may be mistaken as the position of the organization also constitute conflicts of interest. If an employee creates a conflict of interest or refuses to end any activity or employment creating a conflict of interest, such behavior can be grounds for dismissal.

1. NEPOTISM

It is the policy of to hire candidates who are the best suited for employment. Relatives of employees may be hired, provided there is not a supervisory relationship between the employees. A relative is defined, for the purposes of this policy, as parent, child, spouse, sibling, sibling-in-law, parent-in-law, and grandparent.

Should two organization employees marry or otherwise become closely associated, one may not supervise the other. This policy will be followed in accordance with the organization’s Equal Employment Opportunity Policy.

1. POLICY AGAINST WORKPLACE HARASSMENT

is committed to providing a work environment for all employees that is free from sexual harassment, other types of discriminatory harassment, and intimidation. Employees are expected to conduct themselves in a professional manner and to show respect for their co‑workers.

Sexual harassment and other types of discriminatory harassment are illegal. The organization’s property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet) may not be used to engage in conduct that violates this policy. The organization’s policy against harassment covers employees and other individuals who have a relationship with the organization, which enables the organization to exercise a degree of control over the individual’s conduct in places and activities that relate to the organization’s work (e.g. directors, officers, contractors, vendors, volunteers, interns, etc.).

Prohibition of Sexual Harassment: The organization’s policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made as an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances that constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life; (2) sexually oriented comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into or discussion of one’s sexual experiences.

It is also unlawful and expressly against the organization’s policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against the organization’s policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her Protected Status (or that of the individual’s relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (3) otherwise adversely affects an individual’s employment opportunities.

The following examples constitute discriminatory harassment:

* Epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to Protected Status
* Written or graphic material that denigrates or shows hostility toward an individual or group because of their Protected Status
* Other conduct may constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above

It is against the organization’s policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of , report the incident immediately to the Executive Director or your supervisor. Possible harassment by others with whom the organization has a business relationship should also be reported as soon as possible so that appropriate action can be taken.

will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making the report. It would also generally be necessary to discuss allegations of harassment with the accused individual and/or others who may have relevant information. The organization’s goals are to determine whether harassment occurred, and if it has, to determine appropriate action steps.

If determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include warnings, suspensions, and termination. Employees who report violations of this policy, and employees who cooperate with investigations into alleged violations of this policy, will not be subject to retaliation. Upon completion of the investigation, will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee’s employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the Board President or the second most senior staff member. If you feel your complaint has not been appropriately handled by the organization, you may call the New Hampshire Commission for Human Rights at (603) 271-2767.

1. VIOLENCE AND WEAPONS

is committed to maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence is not an effective solution to any problem, and violence or threats of violence are unacceptable. Threats of violence or fighting will not be tolerated. If a work-related issue is causing undue stress or agitation, the employee is encouraged to discuss it immediately with their supervisor.

Employees are strictly prohibited from bringing any type of weapon including but not limited to knives, pistols, rifles, stun guns, mace, etc., to the organization’s offices, grounds or parking areas, or to off-site events hosted by the organization.

Employees are expected to immediately report to their supervisor any violation of this policy. Any employee found threatening another employee or an organization’s stakeholder, and/or carrying weapons to the worksite, will be subject to disciplinary action up to and including immediate termination.

1. SMOKING

Smoking is not permitted within the organization’s offices or at off-site events at which the employee is representing the organization, except in designated outdoor smoking areas on break time.

1. DRUG FREE WORKPLACE

is a drug-free workplace. does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances is strictly prohibited while on duty or while on the company’s premises or worksites. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

1. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about , its employees or trustees, or its members or donors, as a result of working for ,that is not otherwise publicly available, constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by or to other persons employed by who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of . The disclosure, distribution, electronic transmission or copying of the organization’s confidential information is prohibited. Such information includes, but is not limited to the following examples: compensation data, program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential information of the organization will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

1. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money, or for any other unauthorized purpose anywhere on the organization’s property during work time, especially those of a partisan or political nature. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by the organization may not solicit or distribute literature on the organization’s premises at any time for any reason.

Employees are prohibited from distributing, circulating, or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions, or other materials at any time for any purpose without the prior approval of the Executive Director or your supervisor.

1. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of the organization’s computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and the organization’s telephone, voice mail, and electronic mail systems.

has provided computer and communications systems to support its mission. Although limited personal use of these systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, the organization’s ethical responsibilities, or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks. While working, employees are expected to exercise discretion in using cell phones, taking personal phone calls, or sending/receiving personal emails. Excessive calls, texts, or emails via cell phones or equipment owned by the organization during work time can interfere with staff productivity and be a distraction.

All data in the organization’s computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of and may be inspected and monitored at any time. No individual should have any expectation of privacy for messages or other data recorded in the organization’s systems. This includes documents or messages marked “private,” which may be inaccessible to most users but remain available to the organization. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate it from the system.

The organization’s systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets, or anything that might be construed as harassment or disparagement based on protected status. The organization’s systems must not be used to transmit personal comments or statements through e-mail, or to post information to news groups that may be mistaken as the position of the organization. Similarly, the organization’s systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the organization’s host computer system, networks, and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. All user names and passwords should be recorded with the Executive Director or designated supervisor.

The following activities, which present security risks, should be avoided.

* Attempts to bypass, or render ineffective, security facilities provided by the organization
* Sharing passwords in the absence of legitimate business reasons
* Accessing the specific employee document files of other users in the absence of legitimate business reasons
* Changing or modifying hardware or software configurations of computer equipment without IT staff approval
* Loading personal software (including outside email services, games, instant messaging software) to company computers
* Downloading programs or installing programs copied from computers not owned by the organization without IT staff approval
* Loading unlicensed software on the organization’s computers
* Attempting to obtain unauthorized access to or use of other organizations’ computer systems and/or data
* Copying company software (whether developed internally or licensed) onto other media other than for legitimate business reasons
* Removing software documentation from the company’s offices
* Changing the location or installation of computer equipment in offices and work areas without approval from IT staff

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

* Log off your personal computer when you are leaving your work area or office for an extended period of time unless instructed to do otherwise for system maintenance.
* Exercise judgment in assigning an appropriate level of security to documents stored on the organization’s networks, based on a realistic appraisal of the need for confidentiality or privacy.
* Remove previously written information from moveable storage devices before copying documents on such devices for delivery outside the organization.
* Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact your supervisor or the IT staff.

1. INTERNET ACCEPTABLE USE

Access to the Internet is provided to employees to support its mission. No use of the Internet should conflict with the primary purpose of , its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

reserves the right to monitor Internet usage by employees, including reviewing a list of sites accessed. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, the organization may restrict access to certain sites that it deems are not necessary for business purposes.

In addition to the restrictions named in Section 34, the organization’s Internet connections may not be used for any of the following activities:

* To download or disseminate copyrighted material that is an infringement of copyright law
* To transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of the organization
* To disclose confidential information
* To send or participate in chain letters, pyramid schemes, or other illegal schemes
* To solicit for commercial purposes, causes, outside organizations, chain messages, or other non-job related purposes

1. ELECTRONIC MAIL (E-MAIL) POLICY

The e-mail system is provided by to assist employees with the performance of the organization’s work. Messages that are created, sent, or received using the organization’s e-mail system are the property of the organization, and reserves the right to monitor this system and retrieve the contents for legitimate reasons, such as to find lost messages, comply with investigations, or to recover from system failure.

Employees may not retrieve or read e-mail that was not sent to them unless authorized by appropriate staff. No personal business is to be conducted using the organization’s e-mail.

All e-mail communications should be handled in the same manner as a letter, fax, memo, or other business communication.

If you have any questions regarding any of the policy guidelines listed above, please direct them to your supervisor or the Executive Director.

1. PERSONAL ELECTRONICS ACCEPTABLE USE

understands that many employees have cell phones and other handheld communication devices. The organization prohibits the use of cell phones in any way that violates federal, state, or local laws or that is otherwise unsafe.

Employees whose job responsibilities include driving are expected to use good judgment if the need to use a cell phone arises while driving. Safety must come before all other concerns. Employees are strongly encouraged to pull off to the side of the road and stop their vehicle before placing or accepting a call. Employees are encouraged to keep the calls short. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

EMPLOYEE RECEIPT & ACCEPTANCE

I hereby acknowledge receipt of the Employment Policies of . I understand that it is my ongoing responsibility to read and understand the policies. I also understand and agree that the Employment Policies are not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that I am employed at will, I have the right to resign from my employment with at any time, with or without notice, and with or without cause, and that has the right to terminate my employment at any time, with or without notice, and with or without cause.

I have read, understand, and agree to all of the above. I have also read and understand The organization’s Employment Policies. I agree to return the Employment Policies manual upon termination of my employment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about , or its members or donors, as a result of working for that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by or to other persons employed by who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission, or copying of the organization’s confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign and return to the Executive Director