

LCF Employee and Volunteer Policy and Procedures Manual



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Article I. Introduction

We consider the employees and volunteers of the Latino Community Fund of Washington., herein referred to as the "LCF", to be one of its most valuable resources. This Policy and Procedures Manual has been written to serve as the guide for the employer/employee relationship and LCF/volunteer relationship.

There are several things to keep in mind about this Policy Manual. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your Supervisor and/or the Executive Director. Neither this Policy Manual or any other LCF document confers any contractual right, either expressed or implied, to remain in the LCF's employment or service. Nor does it guarantee any fixed terms and conditions of your employment or service. Your employment/service is not for any specific time and may be terminated at will with or without cause and without prior notice by the LCF, or you may resign for any reason at any time. No supervisor or other representative of the LCF (except the LCF Board of Directors President) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

This Policy and Procedures Manual and the information in it should be treated as confidential. No portion of this Policy Manual should be disclosed to others, except LCF employees and others affiliated with the LCF whose knowledge of the information is required in the normal course of business. Some subjects described in this Policy and Procedures Manual are covered in detail in official procedures, guidelines, and operations documents.

The LCF Executive Board of Directors, in consultation with the Executive Directory, approves any changes, modifications, or deviations from this Employee and Volunteer Policy and Procedures Manual.

Article II. Employee Benefits:

Section 2.01 Compensation Policy – Adopted 12-11-2015

Salary payment is made monthly for base salary due up to the pay date. Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior semi-monthly period. Employees will be paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the Supervisor to whom the employee reports. Any un-approved Overtime could result in disciplinary action. Employees will submit their time record weekly as directed by their Supervisor. Each employee is to maintain an accurate daily record of his or her hours worked, at the direction of their Supervisor. All absences and/or tardiness from work schedules should be appropriately recorded.

The LCF may, at its sole discretion, provide a merit increase to recognize an employee for exceptional performance and achievement substantially above and beyond objectives and goals. All increases in compensation must be approved, in writing, by the Executive Director.

Section 2.02 Family Leave Policy – Adopted 12-11-2015

(a) Bereavement:

- In the event of the death of a relative or family member, including domestic partner, an Employee, is granted 8 hours off with pay to attend the funeral or to handle affairs associated with the death. If the Employee must travel 200 miles or more, an additional day off with pay may be granted. In addition to this leave, the Supervisor may grant up to three additional days chargeable to paid leave balances. In cases of death in the family where no paid leave benefits exist, the employee may be granted leave without pay. An employee may be required to submit appropriate documentation to the LCF.

(b) Maternity:

- An Employee is allowed maternity disability leave and is entitled to return to work when released by her health care provider. The disability leave is based on her individual condition and may include all the time her health care provider determines she is unable to work. Leave under this policy is un-paid. An employee who is returning from a maternity leave must also submit to the Executive Director a licensed health care practitioner's statement that she is physically and/or mentally able to resume his or her normal duties.

(c) Domestic Violence, Sexual Assault, or Stalking

- Per RCW 49.76, Employees are allowed to take reasonable leave to take care of legal or law enforcement needs and obtain health care as a result of a domestic violence, sexual assault, or stalking incident. Family members of a victim may also take reasonable paid leave to help the victim obtain treatment or seek help. For the purpose of this Policy, Family member includes child, spouse, parent, parent-in-law, grandparent, or person the Employee is dating. An employee must give advance notice, when possible. Employees may use leave or other paid time off, or unpaid leave time under this policy.
- The LCF reserves the right to require an Employee who is requesting leave under this

Policy, to submit written verification. Written verification for the purpose of this policy means one or more of the following:

- A police report indicating the employee or employee's family member was a victim.
- A court order providing protection to the victim.
- Documentation from a healthcare provider, advocate, clergy, or attorney.
- An Employee's written statement that the Employee or Employee's family member is a victim and needs assistance. Family relationship may be determined by birth certificate, court document or other similar record or a statement from the Employee.

(d) Military Member Spouse

- Per RCW 49.77, an Employee who is a spouse of a military member (including National Guard and reserves), may take up to 15 days of leave from work for each deployment when the military spouse is deployed or called up to active duty. The leave may be used prior to the deployment, or during the period when the military spouse is on leave during deployment. The leave can be split between different periods of time (pre-deployment or while the military spouse is on leave during deployment). The total number of days of leave cannot exceed 15 days per deployment. All time-off is paid. Employees must use accrued vacation first, before additional paid time off is provided. The Employee must notify the LCF within five business days of receiving official notice of the deployment, active duty, or leave from deployment and may be required to submit appropriate documentation to the LCF.

(e) Family Leave Procedures:

- Step 1: Notify your Supervisor as soon as reasonably possible. If you are unable to reach them, leave a voicemail with your reason for being absent and your anticipated arrival time/date.
- Step 2: Email your Supervisor and the Executive Director, as soon as reasonably possible, with the following information:
 - The reason for your tardiness / absence
 - Attach any necessary supporting documents.
 - Which of the following type of Hours you are utilizing for your missed time:
 - Bereavement
 - Maternity
 - Domestic Violence, Sexual Assault, or Stalking
 - Military Member Spouse
 - NOTE: Some of these require pre-authorization from your Supervisor before using them. See the above Policy for details on each one.
 - Which of the following type of Hours you are requesting:
 - Paid
 - Un-Paid

Section 2.03 Paid Holidays Policy – Adopted 12-11-2015

Paid Holidays is earned upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least 20 hours per week on a regular basis. Employees working less

than 20 hours per week on a regular basis, on-call and temporary employees are not eligible to receive Paid Holidays.

Paid holidays include New Year's Day, Thanksgiving, Christmas Eve and Day, 4th of July, Labor Day, Cesar Chavez Day on March 31st and other holidays at the Companies discretion. A paid holiday will be celebrated on the day chosen by the Executive Director to close the office in observance of the holiday.

Reasonable accommodations may, but are not guaranteed, to be made to meet the religious needs of an employee when this can be done without undue hardship to the LCF. The LCF may require the Employee to submit appropriate documentation.

Section 2.04 Leave of Absence Policy – Adopted 12-11-2015

Leaves of absence without pay may be granted, but are not guaranteed to be granted, at the discretion of Executive Board of Directors for reasons including, but not limited to, the following: physical or mental illness, infant care, prolonged illness in the employee's immediate family, continuing education, teaching or position as an insurance consultant. Applications for medical leaves of absence must be accompanied by a licensed health care practitioner's statement indicating the reason necessitating such a leave and the approximate duration if know. An employee who is returning from a medical leave must also submit to the Executive Director a licensed health care practitioner's statement that he or she is physically and/or mentally able to resume his or her normal duties.

Employees must use all accumulated paid leave time before being granted a leave without pay for reasons not covered by the other LCF Policies.

(a) Leave of Absence Procedures:

- Step 1: Email your Supervisor and/or the Executive Director, with the following information:
 - The reason for your absence
 - Attach any necessary supporting documents.

Section 2.05 Paid Leave Policy – (Vacation and Sick) – Adopted 12-11-2015

Purpose:

The LCF believes that employees should have opportunities to enjoy time away from work to help balance their lives. As a result, the LCF has established this Paid Leave Policy to meet those needs. Employees are accountable and responsible for managing their own paid leave hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, care for a member of their family, or other situations that require time off from work.

Eligibility and Availability:

Paid Leave is accrued upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least 20 hours per week on a regular basis. Employees working less than 20 hours per week on a regular basis, on-call and temporary employees are not eligible to accrue Paid Leave. Paid Leave accruals are available for use in the pay period following completion of 90 days of employment. All hours thereafter are available for use in the pay period following the date they are accrued.

Accrual and Payment:

Length of service determines the rate at which the employee will accrue Paid Leave Hours. Paid Leave Hours does not accrue on unpaid leaves of absence. Employees become eligible for the higher accrual rate on January 1st that follows the date which the employee's anniversary falls. New benefits eligible employees will receive a pro-rated hours of Paid Leave based on the financial quarter that they are hired. Employees will receive their Annual Paid Leave Accrual on January 1st of each year, based on the date-of-hire. Paid Leave will be paid at the employee's base rate at the time the leave is taken. Paid Leave pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. No Paid Leave hours will accrue beyond the maximum accruals listed below.

Un-used Paid Leave is rolled-over at the 1st of each year, up-to the Maximum Accrual listed below.

Years of Service	Annual Paid Leave Accrual	Maximum Accrual
0-5 Years	80 Hours	120 Hours
6-10 Years	120 Hours	160 Hours
11 Years or More	160 Hours	200 Hours

Use and Scheduling of Paid Leave:

Employees are required to use available Paid Leave when taking time off from work with the exception of a company-required absence or absences outlined in Family Leave Policy. Paid Leave may be taken in increments of 4 hours. Leave taken beyond an employee's available leave balance may be unpaid unless otherwise required under law or at the discretion of the Executive Director.

Whenever possible, Paid Leave must be scheduled and approved in advance. Paid Leave is subject to supervisory approval, staffing needs and established procedures. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence. Employees may not borrow against their Paid Leave banks; therefore, no advance leave will be granted.

Payment Upon Termination:

If employment is terminated, accrued unused paid leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

Article III. General Policies:

Section 3.01 Position Development Policy – Adopted 12-11-2015

LCF will develop and maintain current job descriptions for all established and authorized paid and regular un-paid positions. The Executive Director shall develop all job descriptions and appropriate compensation package. All director level or above Job Descriptions and compensation packages are subject to the approval of the Board of Directors Executive Committee. All pay and benefit packages must fall within the budget approved by the Board of Directors.

Job Descriptions are required to include at least the following topics:

- Job Title
- Reporting Relationship
- Work Schedule (may be regular schedule, variable schedule, flexible schedule, or subject to mutual agreement)
- Exempt OR Non-Exempt Status
- Job Summary
- Salary Range (may be negotiable, range, or subject to experience)
- Primary Responsibilities and Essential Functions
- Minimum Qualifications
- Desirable Qualifications
- Core Compensation
- Physical Work Environment
- Conditions of Employment
- Disclaimer

Section 3.02 Volunteer Policy – Adopted 12-11-2015

Record Management:

The Executive Director, or delegate, maintains records on each volunteer throughout the organization. Records include positions held, duties performed, evaluation of volunteer performance, training attended and waivers received. Volunteer records, including application, reference checks and background checks, are confidential. Volunteers are responsible for submitting and updating information contained in their files to the Executive Director.

Change of Placement:

Volunteers may request a change in placement anytime during their volunteer service. If a volunteer elects to be re-assigned, the volunteer must complete any necessary application process for the volunteer position and receive all appropriate training.

Youth Volunteer, Service Learning, and Un-Paid Internships

Volunteers, under 18, must have written consent of a parent or guardian before volunteering. Students volunteering for service learning credit hours for their school, must submit school name and contact information before volunteering. LCF does not provide any un-paid Internships.

Evaluation

Volunteers who volunteer on a regular basis, may receive periodic evaluations to review their performance. The evaluations allow for a volunteer and supervisor to suggest changes, seek suggestions and enhance the relationship between the volunteer, staff and LCF.

Conduct

Volunteers are expected to follow all LCF rules and protect the interest and safety of all volunteers, staff and LCF. Volunteers may be terminated for violating any LCF policies, procedures or rules.

Reimbursement of Expenses

Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including transportation expenses, incurred while engaging in volunteer service for LCF.

Waivers

All Volunteers who volunteer on a regular and routine basis must sign a Volunteer Waiver and Acknowledgement Form.

Section 3.03 Attendance Policy – Adopted 12-11-2015

Frequent absences and/or tardiness are not acceptable and constitute unsatisfactory work performance. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

Text messages are not an acceptable mode of communication for the purpose of this Policy.

To determine what is “frequent” and “excessive” a variety of factors are considered including:

1. Attendance history: the frequency, total time out, and the time span involved.
2. The reason for being absent.
3. The timeliness of the notice given.
4. The effect on the service of the LCF.
6. Executive Director’s discretion.

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Any no call/no show lasting three days is considered job abandonment and will result in immediate termination of employment.

Section 3.04 Meals and Breaks Policy – Adopted 12-11-2015

Breaks will not be scheduled. Employees/Volunteers are free to take up to 2 (two) fifteen-minute’s breaks and 1 (one) thirty-minute meal break per 8 hour shift. Employees/volunteers are expected to stop their break and/or meal breaks to assist a client on the phone or in-person, if they are the only person in the office at the time, and then resume their break or meal after the finish helping the client.

Section 3.05 Reasonable Accommodation Policy – Adopted 12-11-2015

It is the policy of the LCF Reasonable Accommodations may, but is not required to, provide reasonable accommodations to applicants, Employees, and Volunteers who have disabilities and to permit

Employees and Volunteers with disabilities to make reasonable modifications. A request is generally not reasonable if the accommodation would impose an undue financial and administrative burden on the LCF. A request is generally not reasonable if the accommodation would fundamentally alter the nature of our business operations. Applications for reasonable accommodation must be accompanied by a licensed health care practitioner's statement indicating the accommodation requested.

(a) Procedures:

- Step 1: Email your Supervisor and/or the Executive Director, and give the following information:
 - What specific accommodation are you requesting?
 - If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? If yes, please explain.
 - Is your accommodation request time sensitive? If yes, please explain.
 - What, if any, job function are you having difficulty performing?
 - What, if any, employment benefit are you having difficulty accessing?
 - What limitation is interfering with your ability to perform your job or access an employment benefit?
 - Have you had any accommodations in the past for this same limitation? If yes, what were they and how effective were they?
 - If you are requesting a specific accommodation, how will that accommodation assist you?
Please provide any additional information that might be useful in processing your accommodation request.

Section 3.06 Drug and Alcohol Policy - – Adopted 12-11-2015

The LCF explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on LCF or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the LCF or customer premises, if such impairment or influence adversely affects the employee's or volunteer's work performance, the safety of the employee/volunteer or of others, or puts at risk the LCF's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the LCF or customer premises, if such activity or involvement adversely affects the employee's or volunteers work performance, the safety of the employee or of others, or puts at risk the LCF's reputation.
- The presence of any detectable amount of prohibited substances in the employee's or volunteers system while at work, while on the premises of the LCF or its customers, or while on LCF business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee/volunteer.

The LCF's policy on Marijuana / Cannabis / Cannabinoids:

- While the Company understands and respects that under Washington State Law, Marijuana use is permitted in one's personal residents, the LCF reserves certain rights as an employer in order

to ensure a safe workplace. As a result, you will not be disciplined as result of marijuana use, as long as it complies with all applicable Washington State laws. However, the following is the LCF's Policy:

- Employees/volunteers are prohibited from reporting to work or working while under the influence of Marijuana / Cannabis / Cannabinoids
- Employees/volunteers are free to make their own lifestyle choices when not in the workplace or otherwise on LCF time. However, such choices must not interfere with workplace performance or negatively impact the reputation of the LCF
- Employees/volunteers are further prohibited from consuming, using, or ingesting Marijuana / Cannabis / Cannabinoids during working hours, including meal and break periods.
- The Americans with Disabilities Act (ADA) and Washington State Law does not require the LCF to allow marijuana use as a reasonable accommodation for someone with a disability, and as a result, the LCF does not allow Marijuana / Cannabis / Cannabinoids use on LCF property or while conducting LCF business.

The LCF may conduct drug and/or alcohol testing under any of the following circumstances:

- **FOR-CAUSE TESTING:** The LCF may ask an Employee/volunteer to submit to a drug and/or alcohol test at any time it feels that the employee/volunteer may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee/volunteer involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an Employee/volunteer is tested for drugs or alcohol outside of the employment/volunteer context and the results indicate a violation of this Policy, or if an employee refuses a request to submit to testing under this policy, the employee/volunteer may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective. The Company reserves the right to inspect employees, their possessions, and their workspaces at any time to enforce its Drug and Alcohol Policy.

Section 3.07 Safety Policy - – Adopted 12-11-2015

The LCF is committed to maintaining a safe working environment for all at Employees and Volunteers. It is the policy of the LCF to make every reasonable effort to prevent accidents, protect employees from injury and promote the health, safety and welfare of all employees and volunteers. Employees and volunteers are prohibited from using the ladder or otherwise performing any maintenance that they have not been trained on by the Executive Director to conduct safely.

Responsibilities of Employees in Supervisory Positions

Employees in supervisor positions have the following responsibilities in addition to their responsibilities as employees of the LCF:

- Ensure that the area in which they work is safe and without risks to health;
- Identify any unsafe or unhealthy conditions or behavior;
- Ensure that the behavior of all persons in the workplace is safe and without risks to health;
- Attempt to remedy all problems related to occupational health and safety. If unable to rectify the problem, consult with the Executive Director.

Responsibilities of Employees and Volunteers

All employees and volunteers have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace;
- Adhere to safe work procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Policy;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

(a) Procedures:

- Employees should report to a Supervisor and Agent any Accidents or Injuries that occur at work or while working. The report should be made as soon as reasonably possible.
- **Step 1:** To report, email your Supervisor and/or the Agent and give the following information:
 - Your Name
 - Name of Witnesses
 - What occurred
 - Location it occurred
 - Photos Taken
 - Date(s) it occurred
 - Please provide any additional information that might be useful in processing your report

Section 3.08 Dress Code Policy - – Adopted 12-11-2015

The LCF expects employees and volunteers to dress appropriately in business attire. Employees and Volunteers are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to customers should be the factors that are used to assess that you are dressing in business attire that is appropriate. Employees/volunteers who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees/volunteers to a more stringent dress code for appropriate business attire. The LCF, may allow employees and volunteers to dress in Casual at particular events or on particular days.

Employees and volunteers should refrain from bringing onto the premises natural or artificial scents that

could be distracting or annoying to others. Personal fragrant products (fragrances, colognes, lotions, powders and other similar products) that are perceptible to others should not be worn by employees or volunteers. Other fragrant products (scented candles, potpourri and similar items) are also not permitted in the workplace.

The Company expects all employees/volunteers to exercise appropriate judgment with regard to personal appearance, dress and grooming to be most effective in the performance of their workplace duties.

The Company allows reasonable self-expression through personal appearance, unless a) it conflicts with an employee's/ volunteers ability to perform his or her position effectively or with his or her specific work environment, or b) it is regarded as offensive or harassing toward co-workers or others with whom the LCF conducts business and has contact with employees/volunteers.

Factors the Company may consider to determine whether jewelry or tattoos may pose a conflict with the Employee's job or work environment include, but are not limited to:

- Personal safety of self or others, or damage to company property
- Productivity or performance expectations
- Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature
- Corporate or societal norms
- Client complaints

Section 3.09 Work Place Violence Policy – Adopted 12-11-2015

Conduct that threatens intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. The LCF resources may not be used to threaten, stalk or harass anyone at the workplace or outside of the workplace. The LCF treats threats coming from an abusive personal relationship as it does other forms of violence. If you observe an incident or threat of violence that is immediate and serious, IMMEDIATELY DIAL 9-1-1 and report it to the police. If the incident or threat does not appear to require immediate police intervention, please contact your Supervisor and/or the Executive Director and report it as soon as possible.

The LCF will not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking, and threats of violence. Any comments about violence will be taken seriously and may result in your termination. Please do not joke or make offhand remarks about violence.

No weapons are allowed in our workplace. Weapons include firearms, knives, brass Knuckles, martial arts equipment, clubs or bats, and explosives. Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including

termination.

(a) Procedures:

- Employees should report to a Supervisor and/or Agent any apparent incidents of workplace violence. The report should be made within six months of the incident. Management will respond to your complaint in-writing after an investigation is conducted.
- **Step 1:** To report any potential violations of the Work Place Violence Policy, email or talk in-person (if you talk in-person, email the same report as soon as reasonably possible), with your Supervisor and/or the Executive Director, and give the following information:
 - Name of Employee or Employees who conducted harassment or incidents of violence and/or threats against you or someone else
 - Name of Person Harassment or Workplace Violence happened against
 - Name of Witnesses
 - Date(s) it occurred
 - What happened and how you feel you or someone else harassed, threatened, or against violently against
 - Describe if you tried to solve it already and how
 - Please provide any additional information that might be useful in processing your report

Section 3.10 Harassment Policy – Adopted 12-11-2015

(a) Discrimination

a) It is a violation of this policy to discriminate in the provision of employment and volunteer opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

(b) Harassment

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind, and the LCF will take appropriate action swiftly to address any violations of this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job.

(c) Sexual Harassment

Sexual harassment in any form is prohibited under this policy. Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and that lowers morale and therefore interferes with work effectiveness. Sexual harassment may take different forms. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, is not considered to be harassment, including sexual harassment.

(d) Consensual Sexual Relationships

LCF strongly discourages romantic or sexual relationships between a management or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. If any LCF Employee enters into a consensual relationship that is romantic or sexual in nature with a member of the LCF, or if one of the parties is in a Supervisory capacity, the parties must notify the Executive Director. If it is determined that one or both parties must be moved to a different unit and/or location, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

(e) Retaliation

No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:

1. Filing or responding to a bona fide complaint of discrimination or harassment.
2. Appearing as a witness in the investigation of a complaint.
3. Serving as an investigator.

LCF prohibits retaliation. This includes making threatening communication by verbal, written or electronic means against any individual who reports or provides any information concerning unlawful discrimination, harassment or other violations of company policies, rules and standards of conduct. Any employee found to be engaging in retaliation will be subject to disciplinary action up to and including termination. If you experience or witness any form of harassment in the workplace, please immediately notify your Supervisor and/or the Executive Director.

(f) Procedures:

- Employees should report to a Supervisor and/or Executive Director any apparent harassment. The report should be made within six months of the incident. Management will respond to your complaint in-writing after an investigation is conducted.
- **Step 1:** To report any potential violations of the Harassment Policy, email or talk in-person (if you talk in-person, email the same report as soon as reasonably possible), with your Supervisor and/or the Agent, and give the following information:
 - Name of Employee or Employees who conducted harassment or incidents of violence and/or threats against you or someone else
 - Name of Person Harassment or Workplace Violence happened against
 - Name of Witnesses
 - Date(s) it occurred
 - What happened and how you feel you or someone else harassed, threatened, or against violently against
 - Describe if you tried to solve it already and how
 - Please provide any additional information that might be useful in processing your report

Section 3.11 Background, Criminal History, and Consumer Credit Investigation Policy – Adopted 12-11-2015

The LCF may perform background checks for all new employees and volunteers based on the individual's role within the Business. A background check may include: finger-print based criminal background checks; criminal background checks; credit checks, references and employment history; verification of education, professional licenses, academic credentials, work experience and other checks as deemed appropriate by the LCF. Individuals who have a criminal record or have other risk factors may be disqualified from employment or volunteering by law or because their presence in the work place would create an unacceptable risk to the LCF. The results of a pre-employment background check are confidential.

Current Employees and Volunteers may be required to go through a background check and the same standards outlined in this policy must be met for continued employment with the LCF. Circumstances that might necessitate a background check be completed on a current Employees and Volunteers include, but are not limited to, new regulations, transferring to a Unit that requires background checks, assuming a role that requires driving an LCF vehicle, signing a new employment agreement or at the request of the business for other purposes.

Section 3.12 Electronic Communication, Computer and Equipment Use Policy – Adopted 12-11-2015

- Internet, LCF-provided equipment (e.g., cell phone, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the LCF or be contrary to LCF's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and LCF-provided equipment such as cell phones and laptops.
- Employees/Volunteers may not post financial, confidential, sensitive or proprietary information about the LCF, clients, employees or applicants to personal and/or LCF social media accounts.
- Employees/Volunteers may not post obscenities, slurs or personal attacks that can damage the reputation of the LCF, clients, employees or applicants to personal and/or LCF social media accounts.
- Employees/Volunteers should limit the placing or receiving of personal calls during working hours to those required only in emergency situations.
- Unless properly authorized, Employees/Volunteers should limit the use of any form of personal electronic communication devices during normal work hours. These devices may be used during breaks or when employees are at lunch.
- Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Right to Monitor

All LCF-supplied technology and LCF-related work records belong to the LCF and not to the

Employee/Volunteer. The LCF may routinely monitor use of LCF-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of Employment/ Service.

Section 3.13 Employee / Volunteer Conduct Policy – Adopted 12-11-2015

This list is intended to be representative of the types of activities that may result in disciplinary action, up to and including termination. It is not intended to be comprehensive, and therefore, the LCF may impose discipline up to and including termination for violations or inappropriate conduct not listed below. This policy does not alter the employment-at-will relationship between you and the LCF. This list is not intended to and does not prohibit any conduct that is protected by law.

- Theft or inappropriate removal or possession of property.
- Fighting or threatening violence in the workplace.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Unauthorized use of telephones, mail system or other employer-owned equipment.
- Engaging in acts of dishonesty, fraud, theft, or sabotage
- Stealing and/or other misappropriation of cash or cash equivalents.
- Fighting, horseplay, practical jokes, or other conduct that may endanger or disrupt anyone on our premises.
- Refusing to cooperate with LCF's investigations, or providing false information or otherwise interfering with or obstructing an Agencies investigation.
- Violating criminal laws on the Agencies premises or while performing the Agencies business.
- Being convicted of a felony or crime that reflects negatively on your trustworthiness or dedication to personal safety or reasonably may be expected to damage the Agencies reputation in the community.
- Threatening, intimidating, coercing, harming or interfering with the performance of employees, applicants, students, vendors or the general public.
- Falsifying employment applications, resumes, time records, personnel documents, customer documents, or any other records belonging or relating to the Agencies, or intentionally giving false information to anyone who makes such records.
- Insubordination, including refusal to work on an assigned job, refusal to comply with instructions, refusal to comply with the Agencies policies and refusal to work overtime. Furthermore, failure or refusal to comply and/or support with a Supervisors and/or Executive Director's instructions, unless the instructions are illegal or endangering
- Sleeping on duty
- Failure to maintain prescribed records
- Misappropriation of the Agencies property or the property of others.
- Failure to follow prescribed rules, regulations practices, guidelines, or violation of LCF policy and procedure
- Use of profane language while on LCF business.
- Unauthorized use of the LCF or its clients' name, logo, funds, equipment, vehicles, or property.

- Instigating, encouraging or participating in any illegal or unprotected work stoppages, slowdowns or picketing.
- Inability to establish sound relationships with customers, third parties, supervisors or other LCF staff, as determined by management.
- Unauthorized, willful or careless waste, damage, removal or destruction of the Agencies materials, property, equipment or supplies.
- Wasting time, loitering or leaving your place of work without permission during working time.
- Conduct that reflects adversely on the LCF.
- Disclosing to any person, including television, radio and print media representatives, any confidential information relating to the LCF's business, customers, finances or trade secrets.
- Carelessness or neglect of job duties that results in the loss, damage or destruction of the Agencies, employee or customer's property.
- Performance that does not meet the Agencies requirements or expectations.
- Failure to comply with safety precautions that are necessary to the welfare or interests of the Agencies, its employees, or students.
- Failure to immediately report any accident, incident, work-related injury, fire or other emergency to your supervisor, and if appropriate, the proper authorities.
- Intentionally damaging Agencies property or property of another employee.
- Failure to follow Companies policies, procedures, agreements, and contracts.

When deemed necessary by the LCF, the LCF reserves the right to inspect and/or search all LCF property, as well as any employee's personal property on LCF premises, if they believe that a person is potentially dangerous or may pose a risk to LCF operations.

1.2 Discipline Policy – Adopted 12-11-2015

Our Discipline Policy is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Outlined below are the steps of our progressive discipline policy and procedures. The LCF reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's / volunteers work record and the impact the conduct and performance issues have on our organization.

Procedure

- Step 1: Counseling and Verbal Warning (documented)
- Step 2: Written Warning
- Optional Step: Performance Improvement Plan
- Step 3: Suspension (with or without pay) and Final Written Warning
- Step 4: Termination of Employment

Suspension Pending Investigation

- The LCF can suspend an employee up to 60 days pending investigation.

- The suspended employee will receive their normal pay during the period of suspension.
- An Employee/Volunteer on suspension pending investigation must be available for interviews throughout the entire suspension period. The Employee/Volunteer is responsible for providing contact information to his/her Supervision.
- Suspension pending investigation is considered when:
 - An employee's/volunteers continued attendance in the workplace may hinder the investigation;
 - the employee's/volunteers continued attendance presents a risk to the employee/volunteer or others; or
 - When the alleged actions interfere with the LCF's, either by damage to reputation or otherwise.

Documentation

The Employee/volunteer will be provided copies of all progressive discipline documentation, including all performance improvement plans. The Employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the Employee's official personnel file.

Guiding Principles:

- Managers, or above, can coach/mentor staff on minor Policy or Procedure violations, such as tardiness, absenteeism, dress code guidance, excess personal phone calls, inappropriate jokes, use of profane language, wasting time, loitering or leaving the workplace without permission, following proper procedures around time and attendance, and other similar low-level violations. Only the Executive Director or President of the Board of Directors can issue Counseling and Verbal Warning (documented), Written Warnings, Performance Improvement Plans, Suspension (with or without pay) and Final Written Warning, Suspension Pending Investigation (up to 60 days)
- The Executive Director may terminate volunteers. Only the LCF Executive Board of Directors may authorize termination of an Employee.
- Managers, or below, can implement Suspension Pending Investigation (up to 14 days) for substantial policy violations, while the Executive Director and/or President of the Board of Directors is unavailable including:
 - Threats, intimidation or coerce, racial or ethnic slurs, requests for sexual favors, or other verbal or physical conduct of a sexual nature
 - Possession of dangerous or unauthorized materials or weapons, such as explosives or firearms
 - Retaliatory actions against an individual who reported workplace violence and/or incidents of harassment.
 - Engaging in acts of dishonesty, fraud, theft, or sabotage
 - Fighting or threatening violence in the workplace.
 - Unauthorized disclosure of business "secrets" or confidential information.
 - Drinking alcohol and/or the use of controlled substances on the job or during lunch time

or reporting to work under the influence.

- Violating criminal laws on the Agencies premises or while performing the Agencies business.
- Intentionally damaging Agencies property or property of another employee.
- Other violations, as directed by the Executive Director and/or Consultant, to implement Suspension Pending Investigation.

Section 3.14 Separation of Employment/Volunteer Policy – Adopted 12-11-2015

- **Resignation:** Resignation is a voluntary act initiated by the employee/volunteer to end employment/volunteering with LCF. The employee/volunteer must provide a minimum of two (2) weeks' notice prior to resignation. If an employee/volunteer does not provide advance notice or fails to actually work the remaining two weeks, the employee/volunteer will be ineligible for rehire.
- **Job / Position abandonment:** An employee/volunteer who fails to report to work/volunteering or contact his or her supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice effective at the end of the employee's/volunteer's normal shift on the third day. Employees/volunteer who are separated due to job/position abandonment are ineligible for rehire.
- **Reduction in workforce:** An employee may be laid off because of changes in duties, organizational changes, lack of funds or lack of work. Employees who are laid off may not appeal the layoff decision.
- **Return of property:** The separating employee/volunteers must return all company property at the time of separation, including but not limited to uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from final paycheck.
- **Vacation leave:** Accrued leave will be paid in the last Employee paycheck.
- **Ineligibility for Rehire:** An applicant, employee, volunteer who is terminated for violating policy or who resigned in lieu of termination due to a policy violation will be ineligible for rehire.