



LANCASTER COUNTY
COMMUNITY
FOUNDATION

EMPLOYEE HANDBOOK
2024 Revision

EMPLOYEE HANDBOOK

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OUR PHILOSOPHY

The Lancaster County Community Foundation (“Foundation”) has been successful in creating a working environment that is stimulating, convivial, rewarding, with all employees having an equal opportunity to achieve their potential. We expect that every team member consistently demonstrates a deep commitment to our mission while performing at the highest standard of excellence.

The Foundation has a strong reputation for maintaining the highest level of integrity in all its philanthropic activities. To preserve this essential organizational quality, a commitment to our ethical standards is expected of all team members, in both their personal and professional lives.

We are committed to creating and maintaining a diverse and inclusive workplace where all employees feel valued, respected, and have equal opportunities to contribute and succeed.

Diversity encompasses the wide range of characteristics and experiences that make each individual unique. These include, but are not limited to, race, ethnicity, gender, sexual orientation, age, physical abilities, religious beliefs, socio-economic status, and educational background. The Foundation is dedicated to building an inclusive culture that welcomes and embraces diversity. We believe that diverse perspectives and experiences enhance creativity, innovation, and problem-solving, contributing to the overall success of the company. We are committed to regularly assessing and improving our diversity and inclusion initiatives. Feedback from employees will be actively sought and used to enhance our practices.

The Foundation values the unique contributions of every individual and is dedicated to building a workplace that reflects the diversity of Lancaster County.

HOW TO USE YOUR HANDBOOK

As a Foundation employee, you are required to observe the policies and procedures contained in this handbook, including any revisions or additions made during your employment.

The purpose of this handbook is to familiarize you with the privileges and responsibilities of employment with the Foundation. The policies, procedures, and benefits described do not give special or contractual rights to any individual. This handbook is not intended to guarantee that benefits will continue for any period, nor does it guarantee permanent employment with the Foundation for any specified period, as employment with the Foundation is “at-will.”

The Foundation reserves the right to alter or abolish any policy and any other term or condition of employment without the consent of its employees and without prior notice, at the President & CEO’s discretion. The adoption of policies and the provision of any benefit hereunder does not create a contract of employment for a specific term, nor does it imply any right to continued employment.

To properly carry out your responsibilities, additional policies and procedures may be instituted but not listed in this handbook. Your supervisor will make these available as they are issued.

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We ask that you retain this handbook and read it carefully. If you have any questions regarding the meaning or application of any policies contained in this handbook or would like more information on any aspect of your employment with the Foundation, please feel free to contact your supervisor or the COO.

This handbook replaces any other handbook that the Foundation may have issued prior to January, 2024.

FEDERAL, STATE, AND LOCAL REGULATIONS

REASONABLE ACCOMMODATION POLICY

The Foundation is committed to providing equal opportunity and reasonable accommodations to employees with disabilities. The Foundation complies with the Americans with Disabilities Act (ADA) and all other applicable federal, state, and local laws regarding disability discrimination and accommodation.

Reasonable accommodation is available for the known physical or mental limitations of qualified employees with disabilities. An employee is qualified if they can perform essential job functions with or without reasonable accommodation.

For purposes of this policy, a disability is any physical or mental impairment that substantially limits a major life activity.

A reasonable accommodation is a modification or adjustment of an employee's job or work environment that enables that employee to perform essential job functions or enjoy the same employment benefits and privileges as similarly situated employees without disabilities. Examples of reasonable accommodations include modifying a workspace to make it wheelchair accessible, providing screen reading software, or adjusting an employee's work schedule to accommodate medical appointments. The Foundation does not provide accommodation of a personal nature, such as eyeglasses or hearing aids.

We are committed to providing accommodations so long as accommodations do not place an undue hardship on business operations or pose a threat to the health or safety of employees in the workplace.

Accommodation Process

The Foundation will actively engage in an interactive process with employees who request accommodation to determine what, if any, accommodation can be provided. We aim to process requests for accommodation in a prompt and efficient manner.

Employees can request accommodation by contacting their immediate supervisor or the COO.

Employees who request accommodation will be asked to complete a request form and have a physician complete an accommodation medical certification form.

Once the Foundation receives accommodation documentation, an initial determination about the employee's eligibility for accommodation will be made. The Foundation can request additional medical information or have an employee's medical information reviewed by a medical expert to make this initial determination. In addition, the Foundation can ask employees to provide information about their educational qualifications and work experience if their reassignment to another position is considered accommodation.

If the Foundation finds that an employee is eligible for accommodation, the employee's supervisor is notified. The COO will work with the employee's supervisor to examine the essential functions of the employee's job and find what, if any, accommodation can be provided. Determinations regarding accommodations are made jointly by Foundation management and the employee's supervisor. Such determinations are made on a case-by-case basis.

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Employees who are denied accommodations are notified of the denial and the basis for the denial. Employees can appeal accommodation determination rulings.

Accommodation is reviewed annually. As part of the review, employees may be asked to provide updated medical information to demonstrate that the need for accommodation is ongoing.

Employees who have questions about the accommodation process should contact the COO.

Confidentiality

All information obtained by the Foundation concerning medical conditions or history of employees, including genetic information, is maintained in separate medical files, and treated as confidential records that are disclosed only as permitted by law. HR representatives and supervisors who have knowledge of employees' medical information are prohibited from sharing such information unless others need to be informed.

Anti-retaliation

Retaliation for requesting or being granted disability accommodation is prohibited. If an employee believes that they are subject to retaliation based on a disability accommodation(s) or a disability accommodation request, they should inform the COO.

THE IMMIGRATION & REFORM ACT OF 1986

This act introduced civil and criminal penalties to employers who knowingly hire undocumented immigrants or individuals unauthorized to work in the United States. The Foundation adheres to the Immigration & Reform Act of 1986 and by doing so requires the timely completion of Form I-9 (Employment Eligibility Verification) as part of the hiring process. This practice is required by law and not an act of discrimination.

PREGNANT WORKERS FAIRNESS ACT OF 2022

This bill prohibits employment practices that discriminate against making reasonable accommodations for qualified employees affected by pregnancy, childbirth, or related medical conditions. As such, the Foundation will allow reasonable accommodations for qualified employees affected by pregnancy, childbirth, or related medical conditions following the same reasonable accommodation process and criteria as other qualified disabilities.

LACTATION BREAKS / ACCOMMODATIONS FOR NURSING MOTHERS

The Federal Break Time for Nursing Mothers law requires that employers provide basic accommodations for breastfeeding mothers at work including access to a private room with a lock where mothers can dispel breast milk. The Foundation complies with this law.

MILITARY LEAVE

The Foundation complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA is a federal law, passed in 1994, that protects military service members and veterans from employment discrimination based on their service, and allows them to regain their civilian jobs following a period of uniformed service.

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USERRA applies to members of the Armed Forces, Reserves, National Guard, and other “Uniformed Services” (including the National Disaster Medical System and the Commissioned Corps of the Public Health Service). The law ensures that service members:

1. are not disadvantaged in their civilian careers because of their military service;
2. are promptly re-employed in their civilian jobs upon return from duty;
3. are not discriminated against by employers because of past, present, or future military service.

Employees are required to notify their supervisors as soon as they are aware of the military obligation.

COMPENSATION POLICIES

EMPLOYEE CLASSIFICATION CATEGORIES

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications, employment status, and benefit eligibility. These classifications do not guarantee employment for any specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Foundation.

Nonexempt employees are employees whose pay is calculated on an hourly rate and whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law’s requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The Foundation has established the following categories for both nonexempt and exempt employees:

- **Regular, full time (FT):** Employees who are not in a temporary status and who are regularly scheduled to work the company’s full-time schedule of forty (40) hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part time (PT):** Employees who are not in temporary status and who are regularly scheduled to work less than the full-time schedule but at least 10 hours each week. PT employees are eligible for some of the benefits offered by the company subject to the terms, conditions, and limitations of each benefits program.
- **Temporary, FT:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company’s full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, PT:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work

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less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

Change Of Status

For our organization to maintain updated HR records, each employee must notify their supervisor and COO when changes occur in the employee's:

- Name;
- Address;
- Telephone number;
- Marital or Domestic Partnership Status (benefit related);
- Dependents (benefit related);
- Beneficiary;
- Tax Status;
- Emergency information;
- Other information as necessary or appropriate.

Individual employee information must be kept up to date and accurate at all times. The Foundation will occasionally send vital information to employees' homes (such as W-2 tax forms, etc.) that need to be received in a timely manner and in some cases, benefits may change. Changes in the above information must be submitted to within ten (10) days of such changes taking effect.

If the number of exemptions to which an employee is entitled for tax purposes changes, the employee must notify the CFO within ten (10) days.

The Foundation may periodically request the completion of updated forms to ensure the accuracy of this information.

The Foundation is not responsible for adverse actions that may occur because an employee fails to update personal information.

HOURS OF WORK

Our standard workweek consists of five (5) consecutive days (Monday- Friday) of eight (8) hours each. Generally, the office core hours are 8:30am-5pm, however flexibility in scheduling is available to promote work/ life balance and to accommodate Foundation and community events outside of the standard workday. It is incumbent upon the employee to discuss scheduling with their supervisor and note any deviations on their public outlook calendar. The ability to flex time is dependent upon adherence by individual employees to good communication norms. Failure to discuss with supervisor and communicate effectively and/or an inability to meet goals and deadlines will result in loss of scheduling flexibility.

If your job is conducive to work from home (WFH) on a hybrid work schedule, you will be required to agree to a separate WFH policy. Note that some positions require work onsite and will not be able to utilize WFH. The

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Foundation considers WFH to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Any individual WFH arrangement may be modified or discontinued at any time by the Foundation. There may be instances, however, when no notice is possible.

Payroll will occur twice a month (aka semi-monthly) on the 15th and last day of the month. If either date falls on a weekend or holiday, you will be paid the business day before.

OVERTIME

Nonexempt positions are paid overtime according to the “Flexible 40 Rule.” That is, overtime is paid once the employee exceeds forty (40) hours in a work week, regardless of how many hours may be worked on a given day.

For purposes of these definitions, “hours worked” are only productive hours and do not include PTO or holiday hours. It is the Foundation’s policy to pay for all overtime in accordance with Wage and Hour guidelines.

Foundation policy requires prior authorization for any overtime worked by nonexempt employees. Failure to obtain authorization may result in disciplinary action up to and including termination.

PAYROLL DEDUCTIONS

The Foundation shall make mandatory and voluntary payroll deductions in compliance with all federal, state, and local laws, including minimum wage laws.

1. Mandatory deductions required by law or court order include, but are not limited to:
 - Federal income tax
 - Social Security tax (FICA)
 - Medicare
 - State income tax
 - Local or municipal tax
 - Unemployment taxes
 - Court ordered support payments or garnishments
2. Voluntary deductions are defined as those requested by employees. They include but are not limited to:
 - Pre-tax medical, dental, vision, additional life and/ or disability insurance, or Flexible Spending Accounts
 - Pre-tax 401(k) retirement accounts
3. Other deductions may be made with the prior authorization of the employee.
4. Employees are urged to review each paycheck or pay voucher in the care of Direct Deposit. Inquiries should be directed to the Finance Department.
5. Employee paycheck portal information will be provided by the CFO. The portal will show the following information:
 - Total number of hours worked
 - Gross earnings of pay period

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- Deductions
- Net earnings (after deductions)

TIME RECORDS

All nonexempt employees, regular and temporary, shall maintain time records. Exempt employees shall maintain time records only as directed for special projects or accounting purposes.

Portal information for timekeeping for nonexempt employees is provided by the CFO. Each team member is responsible for following proper timekeeping procedures to ensure accuracy. Deliberate falsification of records is considered a disciplinary offense that may result in disciplinary action up to and including termination.

DIRECT DEPOSIT

As a convenience to our employees, the Foundation has arranged for direct deposit of employee paychecks. Each team member will have net pay automatically deposited to their bank account on payday regardless of where the financial institution is located.

The direct deposit will be in the employee account on payday. However, the exact time the funds become available may vary based on the policies of the specific financial institution. Each payday, employees are responsible for confirming that their net pay has been properly deposited. No transactions should be completed against those funds until this confirmation has been made. If there is a suspected error, it is the responsibility of the employee to notify the CFO.

Any insufficient fund charges that occur because the employee did not properly ensure that paycheck funds are available is the responsibility of the employee.

You must submit a new Direct Deposit Authorization Form to the CFO any time you wish to modify your direct deposit. It may take two (2) pay periods for the request to become effective. When a change has been made, please carefully check your account(s) to ensure accuracy and notify the CFO with any questions or concerns.

HUMAN RESOURCES POLICIES & PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY

The Foundation is an Equal Employment Opportunity employer.

It is the policy of the Foundation not to discriminate against any employee or applicant for employment based on sex, gender or gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule, or regulation.

Accordingly, all recruiting, hiring, and promoting for all job classifications is made without regard to sex, gender or gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule, or regulation. Only valid requirements for promotional

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opportunities are imposed. The Foundation makes every effort to ensure that all personnel actions, such as compensation, benefits, recruitment, transfer, promotions, layoffs, rehires from layoffs, company sponsored training, education programs, company sponsored social recreational programs and use of company facilities, will be administered without regard to sex; gender or gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

Reasonable accommodation may be made for applicants and employees who need it for medical or religious reasons, as required by law, following the Foundation's determination process.

Employees may report discrimination by following the grievance process outlined within this manual. Employees will not be punished for reporting discrimination, participating in a discrimination investigation or lawsuit, or opposing discrimination.

NONDISCRIMINATION- GRANTMAKING AND SERVICE PROVIDERS

The Foundation is committed to nondiscrimination in its grantmaking and relationships with service providers (vendors, volunteers, business partners, and any other individual or organization in which the Foundation may engage).

It is the policy of the Foundation not to discriminate against any grantee partner, grant applicant, or service provider based on sex, gender or gender identity; gender expression; race; color; national origin; religion; creed; age; disability; citizenship; marital or domestic partnership status; sexual orientation; genetic predisposition; military or veteran status; or any other characteristic protected by federal, state or local law, rule or regulation.

STANDARDS OF CONDUCT

The Foundation is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness, and integrity. All employees and volunteers are expected to behave honestly, with integrity, and openness when acting on behalf of the organization. We have grown because of the cooperation shown and the pleasant working atmosphere created by our employees. This was accomplished by each of us recognizing every employee's individual talent, dignity, and personal freedoms.

When any individual behaves below our established standards of conduct delineated in this handbook, disruptions and serious problems develop. This puts a burden on everyone. Therefore, such issues will be dealt with quickly, fairly, and consistently. Conduct falling below these standards may result in disciplinary action up to and including termination from employment or volunteer duties, and possible civil or criminal prosecution, if warranted.

EMPLOYMENT APPLICATIONS

The Foundation relies on the accuracy of information contained in the employment application package and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Foundation's exclusion of the individual from further consideration for employment. If the person has already been hired, termination from employment may occur.

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Post Offer/Pre-Employment

Every offer of regular employment with the Foundation is conditioned upon successfully completing background checks. These may include a criminal record check and motor vehicle report as well as a credit check for positions in finance or other areas that may handle money or donations.

EMPLOYMENT AT-WILL

All employees of the Foundation are employed “at-will” and are free to voluntarily leave at any time with or without reason. The Foundation, likewise, retains the right to terminate any employee at any time with or without reason or notice. None of the policies within this handbook create or imply a contract, and do not alter an employee’s at-will status. Nothing can change an employee’s at-will status other than a written agreement signed by the employee and the President & CEO.

Terms and conditions of employment and job descriptions with the Foundation may be modified at the sole discretion of the organization with or without cause and with or without advance notice. An implied contract concerning any employment-related decision or term, or condition of employment cannot be established by any other statement, conduct, policy, or practice. No representative of the organization, other than the Board of Directors and the President & CEO, has the authority to enter into any agreement with any employee for employment for any specific period or to make promises or commitments related to employment or benefits. Further, any employment agreement entered shall not be enforceable unless it is in writing and signed by the President & CEO or HR representative and the respective employee.

ORIENTATION PERIOD

All new employees are in an orientation period during their first six (6) months of employment. New employees are not only expected to demonstrate their best ability and cooperation, but they are expected to have excellent attendance and to meet all department requirements. Team members who fulfill these requirements will successfully complete their orientation period.

The Foundation may extend the orientation period beyond six (6) months where circumstances warrant.

The employee orientation period does not affect an employee’s benefits. New, benefit eligible, regular employees, qualify for both insurance coverage and other employment related benefits on their first day of employment with the Foundation.

ATTENDANCE

The Foundation has established a successful working environment where each team member is responsible for managing their daily schedule and assigned job duties.

We acknowledge and understand that from time to time, unscheduled absences and tardiness may occur. You are required to notify your supervisor (or another team member if your supervisor is not available) before your scheduled arrival (or as soon as possible in the event of an emergency) if you have an unscheduled absence or anticipate a late arrival.

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Excessive unscheduled absences and tardiness places a burden on the entire organization. Be aware that should your unscheduled absences become excessive and/or disruptive, you may be subject to disciplinary action up to and including termination.

PERFORMANCE EVALUATIONS

A high level of performance by all employees is essential to our success. Equally important, each employee should have a clear understanding of what is expected, and job performance is assessed. For these reasons, the Foundation has a performance evaluation program in which the supervisor of each employee completes a performance evaluation and discusses it with the employee. This evaluation may take place on an annual basis. Should an employee's performance be substandard, evaluations may occur at times other than on an annual basis.

Salary increases typically do not occur at the time of an annual evaluation. Increases generally occur in line with the beginning of the budget year, which falls on January 1st. The increase percentage ranges, if any, may vary, and all changes are promptly communicated to staff. While the Foundation makes every effort to remain competitive, annual compensation increases are not guaranteed.

PERSONNEL RECORDS

In the event an employee wishes to review their personnel file, a request must be submitted in writing to the President & CEO at least three (3) working days prior to the requested review date. All reviews of personnel files will be done in the presence of the COO. All material contained in the personnel file is Foundation property and may not be removed, photocopied, or photographed by the employee. However, employees may take notes and add pertinent material.

Employees will be required to sign a document indicating that they have reviewed their file.

When an individual has terminated his or her employment, the personnel file will not normally be available for review.

CONFLICTS OF INTEREST (COI)

The Foundation is committed to maintaining the highest standards of integrity, honesty, and transparency. This COI Policy outlines general guidelines to help employees identify and manage situations where personal interests may conflict with the interests of the company. All employees and board members will be required to update and sign a separate, expansive COI disclosure annually.

A conflict of interest arises when an employee's personal interests or activities interfere or appear to interfere with the employee's ability to act in the best interests of the Foundation.

Examples of conflicts of interest may include, but are not limited to:

1. Financial interests in a vendor, partner (corporate or individual donor), or competitor of the Foundation
2. Outside employment that interferes with the employee's duties
3. Acceptance of gifts, favors, or entertainment that may compromise impartiality

4. Family relationships that may influence business decisions

Disclosure Requirement

Employees are required to promptly disclose any potential or actual conflicts of interest to their supervisor and the COO. This includes situations where a conflict may be perceived, even if there is no actual impropriety. Upon disclosure, the company will assess the potential impact of the conflict of interest and determine whether measures are necessary to mitigate or eliminate the conflict. This may include reassignment of responsibilities, divestment of a financial interest, or other appropriate actions.

All disclosures related to conflicts of interest will be treated confidentially to the extent allowed by law.

Gifts and Entertainment

Employees should use discretion in accepting gifts, favors, or entertainment from vendors, donors, nonprofit partners, or other business associates. Gifts of nominal value may be accepted, but employees must decline gifts that are more than nominal value. More detail and guidelines can be found in the separate, expansive expense policy distributed by the Finance department.

Employees who disclose conflicts of interest in good faith will not face retaliation. Retaliation against employees for reporting conflicts of interest is strictly prohibited.

RESIGNATION & TERMINATION OF EMPLOYMENT

Absent a written employment contract, all employment with the Foundation is “at will.” This means that either the employee or Foundation has the right to terminate the employment relationship at any time with or without cause. Termination includes voluntary resignation, which is usually initiated by the employee, and involuntary termination of employment, which is usually initiated by the Foundation.

Examples of involuntary termination would be when an employee fails to return to work on the first working day after the expiration of a leave of absence; or fails to report to work without notifying their supervisor; or is absent without receiving approval from their supervisor for the absence. These examples cover only some of the reasons for termination and by no means are inclusive of all the reasons for termination.

All exempt employees are expected to provide a written notice of resignation of at least twenty (20) working days to enable the Foundation to align staffing to continue quality client service. The President & CEO is expected to provide at least thirty (30) working days’ notice. Non-exempt employees are expected to give at least ten (10) working days’ notice.

Employees must settle all outstanding financial obligations including expense reporting to the Foundation and return to their supervisor all organization property, materials, and/or written information issued to them or in their possession and/or control upon termination or by the last day of employment. All expenses must be accompanied by receipts. The Foundation may take all action deemed appropriate to recover items that are not returned when required or to protect its property. Outstanding financial obligations and time used but not accrued that is owed the organization will be withheld from the employee’s final check if other arrangements have not been previously agreed upon.

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SECONDARY EMPLOYMENT

All employees are subject to Foundation standards and scheduling demands regardless of any existing secondary employment obligations. The Foundation reserves the right to change or modify position responsibilities or schedules from time to time as deemed necessary for the efficient operation of the organization. Consequently, if an employee is unable to meet the Foundation's performance requirements, the employee may be subject to disciplinary action up to and including termination. The performance issue will need to be corrected regardless of whether the secondary work is the factor negatively affecting the employee's performance.

Secondary employment that constitutes a conflict of interest is prohibited, unless approved beforehand by the President & CEO.

Employees are prohibited from utilizing Foundation assets, personnel, or other resources for outside employment purposes except when they have received explicit, written approval to do so. Violations of this policy may result in disciplinary action up to and including termination.

DRESS CODE & PERSONAL APPEARANCE

It is important for all employees to project a professional image while at work by being appropriately attired. Well-groomed, clean, and appropriately dressed employees reflect the excellent customer engagement that the Foundation is committed to providing.

In-Office Attire

Business Casual- Collared shirt, blouse or crew neck top, polo shirt, sweater, khakis, dress pants, conservative skirts, or jeans without damage or holes. Shoes should be clean, without excessive wear, and appropriate for attire. Keep your schedule in mind and gauge your attire accordingly based on meetings and/ or contact with others outside of the Foundation.

Sweatpants, shorts, flip-flops, and exercise attire are not acceptable in the office during normal business hours.

Events

Many Foundation and partner events with a more formal tone will call for a more polished look like a suit, blazer, or tie.

Outdoor or recreational events may call for more relaxed attire, such as shorts or sweatpants.

Consider the specific nature of the event and check the invitation; sometimes, event invitations may specify the dress code. If not, it's okay to ask the organizer for clarification.

While we trust each employee's common sense and good judgment, management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may cause disciplinary action, up to and including termination.

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DRUG & ALCOHOL POLICY

In compliance with the Drug-Free Workplace Act of 1988, the Foundation has a commitment to provide a safe and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of Foundation employees and to the security of the company's equipment and facilities. For these reasons, the Foundation is committed to the elimination of drug and alcohol use and misuse in the workplace.

Reasonable Suspicion and Testing

Situations may present themselves when supervisors have a reasonable suspicion that a regular or temporary employee's performance is being impaired because of substance abuse, which may occur either on or off the job. Reasonable suspicion may exist by virtue of:

1. an employee's slurring words, impairment of motor skills, and/ or misuse of company equipment;
2. witnessing alcohol or drug containers/paraphernalia or the use of such substances;
3. detecting the smell of alcohol or drugs;
4. a work-related injury or following an unsafe act; or
5. otherwise unexplainable behavior

In these situations, the Foundation can require employees to undergo testing for alcohol and controlled substances. Where employees refuse such testing, the refusal to comply with required testing constitutes a positive result and the employee will be subject to disciplinary action, up to and including termination.

Post-Accident Testing

All regular or temporary employees who are involved in a work-related accident or allege an injury will be required to immediately undergo alcohol and controlled substance testing. Employees may also be subject to testing if they are involved in a property damaging accident or incident. Where employees refuse such post-accident testing, the refusal to comply with required testing constitutes a positive result and the employee will be subject to disciplinary action, up to and including termination.

Under no circumstances will the employee be allowed to drive to the testing facility. A member of management must transport the employee or arrange for transportation to the testing facility and home.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension. Employees who test positive will be subject to discipline, up to and including termination.

The Foundation respects the confidentiality of test results. Only those management personnel with a need to know will be provided access to test information. The results of testing will become part of the employee's medical file, but not the employee's personnel file. The employee will be provided with the written results of the tests upon request.

This policy does not prohibit the legal, moderate consumption of alcoholic beverages at Foundation social events or events staff attend as Foundation representatives.

WORKPLACE VIOLENCE

Violence in the workplace will not be tolerated. The following infractions will subject employees to disciplinary action up to and including termination:

- Threats
- Harassment
- Fighting (verbal and physical)

Any situations involving workplace violence should be immediately brought to the attention of your supervisor.

WEAPONS

All Foundation employees, contractors, and visitors are prohibited from possessing firearms, explosives, or weapons (hereafter referred to as “weapons”) on the premises of the Foundation, regardless of whether a federal or state license to possess the same has been issued to the individual.

The use of a weapon on Foundation property or at a Foundation event may result in disciplinary action up to and including termination from employment.

ANTI-BULLYING POLICY

The Foundation is committed to maintaining a workplace that is free from bullying, harassment, and intimidation. This policy outlines our commitment to preventing and addressing bullying behavior to ensure a safe and respectful working environment for all employees.

This policy applies to all employees, including FT, PT, temporary, and contract workers, as well as volunteers and interns. It covers all interactions within the workplace, including offices, remote work locations, business trips, company-sponsored and partner events.

Definition of Bullying

Bullying is defined as any unwanted behavior, in person or online, whether verbal, physical, or visual, that may harm or intimidate an individual or create a hostile work environment. Examples of bullying behavior include, but are not limited to:

1. Verbal abuse or offensive comments
2. Intimidation or threats
3. Sabotage of work
4. Exclusion or isolation

Reporting Procedure

Employees who believe they have experienced or witnessed bullying are encouraged to report the incident utilizing the grievance policy outlined in this manual.

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Retaliation against any individual who reports bullying in good faith or participates in an investigation will not be tolerated. Any employee found engaging in retaliatory behavior will be subject to disciplinary action up to and including termination.

SEXUAL & OTHER FORMS OF UNLAWFUL HARASSMENT

The Foundation shall ensure a work environment free of sexual and any other form of unlawful harassment. Sexual harassment is defined as any unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or visual conduct of a sexual nature. Acts of sexual harassment will result in appropriate disciplinary action(s), up to and including termination.

1. This policy applies to all employees while they are performing duties assigned to them by the organization, including those performed when acting as an agent of the Foundation at other locations.
2. If an employee experiences any type of harassment or discrimination, it should be reported to the COO.
3. Management employees who receive complaints of sexual harassment or who observe conduct which would be perceived as sexual harassment are responsible for reporting it to the COO.
4. The COO must investigate any allegation or suspicion of sexual harassment which is brought to their attention from any source.
5. Management employees who receive a complaint of sexual harassment will be courteous, sympathetic, and understanding and will assure the reporting party that the matter will be promptly investigated and resolved.
6. No individual shall be intimidated, threatened, coerced, discriminated against, or otherwise retaliated against for filing a complaint, furnishing information, or for participating in any manner in an investigation, compliance review, hearing, or any other activity related to the administration of this policy.
7. The following protocols will govern all investigating claims of sexual harassment:
 - a. All claims will be promptly investigated by the COO and where at all possible, resolved in an informal resolution of the claim.
 - b. All investigations will strive to be objective and thorough, with information obtained directly from those parties involved.
 - c. The complainant will be interviewed, and complete details obtained. All matters will be handled with discretion; however, other management may need to be apprised of the situation on a “need to know” basis. It will be determined what remedy the complainant is seeking.
 - d. The alleged harasser will be interviewed. Complaint(s) will be discussed, and responses obtained for each one.
 - e. Other witnesses will be interviewed to corroborate the harassed or harasser’s statements and/or charges.
 - f. The COO should review findings with the President & CEO and the Foundation’s legal counsel. If the claim has merit, disciplinary action will be taken. If merit cannot be determined, the harassment policy will be reiterated with the parties involved.

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8. Any management employee who receives a copy of a discrimination complaint from any government agency should immediately inform the Foundation's COO, who will consult with the organization's legal counsel.
9. Once a formal complaint to a government agency has been filed by an employee, a management employee may not discuss the complaint with the employee without specific approval from the Foundation's legal counsel.

CONSENSUAL RELATIONSHIPS

The Foundation is committed to maintaining a workplace that is professional, respectful, and free from discrimination and harassment. This policy addresses consensual relationships in the workplace to ensure that they do not interfere with the work environment, create conflicts of interest, or lead to potential ethical concerns.

Consensual relationships are those romantic or sexual relationships entered willingly by both parties involved. Such relationships may occur between employees, or between an employee and a supervisor or board member, and may include dating, cohabitation, or marriage.

Disclosure Requirement

Employees involved in a consensual relationship with a co-worker are required to disclose the relationship to the COO and their supervisor (if applicable) as soon as possible. Disclosure is essential to identify and address any potential conflicts of interest and to ensure that the company can take appropriate steps to manage the situation.

Conflicts of Interest

Where consensual relationships may create a conflict of interest, the company reserves the right to make decisions in the best interest of the business. This may include reassignment of job duties, responsibilities, or reporting structures to eliminate or mitigate conflicts.

Supervisor/ Board Member-Subordinate Relationships

While relationships between supervisors/ board members and subordinates are not prohibited, such relationships may pose a higher risk of conflicts of interest, favoritism, and perceived impropriety or sexual harassment. Therefore, when a consensual relationship exists or develops between a supervisor or board member and a subordinate, it is the responsibility of the parties involved to disclose the relationship immediately.

If a supervisor is involved in a consensual relationship with a subordinate, steps will be taken to reassign job responsibilities or reporting structures as necessary to minimize the potential for conflicts of interest.

Consensual Relationships with Donors or Vendors

Employees should exercise caution in forming consensual relationships with donors, vendors, or other external business associates. Such relationships may create conflicts of interest, impair professional judgment, or compromise the integrity of business transactions.

Consensual Relationship Agreement

In some cases, employees involved in consensual relationships may be required to sign a consensual relationship agreement acknowledging their understanding of this policy, their commitment to maintaining professionalism in the workplace, and their agreement to comply with any necessary changes made by the company to address conflicts of interest.

Employees involved in consensual relationships are protected from retaliation. No adverse action will be taken against employees for disclosing a consensual relationship or for participating in discussions about potential conflicts of interest.

Violation of this consensual relationship policy may result in disciplinary action, up to and including termination of employment.

GRIEVANCE POLICY

A grievance is considered anything that an employee of the Foundation considers unfair, discriminatory, unlawful, or otherwise a substantial impediment to them as an employee. It must be a matter that is within the Foundation's authority to resolve.

This process has been developed to ensure fair and equitable consideration of issues, provide for prompt, thorough, and impartial investigation of complaints, and provide for prompt and effective corrective and preventative action when necessary.

It is the understanding that if an employee chooses other courses toward personal satisfaction, such as civil action, this procedure is immediately void except where the employee's action is taken under the EEOC, PA Human Relations Commission, or a local human rights agency.

The Foundation will protect the confidentiality of employees who report a grievance or participate in an investigation to the greatest possible extent. Additionally, employees who file internal complaints will be notified about the status of their complaint, the results of the investigation, and any corrective and preventative action taken.

When an employee registers a grievance, the employee must request a conference with their immediate supervisor (or any supervisor if the immediate supervisor is the subject of the grievance) and the COO to discuss the problem. The COO has the discretion to bring the matter to the attention of the President & CEO if, in their sole judgement, it is warranted.

1. If the employee feels that there is not a resolution to the problem, the employee may request a meeting with the President & CEO. If the President & CEO is the subject of the grievance, the employee may request a meeting with the Board Chair. This request must be submitted within three (3) days of the resolution proposed by the supervisor and the COO and contain the written statement of the grievance and the supervisor's/ COO's decision. The meeting shall be arranged, and a written decision rendered.
2. Should the employee feel the issue is still not resolved after meeting with the President & CEO, the employee may take the issue to the Executive Committee via the current Board Chair.

3. The Executive Committee's decision is final.

Retaliation against any individual who reports a grievance in good faith or participates in an investigation will not be tolerated. Any employee found engaging in retaliatory behavior will be subject to disciplinary action, up to and including termination.

BENEFITS POLICIES

GROUP HEALTH COVERAGE AND RELATED PROGRAMS

The Foundation has established a variety of health and benefit programs designed to assist regular eligible employees and your eligible dependents (spouses, domestic partners, and/or children) in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement. Our group health, dental, vision, life, disability, and 401K programs are explained more fully in summary plan description booklets (SPDs) and the master insurance contracts with the insurance carriers. Open enrollment for health and benefit changes occurs annually, commensurate with the renewal of policies. A "qualifying event" is a change in life circumstances that allows you to alter an existing health insurance policy, or sign up for a new one, outside of open enrollment periods. Qualifying events include:

1. Marriage, divorce, or legal separation
2. Birth or adoption of a child
3. Change in child's dependent status
4. Death of a spouse, child, or other qualified dependent
5. Change in employment status or a change in coverage under another employer-sponsored plan

In the event of a contradiction between the information appearing in this handbook and our SPDs, master contracts, or master plan documents, the master contracts/documents shall govern in all cases. The Foundation reserves the right to amend or terminate any of these programs at any time for any reason. SPDs can be requested through the COO for insurance programs and the CFO for the 401k program.

Mini COBRA Continuation Coverage

Pennsylvania law requires the Foundation's group health insurance coverage give eligible employees and their families the opportunity to continue their health coverage for up to nine months when there is a qualifying event, such as employment termination or retirement, that would result in a loss of coverage under the Foundation's plan. Depending on the type of qualifying event, covered individuals may include the employee (or retired employee) covered under the group health plan, the covered employee's spouse or domestic partner and the dependent children of the covered employee. Employees must notify the COO as soon as they are aware of the qualifying event.

Continuation coverage is the same coverage, with no break in coverage, which the Plan gives to other participants or beneficiaries under the Plan who are not receiving continuation coverage. Each qualified beneficiary who elects

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continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered under the Plan.

Eligibility and Length of Coverage

Employees and eligible dependents who have been continuously insured under the group policy or for similar benefits under any group policy which it replaced, for the three (3) consecutive months ending with the employee's termination by a qualifying event. Continuation coverage is not available if:

1. the employee or eligible dependent is eligible for coverage under Medicare;
2. the employee or eligible dependent fails to verify that he is ineligible for employer-based group health insurance as an eligible dependent; OR,
3. the employee or eligible dependent is or could be covered by any other insured or uninsured arrangements that provides hospital, surgical or major medical coverage for individuals in a group and under which the person was not covered immediately prior to the termination of the employee's group coverage (excluding Medicaid, CHIP – the Children's Health Insurance Program, and adult Basic).

Coverage may be continued for up to nine (9) months. However, if any of these three (3) events happens after continuation coverage has begun, eligibility for coverage ends, and the employee or eligible dependent is required to provide written notice to the administrator within fourteen (14) days that coverage should not occur.

In addition, continuation coverage will end if:

1. the employee or eligible dependent fails to make timely payment of a required premium contribution; OR,
2. the group coverage is terminated.

LEAVE POLICIES

Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing necessary family obligations. The following policies outline time off eligibility, procedures, and pay structure related to leave policies.

HOLIDAYS

The Foundation's ten (10) recognized holidays include:

- New Year's Day
- Martin Luther King, Jr. Day*
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day

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- Thanksgiving Day*
- Day After Thanksgiving*
- Christmas Eve*
- Christmas Day*

The Foundation reserves the right to change the schedule of recognized holidays prior to each calendar year. Holidays marked with an asterisk can be floated to another day of the employee’s choice should the employee wish to do so. The employee must notify their supervisor if there is the desire to float a holiday.

1. The physical offices of the Foundation are closed on holidays. Should a holiday fall on a Saturday, the Friday before will be observed as the holiday. For holidays falling on a Sunday, the Monday after will be observed as the holiday.
2. Holiday pay is calculated at the eligible employee’s regular or base rate of pay.
3. Regular PT employees’ holiday pay will be prorated based on their regular number of hours worked.
4. There is no holiday pay for temporary PT or FT employees.

PAID TIME OFF (PTO)

PTO Schedule

Years of Service	0 -1.99	2.00-5.99	6.00-9.99	10.00 & Up
PTO Accrued (Days)	18	23	28	33

1. Regular FT and PT employees are eligible for PTO.
2. PTO is accrued monthly beginning with the employee’s date of hire.
3. PTO benefits do not accrue during any period the employee is on an unpaid leave of absence.
4. Employees are permitted to use PTO prior to its full accrual by December 31 of a given year.
5. In the event of termination, any time used but not accrued is owed to the organization and will be withheld from the employee’s final check.
6. Upon termination, accrued, unused PTO may be paid out in the event the employee has given proper notice and a written resignation as specified in this handbook.
7. PTO requests will be approved by the employee’s supervisor, with due consideration given to staffing requirements.

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8. Employees are encouraged to use PTO time in the year in which it is accrued, however, you may roll no more than fifteen (15) days of accrued, but unused, PTO time to the next calendar year, if applicable. Rolled PTO days are not cumulative year to year. Days more than fifteen (15) cannot be rolled to the next calendar year and will be lost.

BEREAVEMENT AND FUNERAL LEAVE

1. All regular FT and PT employees of the Foundation may take up to four (4) days of paid leave to attend the funeral and take care of personal matters related to the death of an immediate family member. For the purposes of this policy, immediate family member is defined as the employee's spouse/domestic partner; or the employee's (or their spouse/domestic partner's): parent, child, or sibling.
2. Two (2) days of paid leave will be granted in relation to the death of a grandparent. One (1) day of paid leave will be granted in relation to the death of any member of an employee's extended family.
3. Bereavement and funeral leave pay is calculated at the eligible employee's regular or base rate of pay.
4. Regular PT employees' bereavement and funeral leave pay will be prorated based on their regular number of hours worked.
5. There is no bereavement and funeral leave pay for temporary PT or FT employees.

JURY DUTY

Foundation employees shall be granted time off to serve on Jury Duty.

1. Leaves of absence for jury duty must be reported to the appropriate supervisor as soon as possible.
2. A copy of the official jury duty notice must be given to the CFO to be kept in the employee's payroll file.
3. Regular PT or FT employees who are called to serve on jury duty will receive their regular rate of pay for up to fourteen (14) days, less any compensation received from the court system. Jury duty compensation checks must be presented to the CFO.
4. Employees called to serve on jury duty for longer than 14 days will be placed on a scheduled leave of absence. They may elect to be paid PTO.
5. Employees attending court appearances for any reason other than jury duty may elect to be paid PTO to cover the absences.
6. Employees will not be granted jury duty time off in situations where they have volunteered for jury duty.

MATERNITY AND PARENTAL LEAVE

The purpose of this policy is to give parents additional flexibility and time to bond with their new child and adjust to their new family situation.

The Foundation's policy exceeds any legal requirement as currently there is no legal requirement to provide Maternity or Parental Leave.

Statement of Policy- Pregnancy and Short-Term Disability

The Foundation is firmly committed to protecting the rights of expectant mothers and complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. The Foundation's policy is to treat women affected by pregnancy, childbirth, or related medical conditions in the same manner as other employees unable to work because of their physical condition in all employment aspects, including recruitment, hiring, training, promotion, and benefits.

Pregnant employees may continue to work until they are certified as unable to work by their physician. At that point, pregnant employees are entitled to receive benefits according to the Foundation's short-term disability* (STD) insurance plan. The STD elimination period will not be charged against the pregnant employee's accrued PTO.

During the STD period, the Foundation will supplement the STD plan (which pays 60% of the employee's pre-disability salary) with 40% of the employee's pre-disability salary, so that the employee continues pay at 100% of pre-disability salary during the STD period. Benefits will remain the same while an employee is on STD, with any pretax employee paid portion of premiums deducted from the Foundation's 40% supplement. Our group disability programs are explained more fully in SPD booklets and the master insurance contracts with the insurance carriers.

When the employee returns to work after their physician's release, she is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. Should the employee not return to work when released by her physician, she will be considered to have voluntarily terminated her employment with the Foundation.

In addition to the provisions available to pregnant employees, it is the policy of the Foundation to provide parental leave to eligible employees.

An employee cannot receive STD benefits and paid parental leave benefits at the same time. If an employee is eligible for STD benefits after giving birth to a child, the employee will complete the STD and then may take parental leave. Parental leave following STD must be taken in full week increments.

** The STD plan is available to regular employees working at least 25 hours per week.*

Parental Leave Eligibility

To qualify for parental leave under this policy, the employee must meet the following conditions:

1. Be employed by the Foundation for at least six (6) months and be classified as a FT or PT regular employee, as defined by the Foundation AND,
2. Meet one of the following criteria:
 - a. Have given birth to a child;
 - b. Be a spouse or committed partner of a woman who has given birth to a child; or
 - c. Have a child who is 17 years old or younger placed with them in connection with an adoption or surrogacy.

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This provision does not apply to the adoption of a stepchild by a stepparent.

Parental Leave Provisions

1. Regular FT eligible employees who meet the requirements may utilize parental leave benefits at the following schedule and pay:
 - a. six (6) weeks' time off compensated at 100% of the employee's regular, straight weekly pay; then
 - b. three (3) weeks compensated at 100% of the employee's regular, straight weekly pay, with employee working a half-time work schedule. Employee may utilize WFH for those hours worked.

After this period, the employee returns to their regular FT work schedule but may utilize WFH for the next three (3) weeks.

2. Regular PT eligible employees who meet the requirements may utilize the parental leave benefit at the same schedule as FT employees. Compensation and scheduling will be pro-rated, based on an average of the hours worked in the three (3) months prior to becoming a parent.
3. Additional leave may be available through PTO. The paid parental leave offered by the Foundation expires after the 12-month period following the birth or placement of a child. Unused parental leave is not redeemable for pay. Upon termination of employment, the employee shall not be eligible for payment for any unused parental leave.
4. Leave under this policy must be taken in full week increments, based on the employee's regularly scheduled work week.
5. The fact that multiple births or child placements occur in a rolling 12-month period does not increase the length of parental leave.
6. Benefits will remain the same while an employee is on parental leave.
7. If a Foundation holiday(s) occurs while the employee is on paid parental leave, such holiday(s) will not extend the total paid parental leave entitlement, and the employee will not receive additional holiday pay for the day.
8. The Foundation may take disciplinary action, up to and including termination, against an employee who uses parental leave for purposes other than those described in this policy.

The Foundation strives to provide a positive work environment that recognizes an employee's responsibility to their jobs, the needs of balancing family obligations, and the importance of flexibility. Your supervisor and COO will work with you to craft a flexible, mutually agreeable plan for leave that is in line with this policy.

Note

An eligible employee shall initially notify their supervisor of the need for leave under this policy and include the estimated timing and duration of such leave at least sixty (60) calendar days in advance of the need for leave, where

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practical. If the need for leave is not foreseeable, the employee must give notice of the need to their supervisor as soon as practical.

As is the case with all company policies, the Foundation reserves the right to modify this policy at any time.

CAREGIVER LEAVE

The purpose of the caregiver leave policy is to give caregivers additional flexibility to care for a seriously ill family member.

Our Caregiver Leave Policy exceeds any legal requirement as currently there is no legal requirement to provide any caregiver leave.

Eligibility for Caregiver Leave

To qualify for caregiver leave under this policy, the employee must meet the following conditions:

1. Be employed by the Foundation for at least six (6) months and be classified as a FT or PT regular employee, as defined by the Foundation AND,
2. Be a caregiver for a seriously ill spouse/ domestic partner, parent, sibling, child, grandparent, grandchild, or other person whose close association with the employee shows to be the equivalent of those family relationships.

Caregiver Leave Provisions

1. FT eligible employees who meet the requirements may take up to four (4) weeks of unpaid caregiver leave.
2. PT eligible employees who meet the requirements may take up to (4) weeks of unpaid caregiver leave. The number of weeks of unpaid leave will be the same as it is for full-time employees.
3. Up to four (4) weeks of leave under this policy may be taken within a rolling 12-month period. Additional leave may be available through PTO.
4. Leave under this policy must be taken in full week increments, based on the employee's regularly scheduled work week. If a partial week is needed, PTO must be used for those days (for example, if an employee requests 1.5 weeks of caregiver leave, one week of leave may be taken under this policy and the remaining half week must be taken using PTO).
5. Employees may use accrued PTO toward the unpaid leave of up to four (4) weeks.
6. The fact that multiple health incidents occur in a rolling 12-month period does not increase the length of caregiver leave.
7. Benefits will remain the same while an employee is on caregiver leave.
8. During caregiver leave, the pretax employee paid portion of insurance premiums and any other pretax employee paid deductions, if applicable, will be payable to the Foundation at a schedule agreed upon by the Foundation and the employee.

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9. If a Foundation holiday(s) occurs while the employee is on caregiver leave, such holiday(s) will not extend the caregiver leave entitlement and the employee will not receive holiday pay.
10. The Foundation may take disciplinary action, up to and including termination, against an employee who uses caregiver leave for purposes other than those described in this policy.

The Foundation strives to provide a positive work environment that recognizes an employee's responsibility to their jobs, the needs of balancing family obligations, and the importance of flexibility. Your supervisor and COO will work with you to craft a flexible, mutually agreeable plan for leave that is in line with this policy.

Note

An eligible employee shall notify his/her supervisor of the need for caregiver leave and include the estimated timing and duration of such leave as soon as practical.

As is the case with all company policies, the Foundation reserves the right to modify this policy at any time.

UNEMPLOYMENT COMPENSATION INSURANCE

The Foundation pays its share of costs associated with state unemployment compensation insurance. An employee may receive benefits according to state law if unemployed and meets all other tests of eligibility.

If you are unemployed, you may apply for benefits through the Bureau of Unemployment Compensation.

WORKERS' COMPENSATION

In the event of a work injury, despite best safety practices, the organization covers all employees with Worker's Compensation insurance, which provides wage loss payments and medical benefits for injuries or illnesses arising during the course and scope of employment. Employees shall be entitled to these benefits in accordance with the Pennsylvania Workers' Compensation Act, as amended, and the initial determination regarding acceptance or denial of a claim will be made by the workers' compensation insurance carrier or third-party administrator.

Procedure

1. All injuries or illnesses arising from employment must be reported immediately to the employee's supervisor. Failure to promptly report an injury or illness could compromise the investigation and ultimately delay acceptance of a legitimate claim.
2. Upon reporting the work injury or illness to the supervisor, the employee will be provided with, and expected to acknowledge receipt of, a Notice of Rights and Duties form, which accurately describes the responsibilities of both you as an employee and the Foundation as your employer, regarding work related injuries. Included within the Notice of Rights and Duties is a list of medical providers.
3. If the employee requires medical attention, treatment must be rendered by one of these providers for the first ninety (90) days or payment thereafter may be denied.
4. Failure to treat with a panel provider may also compromise the employee's right to other benefits under the Worker's Compensation Act.

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5. Upon notifying the supervisor of the injury or illness, an Incident Report will be completed.
6. Notify the COO immediately if an Incident Report is not completed at the time notice of the work injury is provided to the supervisor or if a Notice of Rights and Duties form is not provided.
7. To the extent that a work injury or illness causes an employee to miss time from work, it is the responsibility of the employee to ensure that proper medical excusal is provided to the COO.
8. The employee is permitted to elect receipt of PTO benefits for any time lost because of an alleged work-related injury or illness.

Any questions regarding rights and duties as they relate to a work injury should be directed to the COO.

GENERAL CORPORATE POLICIES

OPEN DOOR POLICY

The Foundation wishes to be promptly made aware of any issues or problems that arise. While management cannot guarantee specific action in response, it is our desire to listen to our employees and respond accordingly whenever we can.

Most of the time, an employee's immediate supervisor is the person best qualified to handle any problems or questions.

However, there may be times when an employee may wish to discuss a problem with someone other than the immediate supervisor. Within that scenario, employees may contact the COO, whose role encompasses HR functions.

If the employee has a question about the interpretation or application of an organization policy or procedure, disagrees with a fellow worker or supervisor, believes that he or she has been treated unfairly, or that a problem has not been resolved to their satisfaction, the employee may utilize the Grievance Policy without fear of retaliation or reprisal.

CONFIDENTIALITY

Many employees are in close daily contact with external customers (donors, board/ committee members, general public). As such, we may hear, see, or read confidential information pertaining to a customer. This information can take many forms, including personal, medical, or financial information. We may also become privy to confidential information pertaining to our fellow employees. Protecting all information is of the utmost importance.

Violations of this policy may result in disciplinary action up to and including termination.

LENDING MONEY

It is the policy and practice of the Foundation to refrain from lending money or providing paycheck advances to its employees.

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TECHNOLOGY POLICY

The Foundation's mobile electronic equipment (assigned laptops, Macbooks, iPads, and/or iPhones), desktop unit, and related technology are to be used primarily for Foundation business as a productivity, research, and communications tool. Employees may also use the mobile electronic equipment for personal purposes within the standards of good judgment and common sense.

1. Refer to your separate individual Mobile Equipment Policy and Agreement for specific guidelines and procedures for your assigned mobile equipment, if applicable.
2. Employees are not permitted to install software or hardware or change any system configuration on their desktop unit or Windows laptops designated specifically for presentation use without prior consultation with the COO.
3. All software, hardware, files, electronic communications to and from Foundation Cloud accounts, resident on server, desktop units, Windows general use laptops designated specifically for presentations, and any Foundation files that may be stored on Macbooks, iPads, or iPhones are property of the Foundation.
4. Employees are prohibited from making any changes to equipment purchased by the Foundation including operating system, registry settings, or printer changes without obtaining permission of the COO.
5. If a theft or loss occurs, you must notify your supervisor immediately.

Use of computer resources, including Foundation email, constitutes consent to monitoring. All users are deemed to have consented to such monitoring. There shall be NO EXPECTATION OF PRIVACY in any Foundation computer resource. Users waive any privacy right to anything they create, store, access, use, send, or receive on Foundation computing resources.

Prohibited Uses of Technology:

1. Any use that would compromise the security of Foundation information systems. Passwords must not be disclosed to other users.
2. Any use resulting in a copyright or trademark violation.
3. Accessing or downloading pornography, obscene, offensive, or inappropriate material. Pornography is a violation of this policy that may result in disciplinary action up to and including termination and, in some cases, may be a violation of federal, state and local law, subject to disciplinary and legal action.
4. Use of any company property in the commission of a crime is grounds for immediate dismissal.

MILEAGE & EXPENSES

1. Reimbursement for mileage for the use of private vehicles will be at the annual rate established by the Internal Revenue Service for federal income tax business deductions.
2. All reimbursable expenses must be supported by itemized, original receipts attached to expense reports, which are submitted to the employee's supervisor for approval.

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3. Expenses should be submitted in a timely manner as instructed by the Finance Department. Expenses older than sixty (60) days may not be considered for reimbursement.
4. Credit cards are to be used for ordinary business expenses and are not to be used for personal expenses.
5. Lost or stolen cards must be reported to the respective credit card company immediately, and the CFO must be promptly notified.
6. Incidental personal expenses charged to the company credit card will be charged against cash reimbursements owed to the employee or deducted from the employee's paycheck at the discretion of the CFO.
7. Improper use of a Foundation credit card or repeated failure to provide proper documentation for charges may result in loss of company card or disciplinary action up to and including termination from employment.

Note

A separate, more expansive policy issued by the Finance Department will guide the details of the expense reporting process and rules around expenditures in general.

INCLEMENT WEATHER

In the event of inclement weather and employees cannot safely commute to work, employees will be notified via email should the Foundation office close.

Employees are expected to work with their supervisor in the event of inclement weather when they feel they cannot safely travel but the office is open. Employees may WFH or be requested to use PTO time.

FOUNDATION PROPERTY

Employees are responsible for the proper care and cleaning of any equipment they use. Damage resulting from excessive misuse or improper care may result in the employee being charged for repair or replacement costs.

TOBACCO PRODUCT USE

Employees are prohibited from using tobacco products of any kind anywhere on Foundation property, in Foundation vehicles, or on Foundation business.

MEDIA RELATIONS

The purpose of this Media Relations Policy is to guide the Foundation's interactions with the media, ensuring consistency, transparency, and effective communication. Media interactions should align with the organization's values and strategic objectives. Key messages must be consistent across all communication channels.

All media inquiries should be directed to the Communications Manager or the EVP to ensure effective communication and message consistency.

Communications must adhere to legal and ethical standards. Truthfulness, accuracy, and compliance with applicable laws are paramount.

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Employees are prohibited from making any statements on behalf of the Foundation to any member of the press or any other media outlet without approval.

By adhering to this Media Relations Policy, the Foundation aims to maintain positive relationships with the media, uphold its reputation, and ensure effective communication in all circumstances.

SOCIAL MEDIA

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. The Foundation has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media. Social media are defined as media disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Facebook, YouTube, Instagram.

Protect Confidential and Proprietary Information

Employees are prohibited from posting confidential or proprietary information about the Foundation, its donors, co-workers, supervisors, board, families, community partners, or vendors.

Content of Information or Statements Posted on Social Media Sites

The Foundation shall hold its employees to the same standards of behavior online that it should be able to reasonably expect in person. Conduct that reflects poorly on the Foundation and/or is averse to its interests shall be deemed willful misconduct. Additionally, comments made by an employee that are insubordinate, abusive, or harassing and/or reference donors, co-workers, supervisors, board, families, community partners, or vendors are strictly prohibited.

Violations of this policy may result in disciplinary action, up to and including termination from employment.

CELL PHONE POLICY

For the purposes of maintaining an efficient, non-disruptive working environment, cell phones should be turned on silent or vibrate mode while in the office.

CORPORATE COMPLIANCE POLICIES

The Sarbanes-Oxley Act was designed to rebuild public trust in publicly held companies. In response to the requirements outlined by Sarbanes-Oxley, the Foundation has established an audit committee to ensure consistent compliance with this new act.

DOCUMENT DESTRUCTION POLICY

Under the Sarbanes-Oxley it is considered a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. The Foundation is strongly committed to fulfilling its obligation of preserving such information. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Foundation and its staff. This also includes possible disciplinary action against responsible individuals, up to and including termination of employment.

Each employee has an obligation to immediately make the President & CEO or the Board Chair aware of any potential or actual litigation, external audit, investigation, or similar proceeding involving the Foundation. The information listed in the retention schedule listed below is intended as a guideline and may not contain all the records the Foundation could be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President or the Board Chair.

Refer to the company's Document Retention Schedule.

WHISTLE-BLOWER POLICY

In keeping with the policy of maintaining the highest standards of conduct and ethics, the Foundation will investigate any suspected fraudulent or dishonest use or misuse of the Foundation's resources or property by staff, board members, consultants, or volunteers.

Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e. to act as "whistle-blower"), pursuant to the procedures set forth below.

Reporting

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the COO. If for any reason a person finds it difficult to report the concerns to the COO, the person may report the concerns directly to the President & CEO. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to the COO.

Definitions

Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by the Foundation, and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents;

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- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;
- pursuit of a benefit or advantage in violation of the Foundation’s Conflict of Interest Policy;
- misappropriation or misuse of Foundation resources, such as funds, supplies, or other assets;
- authorizing or receiving compensation for goods not received or services not performed; and
- authorizing or receiving compensation for hours not worked

Whistle-Blower: An employee, board member, consultant, or volunteer who informs the COO about an activity relating to the Foundation which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

Reasonable care should be taken in dealing with suspected misconduct to avoid:

1. baseless allegations;
2. premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and
3. violations of a person’s rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct should not:

1. contact the person suspected to further investigate the matter or demand restitution;
2. discuss the case with attorneys, the media, or anyone other than the COO or President & CEO;
3. report the case to an authorized law enforcement officer without first discussing the case with the COO and President & CEO.

Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. All Whistle-blower complaint investigations will be conducted by the COO and reported to the President & CEO and Board Chair. Appropriate corrective action will be taken, if necessary, and findings will be communicated back to the Whistle-blower and their supervisor. Investigations may warrant investigation by an independent person or entity such as auditors and/or attorneys. The COO or President & CEO may engage such persons or entities for the purposes of investigating Whistle-blower complaints.

In the event that a person with responsibilities under this policy is the subject of the investigation, the Executive Committee will undertake that role under this policy.

Whistle-Blower Protection

The Foundation will protect whistle-blowers as defined below.

- The Foundation will use its best efforts to protect whistle-blowers against retaliation, as described here: Whistle-blowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistle-blower complaints will only be shared with those who have a need to know so that the Foundation can conduct an effective

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investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistle-blower complaint, such persons may also have right to know the identity of the whistle-blower.)

- Employees, Board Members, consultants, and volunteers of the Foundation may not retaliate against a whistle-blower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistle-blower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistle-blowers who believe that they have been retaliated against may file a written complaint with the COO. Any complaint of retaliation will be promptly investigated, and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from acting, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.