

***CAPITAL RESOURCE CONSERVATION
AND DEVELOPMENT (RC&D) AREA
COUNCIL, INC.***



PERSONNEL POLICY MANUAL

The Capital Resource Conservation and Development Area Council, Inc. (Capital RC&D) is an independent 501(c) (3) non-profit organization that provides leadership, coordination and technical assistance on projects in Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon and York counties, with a commitment to creating healthy, vibrant communities. Capital RC&D is part of the national RC&D program, sponsored by the USDA.

The purpose of the Capital RC&D Council is to promote strong communities and stewardship of natural resources by bringing together people within the community to create and carry out innovative solutions to community-identified problems.

Our process is collaborative, fostering a spirit of working together that involves a deep commitment to shared vision, trust, respect, and mutual give-and-take between all members of the community. The results of this kind of inclusive process are well-planned and implemented solutions that develop community pride, empower community leadership, and ultimately, make the community a better place to live.

We are a values-driven organization whose most precious assets are the people who choose to work for and with the Capital RC&D, both paid and unpaid.

Disclaimer

This Manual is designed to acquaint you with Capital RC&D and provide you with information about working conditions, benefits, and policies affecting your employment. The information contained in this manual applies to all employees of Capital RC&D. Following the policies described in this handbook is considered a condition of continued employment. However, nothing in this handbook alters an employee's at-will status. The contents of this manual shall NOT constitute nor be construed as a promise or guarantee of employment or as a contract between Capital RC&D and any of its employees. The handbook is simply a summary of Capital RC&D's policies, which are presented here only as a matter of information.

Introduction

“At-Will” Employment

It is important to understand that your employment with Capital RC&D is “at-will,” unless you have a written contract with Capital RC&D signed by the Board of Directors’ Chairperson. At-will employment means that you have the right to resign or terminate your employment for any reason at any time. Capital RC&D also has the same right to terminate your employment for any reason or no reason, at any time.

Equal Opportunity

Capital RC&D is an Equal Opportunity Employer. This means that we will extend equal opportunity in all conditions and benefits of employment to all individuals without regard to race, color, religion, national origin, ancestry, age (40 and above), sex, gender, or disability, veteran status, past and present uniformed service membership or application, obligation to serve in the uniformed service, genetic information, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization or any other status protected under applicable law. In order to provide equal employment and advancement

opportunities to all individuals, employment decisions at Capital RC&D will be based on merit, qualifications, and abilities.

Section 1: Types of Employment Status

Volunteers (with the exception of the Capital RC&D Board of Directors) and unpaid interns are not considered employees of Capital RC&D so do not receive voluntary benefits or benefits required by law. Capital RC&D requires that all volunteers and unpaid interns review and sign the Hold Harmless agreement that appears as Appendix A of this policy.

A. Regular Full Time

All regular full-time employees are regularly scheduled and regularly work 40 hours per week. These employees are subject to policies set forth herein and all rules and regulations of Capital RC&D. Regular full-time employees are eligible for all voluntary and required benefits and must maintain a full time – 40-hour per week schedule or use appropriate leave time. Occasional exceptions will be granted on a case-by-case basis if employee leave has been exhausted and employee is temporarily unable to work a 40-hour week.

B. Regular Part Time

Regular part-time employees are regularly scheduled and regularly work less than 40 hours per week. Work hours will be within a timeframe agreed upon with the employee's supervisor. Regular part-time employees are subject to the policies set forth herein and all rules and regulations of Capital RC&D. Regular part time employees are eligible for voluntary and required benefits as stipulated in Section 2.

C. Term Employees

Term employees are individuals on the Capital RC&D payroll who are performing work for a **limited period of time**. Their employment is intended to fill a limited term staffing need associated either with an authorized leave of absence of a Capital RC&D employee or the implementation of one or more limited term grant agreement(s). The term employee will be informed of the timeframe of his/her employment and may be provided with an Employment Agreement that specifies the work and timeframe. Term employees may be full-time or part-time. Term employees are subject to the policies set forth herein and all rules and regulations of Capital RC&D. Due to the temporary nature of the employment, Voluntary Benefits as listed in section 2 will apply as described below.

Termination:

Term employees are subject to all personnel policies placed on other employees of Capital RC&D and will report to the Executive Director or another assigned supervisor.

Termination of the work agreement can occur at any time at the discretion of the Executive Director, before the end of the contract period.

Converting a term position into another job category:

If the Capital RC&D decides to convert a term position into a non-term position, all normal policies and procedures apply for hiring new employees. These include job posting, interviewing of applicants by a hiring committee, and submission of any applicable

paperwork. When appropriate, the Capital RC&D may move an existing term employee into one of the other administrative employment categories. However, in order to avoid a break in service, the Capital RC&D must initiate the hiring process at least one month before the employment contract end date is reached by the incumbent.

Compensation

All term employees are paid based on the number of hours worked and hourly pay rate. Original completed and signed timesheets must be kept on file in the Capital RC&D office. Lump sum payments are not allowed.

Section 2: Benefits

All regular full-time employees are eligible to receive the voluntary benefits listed below. Regular part-time employees, with a minimum two years of employment with Capital RC&D, are eligible for some pro-rated voluntary benefits as stated below. Full time term employees are eligible for paid voluntary benefits as described below.

A. Voluntary Benefits

Sick Leave

Sick leave may be used when an employee is required to be absent because of:

- (1) Illness of an employee or member of immediate family (child, spouse or parent);
- (2) Necessary medical or dental attention that cannot be scheduled during non-working hours.

Regular and term full time employees will be credited with five (5) days of paid sick leave per year. If leave beyond that amount is needed, it will be on an unpaid basis and will require approval of the Executive Director. No compensation will be given for unused annual sick leave allotment. Up to ten (10) days sick leave may be rolled over if not used, and may be “banked” for unforeseen emergencies. However, an employee will not be paid for unused sick leave in the event of resignation or termination. Regular, part-time non-term employees and part time term employees are not eligible for paid sick leave but are expected to notify their supervisor if they will be taking an unpaid sick day at a time they are scheduled to work.

Proof of illness shall be required of all employment categories for an absence of three (3) or more consecutive scheduled workdays. Paid sick leave may be taken in increments of no less than 2 hours.

Holidays

Regular full-time employees and full-time term employees will be entitled to paid Federal holidays as follows: New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Term and regular part-time employees are entitled to unpaid Federal holidays.

Vacation

In each calendar year, each regular and term full-time employee will accrue paid time off pro-rated throughout the year for each week worked. Paid vacation is provided according to the following schedule:

Years of Service Entitlement:

- First through fourth year.....10 days
- Fifth year and thereafter.....15 days

Variations in this schedule may occur with the approval of the Executive Committee. Regular part-time employees with two years of tenure at the organization will accrue paid time off at a rate proportional to hours worked. Part time term employees are entitled to unpaid vacation leave of up to five days with the consent of their technical supervisor and their administrative supervisor.

Vacation (paid and unpaid) for all employment classifications must be approved by the position’s supervisor, to assure the office will be adequately staffed during periods of vacation. Because of time and budgetary planning constraints, an employee may not carry forward a vacation balance of more than 5 days at the end of any calendar year and will forfeit all other accrued but unused vacation time. Accrued vacation pay will not be paid upon termination of employment.

If a holiday falls within an employee’s scheduled vacation time, that holiday will not count as vacation.

Jury Duty

Participation in juries is an important part of our democratic functioning. When called to serve on jury duty, a copy of the summons must be presented to the Executive Director. Capital RC&D will pay a regular or term full-time employee who is called for service on juries for up to five (5) days. Employees must make payment to the employer for any payment made by the courts to an employee if they receive a full salary for that workweek. All other employees are entitled to participate in jury duty without pay from Capital RC&D. Employees who are selected for jury duty will be considered in good standing and be automatically granted a leave of absence until the conclusion of the public service.

Maternity/Paternity Leave

Regular full-time or part-time employees are entitled to ninety (90) calendar days of maternity/paternity leave without pay. However, the employee must use any accumulated sick leave, vacation leave or compensatory days during this period.

Bereavement Leave

Regular and term full-time employees are entitled to time off with pay in connection with the death of family members, not to exceed a total of 10 days in one year. The amount of paid time off is as follows:

- 5 days: Spouse, child, father, mother, father-in-law, mother-in-law, brother, sister, step-parent, step-sister, stepbrother or step-child;

3 days: Great grandparent, grandparent, grandchild, son-in-law or daughter-in-law;

1 day: Brother-in-law, sister-in-law, uncle or aunt;

If you are a regular part-time employee, upon request you will be given one (1) day off with pay to attend the funeral of the above-listed relatives, provided you are scheduled to work that day. In all Bereavement Leave situations, the day of the funeral, if it falls on a workday, will be one of the days off. Also, the days off are to be consecutive workdays, which may result in "bridging" weekends or scheduled days off.

Summary of Voluntary Benefits

Voluntary Benefit	Regular Full-time	Regular Part-time	Full-time Term	Part-time Term
Sick Leave	Up to 5 paid sick days per year	Unpaid sick leave	Up to 5 paid sick days per year	Unpaid sick leave
Holidays	Paid Federal holidays	Unpaid Federal holidays	Paid Federal holidays	Unpaid Federal holidays
Vacation	Accrued paid time off – length dependent on years of service	Prorated paid vacation accrues after 2 years of service	Accrued paid time off – length dependent on years of service	Unpaid vacation time available after six month of service
Jury Duty	Up to five days paid time off	Unpaid time off	Up to five days paid time off	Unpaid time off
Maternity Leave	90 days unpaid leave	90 days unpaid leave	No leave available	No leave available
Bereavement Leave	Paid leave available – see schedule above	Unpaid leave	Paid leave available – see schedule above	One day unpaid leave available

B. Benefits Required by Law

Unemployment Fund

The Capital RC&D Area Council, Inc. pays State unemployment premiums for each employee; a small amount is deducted from each employee as well. This benefit is designed to pay unemployment compensation to employees who lose their job for reasons other than: (1) willful misconduct or (2) voluntary resignation without a necessitous and compelling reason. The determination of an employee’s eligibility for benefits is not made by Capital RC&D.

Social Security

For each employee, the Capital RC&D pays matching funds to the Social Security Administration under the Federal Insurance Contributions Act (FICA).

Worker's Compensation

All employees are covered under the applicable Worker's Compensation Act Insurance, which insurance is paid in total by the Capital RC&D Area Council, Inc. To be eligible for workers' compensation benefits, an employee has to sustain an illness or injury in the course of employment.

It is designed to:

- (1) Pay medical expenses for an on-the-job injury or illness and
- (2) Pay a portion of the employee's lost wages if the employee is unable to work due to the work-related injury or illness.

If injured on the job, no matter how slight, an employee must report the accident or injury to his/her direct supervisor. Further, a report must be prepared in writing, signed by the direct supervisor and submitted within 24 hours after the accident or injury. An incident reporting form will be provided by the Capital RC&D office.

Generally, lost wages are paid for compensable injuries by the insurance company at a percentage of the employee's average earnings commencing shortly after the date of disability.

Military Leave and Benefit Rights

A. Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. Capital RC&D also will provide leave as required by applicable state law.

B. Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and you meet all of the following qualifications: you ensure that Capital RC&D receives advance written or verbal notice of your service as soon as you know you will be performing military service; you have five years or less of cumulative service in the uniformed services while with Capital RC&D; you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

Section 3: Personnel Policies

Performance Review & Pay Increases

The performance of newly-hired employees is reviewed by the Executive Director with input from the employee's direct supervisor at the end of three months. Thereafter, regular employee performance is reviewed annually, in September, by the Executive Director. A summary of the employee performance reviews will be presented to the Executive Committee. Performance appraisals are considered in making compensation decisions, but the results of the performance appraisal will not necessarily result in a merit increase. A

cost of living increase will also be considered annually, but is not guaranteed. Term employees will also be given an annual review by their technical supervisor. Salary increase will be dependent upon availability of funds from the grant funding that employee's position.

Capital RC&D has implemented a performance appraisal system which is designed to enhance the employee's understanding of the job responsibilities. It is intended to provide an objective method for measuring performance, reviewing results since the last review, appraising potential for greater responsibilities and discussing suggested developmental goals that will encourage the employee to strive toward increased effectiveness.

Hiring and firing decisions as well as layoffs will be determined by a majority of the full Council, with recommendations by the Executive Committee and Executive Director

Corrective Action: Dismissal

When performance issues are identified with respect to an employee or when instances of unacceptable conduct occur, or when for any reason the employment relationship has become problematic from the point of view of the Capital RC&D, any of a variety of disciplinary steps might be taken up to and including termination of the employee. In some cases, the employee might be given an oral or written warning. In other cases, immediate probation, suspension (with or without pay), demotion, termination or other corrective action might take place. The Capital RC&D reserves the right to determine what it believes is an appropriate response to inappropriate conduct, and to implement accordingly.

Examples of unsatisfactory job performance include, but are not limited to:

- Repeated tardiness, excessive absenteeism, repeated unexcused absences;
- Failure to perform work in a manner satisfactory to supervisor;
- Discourtesy or lack of cooperation; and
- Disclosure of confidential information.

Misconduct, which is subject to disciplinary action and/or including termination includes the following:

- Theft, misappropriation or misuse of Capital RC&D or others' property;
- Disclosure of confidential information. This includes information protected under Section 1619 of the 2008 Farm Bill as well as information acquired in the course of Capital RC&D business that is not intended for public distribution.
- Falsification of records including employment application or resume;
- Sale, possession or use of illegal drugs or alcohol while at work; engaging in illegal activities while at work;
- Insubordination

- Intoxication while at work;
- Conviction of a crime which indicates unfitness for the job;
- Threats, physically fighting with or assaulting another person at work or other intimidating, violent or unsafe behavior;
- Having/displaying a firearm while at work;
- Sexual, verbal or physical harassment of a co-worker, supervisor, or third party;
- Interfering with the performance of other employees or supervisors;
- Neglecting job duties and responsibilities or refusing to perform assigned work;
- Causing a substantial loss to Capital RC&D;
- Absence from work without appropriate notice or supervisor approval;
- Illegal acts at work;
- Removing from work premises any Capital RC&D property, records or other materials without proper authorization;
- Violating Company policies as established in this handbook;
- Using profane or abusive language;
- Knowing violation of any government rule, regulation or law applicable to Capital RC&D.

Separation From Employment

All employees of Capital RC&D are employed "at will," meaning that they or the employer may terminate the employment relationship at any time, with or without cause. The following policies apply to those who are separating from Capital RC&D employment.

Notice

Employees are asked to give at least two weeks notice of resignation. Some employees, upon hiring, will be asked to give more notice than this, because of the nature of their employment. The Capital RC&D Area Council, Inc. reserves the right to prohibit the resigning employee from working for the Capital RC&D Area Council, Inc. Accrued vacation pay will not be paid upon termination of employment.

References

In the event of termination of employment (voluntary or involuntary), no references (good or bad) will be given by Capital RC&D. The Capital RC&D will verify the position, compensation and dates of employment only. No supervisor is authorized to give references from the Capital RC&D.

Conflict of Interest Policy

Any employee who is engaged in outside employment activity or function should ensure that it does not become a conflict of interest with their position at Capital RC&D. Any such outside activity must not cause an employee to sacrifice the goals, aims, and high performance standards to which he/she is capable of achieving while employed at Capital RC&D.

Every employee of the Capital RC&D will disclose to the Executive Director any business transaction, organizational affiliation, or professional activity, financial or other private interest, either direct or indirect, which is or may appear to be in conflict with the proper discharge of his/her official duties. The employee must abide by the decision of the Council.

Employees must not enter into any agreement, accept compensation, or receive favors or substantial gifts that may be interpreted as impacting the decisions of the organization while acting in their official capacity as a Capital RC&D employee. If an employee has a question of possible conflict of interest, he/she is encouraged to discuss this with the Executive Director for further guidance.

Section 4: Compensation

Pay Procedures

Paychecks will be distributed on a bi-weekly basis. Capital RC&D's workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59. Each employee's compensation level is determined by the Executive Committee and approved by the Council and is confidential from the public. Every effort is made to pay employees fairly in accordance with job responsibilities and the employee's experience, skills, and productivity within the financial capabilities of the organization. Deductions from pay will only be made for benefits required by law.

Salary Basis Policy

The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. The FLSA also exempts certain computer employees. To qualify for an exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must

receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which Capital RC&D May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see the Discipline and Termination section in the handbook regarding penalties for workplace conduct rule infractions). Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

Employer's Policy

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that Capital RC&D does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Executive Director.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Time Sheets

All non-exempt employees are responsible for completing signing and submitting time sheets on a bi-weekly basis, no later than Monday at noon of the following week. Employees shall keep a log of daily activities,

Inclement Weather

In the event of inclement weather, such as heavy snow, ice, flooding, etc., employees are expected to use their own discretion in determining work attendance. Liberal leave policy (prior approval not needed) will be in place for employees choosing to take a vacation day. If the Capital RC&D office has been closed due to weather conditions in accordance with state/federal offices, scheduled employees will receive regular pay for the day. The

employee should call the Capital RC&D office to check on closures and notify staff present (or leave a phone message) that they will be absent.

Expense Reimbursement

Reimbursement for employee's approved expenditures while on Capital RC&D travel duty such as mileage, meals, lodging, and tolls shall be submitted within thirty (30) days of occurrence, with proof of expenditure.

Overtime

The Federal government requires employers pay nonexempt employees (as defined by the Fair Labor Standards Act and subsequent guidance) one and one-half times their regular rate for any hours worked in excess of 40 hours in a workweek. Pre-approval for overtime must be obtained. If a non-exempt employee is required to work in excess of a normal work week, but less than 40 hours per week, the employee is compensated at the regular hourly rate for the hours worked. Capital RC&D will comply with all Fair Labor Standards Act requirements on overtime rules.

Compensatory Time-off Policy

Compensatory time may only be taken by "Exempt" staff and may not be taken until it is accumulated, must be used prior to the end of the fiscal year (September 30) and not exceed 40 hours. Eligible employees must schedule time off with the approval of the Executive Director.

In lieu of Benefits Payments

Capital RC&D does not offer a group health insurance plan or retirement benefit. All regular full-time employees are eligible to receive a cash payment in lieu of those benefits. The amount of the benefit will be the same for all eligible employees and be distributed in increments in each pay check. The amount of this benefit will be reviewed on an annual basis by the Executive Committee and approved or disapproved by the Council.

Section 5: General Management Policies

Whistleblower Policy

Maintaining high standards of conduct and ethics is important to Capital RC&D. All board members and staff are encouraged to report fraudulent or dishonest conduct (i.e., to act as a "whistleblower") pursuant to the procedures set forth in the next section.

How to Report: Board members should report any reasonable concern about fraudulent or dishonest use or misuse of Capital RC&D resources or property to the chair of the Finance Committee or the chair of the Board. Employees should report concerns, in writing or through e-mail correspondence directly to the Executive Director (currently Susan Richards) or the chair of the Business Affairs Committee.

Reports should contain enough information to substantiate the concern and allow an appropriate investigation to begin. Reports may be submitted anonymously. Appropriate action will be taken in response to reports. All reports received will be acted upon in

confidence, when possible, given legal requirements and the need to gather facts, conduct an effective investigation and take necessary corrective action. Reasonable care will be taken in dealing with suspected misconduct to avoid baseless allegations, premature notice to persons suspected of misconduct, disclosure of suspected misconduct to persons not involved with the investigation and violations of a person's rights under the law.

Whistleblower Protection

Capital RC&D will not tolerate retaliation against whistleblowers. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Whistleblowers who believe that they have been retaliated against for reporting an activity, which that person believes to be fraudulent or dishonest, may file a written complaint about such retaliation with the chair of the Business Affairs Committee. Any complaint of retaliation, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or reduced salary or wages will be promptly investigated and corrective action taken, as appropriate. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of duties based on valid performance-related factors, nor is it intended to preclude disciplinary action against individuals who report allegations in bad faith and without a basis for such allegations.

Americans with Disabilities Act (ADA)

The Capital RC&D is firmly committed to the Americans with Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. The Capital Resource Conservation and Development Area Council, Inc. prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. Consistent with this policy and applicable law, the Capital Resource Conservation and Development Area Council, Inc. will make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees to enable them to perform the essential functions of their jobs or apply for jobs, unless to do so would cause an undue hardship on the operation of its business.

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

All employees are required to comply with safety standards. They are an essential part of every employee's job. Capital RC&D reserves the right to determine if an employee poses a direct threat of harm to himself/herself or others which cannot be eliminated by reasonable accommodation.

If you believe that you require an accommodation either in the application process or in your job, please contact the Executive Director .

Anti-Discrimination and Anti-Harassment

The Capital RC&D Area Council, Inc. is an Equal Opportunity Employer. Capital RC&D prohibits employment discrimination based on race, color, religion, national origin,

ancestry, age (40 and above), sex, gender, or disability, veteran status, past and present uniformed service membership or application, obligation to serve in the uniformed service, genetic information, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization or any other status protected under applicable law. The Capital RC&D Area Council, Inc. is committed to the rights of its employees. Capital RC&D is committed to promoting a productive work environment in which every employee is treated with respect. The purpose of this policy is to prevent discrimination and harassment of employees based on sex, gender, race, color, religion, national origin, ethnicity, age, mental or physical disability, genetic information, veteran status, or any other basis protected by federal, state or local law whether by supervisors, co-workers or vendors/agents or other non-employees.

Harassment is defined as offensive or intimidating conduct of a verbal or physical nature, which has the purpose or effect of unreasonably interfering with an employee's working conditions or performance, creates a hostile, intimidating or offensive work environment or otherwise adversely affects employment opportunities.

Sexual harassment is a particular type of harassment which is characterized by unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where submission is a term or condition of employment; submission to or rejection of the conduct is a basis for an employment decision; or such conduct unreasonably interferes with an individual's work performance or creates a hostile work environment.

Examples of sexual or other harassment include, but are not limited to:

- jokes, derogatory expressions or comments of a sexual nature;
- jokes, derogatory expressions or comments involving race, color, ethnicity, religion, gender, national origin, age, mental or physical disabilities, genetic information or veteran status;
- the display or graphics, cartoons, photographs, computer images or objects of a sexual nature;
- the display of degrading graphics, cartoons, photographs, computer images or objects involving race, color, religion, ethnicity, gender, national origin, age, mental or physical disabilities, genetic information or veteran status;
- physical contact, flirtation, or advances of a sexual nature;
- statements or threats which imply a link between an employee's sexual conduct, race, color, ethnicity, religion, gender, national origin, age, mental or physical disabilities, genetic information or veteran status and his or her employment status, advancement potential, salary treatment or other employment action; and
- basing an employment decision, such as hiring, promotion, retention or compensation on whether an employee or applicant submits to or rejects sexual advances, or a person's race, color, ethnicity, religion, gender, national origin, age, mental or physical disabilities, genetic information or veteran status.

Capital RC&D will not, under any circumstances, condone or tolerate verbal or physical conduct which harasses, disrupts or interferes with another's work performance or which creates an intimidating, hostile or offensive work environment. Capital RC&D will also not tolerate or condone discrimination against an employee in any condition or benefit of employment. Harassment or discrimination will not be permitted at Capital RC&D, whether it is by a supervisor, co-worker, customer, vendor/agent, or visitor.

Any employee found to be engaged in the conduct of discrimination or harassment, sexual or otherwise, will be subject to immediate discipline, up to and including termination.

All allegations of harassment or discrimination will be promptly investigated. Any employee may make a complaint of harassment or discrimination to his/her supervisor or the Executive Director or the Executive Committee. Investigations will be conducted in as a discrete and confidential manner as possible.

Employees are also prohibited from retaliating against others who make good faith complaints of harassment or discrimination or who assist in investigating such complaints. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against or discharged because of bringing or assisting in the investigation of a good faith complaint of harassment or discrimination.

Capital RC&D will also provide reasonably accommodate employee's sincerely held religious beliefs, practices, or observances, unless providing the accommodation would create an undue hardship. If you believe that you require an accommodation either in the application process or in your job, please contact the Executive Director.

Privileged Information

Capital RC&D employees involved with information of significant public interest may not use this privileged information for personal gain, nor to benefit friends or acquaintances. Misuse of privileged information would be use of information collected in the course of Capital RC&D activities that is then provided for purposes other than for that which it was collected. If an employee has an outside interest which could be affected by any Capital RC&D plan or activity, it must be reported to the Council immediately. Each employee is charged with the responsibility of ensuring only information that should be made available to the general public is released.

No member of the Capital RC&D Council or employee will use, or allow to be used, his/her public office or employment, nor any information not generally available to the public which he/she acquires is to be used for financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

Work Standards

Capital RC&D expects all employees to perform with the highest standards of quality, excellence and efficiency in all programs and operations. Employees are expected to display good judgment, diplomacy and courtesy in relations with their fellow staff, the Council and

members of the public. Employees are expected to complete all work in a timely, satisfactory manner and in a way that exemplifies excellence.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have been provided with a copy of the Capital RC&D Council Employee Handbook and that I have been directed by Council to read it carefully.

I further hereby acknowledge that I understand that the policies, practices and procedures contained in this manual are not in any way to be interpreted as an employment contract between Capital RC&D and any of its employees. **I understand the handbook is not a contract of employment.**

I recognize that my employment with the Capital RC&D Council is an “at-will” relationship that has no specific duration. This means that I can resign my employment at any time, with or without reason or advance notice, and that Capital RC & D has the right to end my employment at any time, with or without reason or advance notice.

I further acknowledge that **I am aware of Capital RC&D’s Equal Employment Opportunity Policy and its policies prohibiting workplace and sexual harassment, and its privacy policies.**

I also am aware that I am responsible for ensuring that my workplace behavior and interactions with co-workers and others having business with Capital RC&D Council conforms with Capital RC&D’s anti-discrimination and anti-harassment policy.

I further hereby acknowledge that I understand that this manual supersedes and replaces all prior or existing manuals, written policies, oral policies, or practices in effect prior to the effective date of this manual. I understand that no portion of this Handbook may be changed, except in a writing signed by the Personnel Committee Chair.

Name (Please Print)

Signature

Date

