

Employee Handbook

February 1, 2023



Providing Pathways to End Youth Homelessness

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INTRODUCTION

Welcome to the HOPE 4 Youth organization!

This handbook is designed to acquaint each employee with HOPE 4 Youth by providing you with an overview of the organization's policies, practices and benefits affecting your employment. It is intended to familiarize you with important information about the organization, as well as provide guidelines for your employment experience with HOPE 4 Youth in an effort to foster a safe and healthy work environment. HOPE 4 Youth believes each employee contributes to the success of the organization, shares our dedication to our mission and commitment to achieving our goals. We hope your employment with HOPE 4 Youth will be a rewarding experience.

HOPE 4 Youth complies with all federal and state employment laws, and this handbook generally reflects those laws. HOPE 4 Youth also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

Each employee is expected to read, understand and comply with the provisions of the handbook. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. HOPE 4 Youth reserves the right to interpret, modify, or supplement provisions of this handbook at any time. Neither this handbook nor any other communication by management representative or other, whether oral or written, is intended in any way to create a contract of employment. This handbook does not attempt to cover every situation that may arise in the work place.

Your employment with HOPE 4 Youth is on an "at-will" basis. This means that either you or HOPE 4 Youth can terminate the employment relationship at any time with or without notice and with or without cause. Nothing in this handbook or any other HOPE 4 Youth document should be understood as creating a contract, guaranteed or continued employment, a right to terminate only "for cause", or any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director. If a written contract between you and HOPE 4 Youth is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

This handbook is our attempt to keep you informed of the HOPE 4 Youth policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook.

The MACC Human Resources Team can be contacted by phone on MACC's HR Help Line at 612-444-8771 or by emailing HR@MACC-mn.org. HOPE 4 Youth's handbook and other useful tools are available on the Connector intranet portal and can be accessed at Connector.MACC-mn.org.

Please read the handbook carefully. Sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment.

If you have questions about your employment or any provisions in this handbook, contact your manager or MACC Human Resources.

HOPE 4 YOUTH OVERVIEW

HOPE 4 YOUTH'S OVERVIEW

In November 2012, a group of citizens in Anoka County met together to discuss a concern about the large number of youth experiencing homelessness in Anoka County. The purpose of the meeting was to explore solutions for meeting the basic needs of these young people. The group very quickly became HOPE 4 Youth, with the intention of finding solutions for Housing, Outreach, Prevention and Education for youth experiencing homelessness. A team of people met weekly and grew in numbers and on March 4, 2013 HOPE 4 Youth opened a drop in center in the Old Milk Factory of Anoka to serve young people experiencing and at risk for homelessness. As a result of enormous community support, HOPE 4 Youth has continued to grow and expand its services since that time. HOPE Place opened its doors at the end of 2016, providing 12 units of transitional housing in Coon Rapids. Because of this growth, HOPE 4 Youth is now a 24/7 organization.

HOPE 4 YOUTH'S MISSION

Providing pathways to end youth homelessness

HOPE 4 YOUTH'S VISION

That all youth will feel safe, valued, and supported while reaching their full potential. This begins with meeting their basic needs and leads to giving them the tools to thrive.

HOPE 4 YOUTH'S CORE VALUES

Resourceful
Accountable
Inclusive
Hopeful
Compassionate

We uphold these core values in our own work and promote them throughout HOPE 4 Youth. They represent what we believe in, what we stand for, and how we approach everything we do. We commit ourselves to work in support of the vision.

Compassion, innovation and a sense of hope woven into everything we do. We believe that we can help our youth create a better future for themselves through compassion, empathy, understanding and change. This sense of hope leads to different approaches with the young people we serve and we watch closely trends that can help us be innovative in our work. We seek to nurture the spirit of our youth and each other by being non-judgmental and by recognizing and celebrating successes, as well as learning from valuable failures.

Outstanding service, consistently going above and beyond. We are committed to a passionate and strong ethic of timely, dependable service to our youth, community, donors, board and volunteers and each other. Going above and beyond is the norm, not the exception. We strive to be a source of encouragement for our youth and each other in an environment of kindness in which we all feel heard, safe, respected and supported and as valuable members of a team.

Integrity and Accountability. We help young people in achieving their goals and believe in modeling a trustworthiness and integrity that earns continuously the public's high regard. We hold each other and our youth accountable. This reflects an alignment between what we say, what we do, and how we do it.

Responsible Stewardship. We are committed to careful and professional stewardship of all human and financial resources. This means we use carefully the time and talents of those working with us and we spend wisely the funds invested in us by our donors.

Sustainability. We believe it is important to recognize the value our work by investing in the organization, our community and our people. This includes providing learning opportunities for volunteers, youth, community members and staff

EMPLOYMENT AUTHORIZATION VERIFICATION

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with HOPE 4 Youth. If an employee is currently employed and has not complied with this requirement or if the employee's status has changed, the employee needs to inform their supervisor or MACC HR.

If an employee is authorized to work in this country for a limited period of time, the employee will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the HOPE 4 Youth.

HOPE 4 YOUTH'S CODE OF CONDUCT

Acceptance of employment with HOPE 4 Youth indicates the employee is in agreement with the philosophies and policies of HOPE 4 Youth as set forth in this handbook. Any employee who violates HOPE 4 Youth's policies may be subject to corrective coaching and discipline, up to and including termination of employment. All HOPE 4 Youth employees are expected to conduct themselves in a professional manner. HOPE 4 Youth expects its employees to be mature and reasonable, and to behave and communicate in a businesslike manner appropriate to the workplace. HOPE 4 Youth expects its employees to be courteous and respectful toward managers, co-workers, funders, vendors, colleagues, clients, and any other persons they interact with in the course of their work.

Failure to Maintain Standards of Employee Conduct and Performance

It is expected that all employees will maintain an acceptable level of conduct and performance as determined by HOPE 4 Youth throughout their employment. When an employee's conduct or performance falls below what is expected by HOPE 4 Youth, that employee may be subject to corrective coaching and disciplinary action up to and including termination of employment.

HOPE 4 Youth will communicate and attempt to correct work-related problems. Corrective action may take any of the following forms: verbal warnings, written warnings, coaching, counseling, re-assignment of duties, suspension or termination. The organization reserves the right to combine or skip any of these steps depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

PERSONAL CONDUCT

APPEARANCE AND PERSONAL HYGIENE

An employee's personal appearance reflects on the reputation, integrity, and public image of HOPE 4 Youth. When representing HOPE 4 Youth employees should dress and behave appropriately. All employees are expected to present a professional image to our clients, visitors, community members, and each other. This expectation includes attention to clothing and hygiene. Employees' dress, grooming, and personal hygiene should be appropriate for the workplace and the work being performed, and the freedom for gender expression in appearance. Employees should consult their supervisors if they have questions as to what constitutes appropriate attire.

Employees must maintain appropriate personal hygiene that avoids body odors and smelling of tobacco smoke. Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

HOPE 4 Youth, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose undue hardship on HOPE 4 Youth. Contact your manager to request a reasonable accommodation.

Managers are responsible for implementing this policy in their respective areas, and counseling employees whose appearance and/or hygiene does not meet professional expectations. Failure to comply with these standards may result in the employee being sent home to groom or change clothes, resulting in unpaid time off for the employee. Frequent violations may result in corrective coaching or disciplinary action, up to and including termination of employment.

ILLEGAL CONDUCT

If an employee is convicted of illegal activity while employed by HOPE 4 Youth, the employee must immediately report this information to their manager and the organization's HR Partner from MACC. HOPE 4 Youth will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by HOPE 4 Youth, whether on or off HOPE 4 Youth property, may result in disciplinary action including suspension or termination of employment.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of attendance policy or job abandonment.

All employees who are "authorized drivers" must immediately report all moving traffic violations (including speeding) to their manager and the organization's HR Partner from MACC.

PROFESSIONAL CONDUCT

ATTENDANCE

Meeting your job responsibilities requires regular attendance, including limiting unplanned absences and reporting to work on time. A failure to attend work regularly, and to arrive to work on time, will be subject to corrective coaching and disciplinary action up to and including termination. An employee may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law. Employees who cannot report to work on time, or who need to be absent from work because of an illness or circumstances that could not be anticipated in advance, must notify their manager with as much advance

notice as possible. If more than one day is involved, communication with the supervisor should be on a daily basis, unless otherwise arranged. HOPE 4 Youth reserves the right to apply unused paid time off to unauthorized absences where permitted by applicable law.

JOB ABANDONMENT

Any employee who is absent from work without having notified their manager of their absence will be deemed to have abandoned their job and voluntarily resigned after three or more unscheduled days off

CONFIDENTIALITY

All employees shall respect and maintain confidentiality of all records, materials and communications concerning donors, volunteers, clients (youth) and staff.

DIGNITY OF PERSONS

All employees shall respect the dignity and worth of all persons they come in contact with during their employment relationship with HOPE 4 Youth. Employees shall not practice, condone, nor collaborate in any form of discrimination on the basis of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, age, genetic information, familial status or other applicable protected class.

CONFLICT OF INTEREST

All HOPE 4 Youth employees are required to protect the interests of HOPE 4 Youth primarily in the exercise of their roles. No employee of HOPE 4 Youth shall hold any position outside of HOPE 4 Youth or become involved in any personal, financial, or employment activity, including the acceptance of any type of gratuity, which conflicts, or might reasonably be thought by others to conflict, with their proper performance of HOPE 4 Youth duties and responsibilities. Full disclosure of any potential conflicts of interest is required.

HOPE 4 Youth is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between an employee and a competitor, supplier, distributor, or contractor to HOPE 4 Youth, an employee must disclose it to their immediate manager.

If an employee believes they may have a conflict of interest with respect to any particular transaction or relationship, they must disclose promptly and fully the potential conflict to their immediate manager.

If an actual or potential conflict of interest is determined to exist, HOPE 4 Youth will take such steps as it deems necessary to reduce or eliminate the conflict.

Nothing in this handbook is designed to interfere with, restrain, or prevent employees from communicating regarding wages, hours, or other terms and conditions of employment. HOPE 4 Youth employees have the right to engage in or refrain from such activities.

OUTSIDE EMPLOYMENT

Outside employment that creates a conflict of interest or that affects the quality or value of an employee's work performance or availability at HOPE 4 Youth is prohibited. HOPE 4 Youth recognizes that an employee may seek additional employment during off hours, but in all cases expects that any outside employment will not affect attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect the ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with an employee's duties or obligations to HOPE 4 Youth should be reported to your manager. Failure to adhere to this policy may result in disciplinary action up to and including termination.

VOLUNTEERING, CONSULTANT FEES, HONORARIA, GIFTS

As part of their professional development, employees may volunteer in a variety of community and professional activities, including speaking/presenting; serving on boards of directors, advisory councils, and community groups; etc. Employees should discuss their involvement in such activities with their manager to ensure their participation does not cause or create the appearance of a conflict of interest. In cases where this voluntary participation is not a part of an employee's regular duties, such activities should occur outside of work hours.

In those instances where such activities are a part of an employee's regular HOPE 4 Youth duties and responsibilities, any monetary payment, honoraria, gifts of any kind, or a combination of the above that is received in exchange for their service or that are derived from HOPE 4 Youth reports, manuals, articles, activities, events, or technical assistance must be given to HOPE 4 Youth.

In some instances, an individual may be paid to do work that is based on activities or experiences prior to or separate from their regular duties and responsibilities at HOPE 4 Youth. To avoid actual or the appearance of conflict of interest, any employee who engages in any paid activity in any field related to youth homelessness or general work of HOPE 4 Youth, must disclose promptly and fully to their immediate manager. The Board of Directors will review these issues relating to the Executive Director. In such cases, work conducted as a private individual, rather than as an employee of HOPE 4 Youth, should take place separately and outside of work hours, and under circumstances that do not compete with HOPE 4 Youth's activities. In such cases, employees may not represent themselves as representatives at HOPE 4 Youth.

INTELLECTUAL PROPERTY

All work created by an employee in the course of employment with HOPE 4 Youth, without regard to where it was created, is the property of HOPE 4 Youth, is "work made for hire" under United States copyright law, and is and shall be owned exclusively by HOPE 4 Youth.

SAFEGUARDING OF RESOURCES

In order to fulfill job responsibilities, employees are frequently entrusted with resources belonging to HOPE 4 Youth. These resources may be tangible in nature (e.g., money, supplies, food, and equipment or computer software). These resources may be intangible in nature (e.g., time or access to communications devices such as the telephone, cell phone, voice mail, electronic mail or the internet). All employees are expected to safeguard these resources and use them appropriately and for the purpose for which they were provided.

COOPERATIVE WORKING RELATIONSHIPS

It is the goal of HOPE 4 Youth to provide a work environment in which employees and visitors are treated with respect and courtesy. Such an environment is free from negative, disrespectful, hurtful or threatening comments or actions directed toward others. It is expected that all of HOPE 4 Youth's employees promote a productive work atmosphere through mutually respectful interpersonal relationships within its work setting. Employees who encounter problems or difficulties at work or who have suggestions for improvement concerning job duties, work processes, programs or policies, are encouraged to communicate with management. Employees are free to communicate problems, suggestions, or constructive criticism to their manager, any "up line" leader, the Executive Director or the MACC HR Partner.

CONFLICT RESOLUTION

HOPE 4 Youth strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want employees to bring any problems, concerns, or grievances they have about the work place to the attention of your manager or any "up line" leader to whom their manager reports.

To promote effective working relationships, it is important such matters be addressed as they arise. HOPE 4 Youth believes effective communication is essential to our continued success. Open lines of communication are important to the creation of productive work relationships and the elimination of counterproductive conflict.

Managers are available to discuss job-related concerns with employees during the work day. Employees are encouraged to use this line of communication. HOPE 4 Youth realizes, however, that there may be occasions when the employee is not comfortable discussing their concerns with their manager. For example, a manager is personally involved; an employee believes they cannot openly or effectively discuss a concern or issue with their manager, or an employee is not satisfied with a manager's response. In these or similar situations, employees may bring their concerns and their ideas to any "up line" leader, the organization's HR Partner from MACC or the Executive Director. Depending on the nature of the matter, the employee may be asked to summarize the matter in writing.

HOPE 4 Youth will not retaliate against an employee who brings up a concern or issue. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, or threats of physical harm. Any employee who believes they are being retaliated against must contact the organization's HR Partner from MACC or the Executive Director immediately so proper actions can be taken. The right of the employee for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

NON-SOLICITATION

HOPE 4 Youth recognizes that employees may have interests in events and organizations outside the workplace. HOPE 4 Youth does not limit employee solicitation that is protected by law. In addition, employees may otherwise solicit co-workers so long as such solicitation:

- is limited to breaks and time away from job duties;
- takes place in break/rest areas, lunch rooms or other common areas away from the employee's desk or work station including parking lots;
- does not create pressure on co-workers to respond to the solicitation;
- is not intended for the purpose of creating direct or indirect financial benefit to the employee;
- does not create or appear to create a conflict of interest; and
- does not conflict or appear to conflict with HOPE 4 Youth's mission and activities.

PERSONAL PHONE CALLS, EMAILS AND TEXT MESSAGES

Personal phone calls, emails or text messages should be held to a minimum and cannot interfere with normal work responsibilities.

EMPLOYMENT OF RELATIVES

HOPE 4 Youth permits members of the same family to work at HOPE 4 Youth. However, HOPE 4 Youth will not hire, transfer or promote individuals whose employment would result in a manager/subordinate relationship involving relatives, or other situation creating a potential conflict of interest that could compromise the safety, confidentiality, security, and morale of HOPE 4 Youth.

Relatives are defined as parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship, such as a domestic partner, romantic partner, or co-habitant.

EMPLOYEE DATING

Staff will not become involved in relationships that compromise the integrity and values set forth by the organization. Employees are responsible for disclosing potential conflicts of interest and/or commitment. At no

time should employees engage in a dating relationship regarding a manager and any direct / indirect reports or a dating relationship that could create a conflict of interest. Though employee dating may happen in the workplace, employees are advised to think carefully regarding the impact on working relationships if a romantic relationship were to end.

DRIVING ON HOPE 4 YOUTH BUSINESS

Employees who drive as part of their job responsibilities are required to follow all safe driving practices such as observing traffic regulations, using seat belts, and refraining from distracted driving. Only employees with an unrestricted current driver's license, an acceptable driving record, and who have adequate insurance coverage (at least the minimum amount of coverage required by the State of Minnesota) may operate a vehicle to conduct HOPE 4 Youth business and be eligible for mileage reimbursement. An employee operating a vehicle to conduct HOPE 4 Youth business may be required to provide proof of adequate insurance and licensing. Changes in driving record, the cancellation of vehicle insurance, or the suspension of a driver's license must also be reported to the manager within one business day of the incident. Reasonable and preauthorized expenses incurred by employees conducting HOPE 4 Youth business are reimbursable upon completion of an Expense Report or Mileage Report. Expense/Mileage reimbursements must be submitted to a supervisor within 30 days. Expense/Mileage reimbursement requests greater than 1 month (30 days) old may not be reimbursed.

RESPECTFUL WORKPLACE POLICIES

EXPECTATIONS

Creating and maintaining a respectful workplace requires constant attention and effort by both the organization and its employees. HOPE 4 Youth is committed to supporting and providing a respectful environment. In return, we expect all employees to demonstrate the interest and ability to be positive, productive, and professional in all work interactions. When we approach work challenges with positivity, professionalism, and an intention to solve the problem, we foster an environment of mutual respect, which is our ultimate goal.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

HOPE 4 Youth provides equal employment opportunities to all employees and applicants for employment in accordance with all applicable laws, directives and regulations of federal, state, and local governing bodies or agencies.

HOPE 4 Youth will not discriminate against or harass any employee or applicant for employment because of race, color, creed, ancestry, religion, national origin, sex, gender, sexual orientation, disability (including those related to pregnancy or child birth), age, marital status, familial status, pregnancy, membership or activity in a local human rights commission, veterans status, or status with regard to public assistance.

HOPE 4 Youth will take affirmative action to ensure all of our company's employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, selection for training, including apprenticeship.

HOPE 4 Youth will commit the necessary time and resources, both financial and human, to achieve the goals of equal employment opportunity and affirmative action. We fully support incorporation of nondiscrimination and affirmative action rules and regulations into contracts. Any employee of HOPE 4 Youth who does not comply with this policy may be subject to disciplinary action.

In addition, all employees are expected to perform their job responsibilities in a manner that supports equal employment opportunities.

If an employee believes they have been discriminated against, the employee should immediately contact their manager, any “up line” leader, the organization’s HR Partner from MACC or the Executive Director.

WHISTLEBLOWER/ANTI-RETALIATION POLICY

As referred to in this policy, a “whistleblower” is an employee, or a person acting on behalf of an employee, who in good faith, reports a violation, suspected violation, or planned violation of any federal, state or local law, or rule or regulation adopted pursuant to law, to an employer or to any governmental body or law enforcement official. Examples of potential misconduct include:

- The use of deception to obtain an unjust or illegal financial advantage, either for the business unit or personally
- Intentional misrepresentation directly or indirectly affecting financial statements
- A failure to comply with any legal obligations
- Danger to the health and safety of any individual
- Damage to the environment
- A serious breach of fundamental internal control
- The deliberate concealment of information tending to show any of the matters listed above.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. Appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern about illegal, dishonest, or fraudulent activity, the employee is to contact their manager, any “up line” leader, the organization’s HR Partner from MACC or the Executive Director. If an employee has knowledge of or a concern about illegal, dishonest, or fraudulent activity being conducted by the Executive Director, the employee is asked to report the activity to the Board of Directors. (The organization’s HR Partner from MACC can provide contact information for an appropriate board member.) The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Protection for a whistleblower includes a strict prohibition of any form of retaliation or reprisal, as well as a protection of confidentiality to the extent possible. However, the whistleblower’s identity may have to be disclosed in order to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

Once the investigation is complete, HOPE 4 Youth will take appropriate corrective steps necessary to address or remedy any concerns raised by the investigation. HOPE 4 Youth will not retaliate against a whistleblower or those who participate in the investigation. This includes, but is not limited to, protection from an adverse employment action such as termination of employment; decrease in compensation; punitive work assignments, or threats of physical harm.

Any whistleblower who believes they are being retaliated against must contact the organization’s HR Partner from MACC immediately so proper actions can be taken. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and/or dishonest activities will be promptly submitted to the Executive Director and the organization’s HR Partner from MACC for investigating and coordinating corrective action. (Reports of illegal

activities on the part of the Executive Director will be reported by the organization's HR Partner from MACC to an appropriate member of the Board of Directors.)

HARASSMENT-FREE WORKPLACE

HOPE 4 Youth is committed to providing a workplace that is free of discrimination, harassment, bullying, and other offensive behaviors. All employees are expected to support this commitment by treating everyone they interact with through work, both internally and externally, in a way that is consistent with both the intent and spirit of this policy. Acceptable behaviors include being courteous and considerate of others, working cooperatively, and maintaining confidentiality.

In line with this commitment, HOPE 4 Youth prohibits discrimination or harassment of its employees by another employee, supervisor/manager/leader, or third party for any reason including, but not limited to a person's: race, color, creed, religion, national origin, gender, sexual orientation, disability, genetic information, age, marital status, familial status, covered veteran status, status with respect to public assistance or any other characteristic protected under state, federal or local law, when such conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment,
- Has the purpose or effect of unreasonably interfering with an individual's work performance, or
- Otherwise adversely affects the individual's employment opportunities.

This policy applies to applicants for employment, all employees including temporary workers or independent contractors, the Board of Directors, and any other person associated with HOPE 4 Youth, including business partners, members, and visitors. It applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off the Company premises, and business-related travel.

This policy extends to all work-related interactions, whether in person, via telephone, in writing, or through electronic communications such as e-mail, text messages, instant messages, blogs, electronic conferencing, and social media postings regardless of whether they are made through a computer, cell phone, or other electronic device or medium.

Harassment includes any unwelcome behavior that is offensive, abusive, threatening, intimidating, humiliating, or degrading to another individual. The behavior can be verbal, written, visual, or physical and can arise out of in-person or electronic communications. While harassment may be based on protected class status, other offensive behavior that impairs morale and interferes with work effectiveness, including jokes and teasing, are also prohibited by this policy.

Sexual harassment is one type of prohibited harassment and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Examples of conduct prohibited by this anti-harassment policy include but are not limited to:

- sexual and other offensive jokes told in person or through any electronic device;

- sexual innuendo, language or images sent through texts, instant messages, e-mail, or other electronic device (“sexting”);
- intimidation, sabotaging, physical assaults or threats;
- slurs, epithets, or name calling;
- posting offensive messages on social media sites;
- unwelcome sexual flirtations, advances, or propositions;
- ridicule, mockery, insults, or put-downs told in person or through any electronic device;
- physically displaying or sending discriminatory, sexually suggestive or other offensive objects or pictures, including photos, posters, calendars, graffiti, drawings and cartoons, or language, including jokes, through any medium, including electronically, in person, interoffice mail, or any other manner;
- interference with work performance;
- leering, staring, unwelcome touching, or physical closeness; and
- using Company-provided electronic devices (including computers and cell phones) to view, display, or distribute pornography or other offensive content.

No one will be denied or given employment opportunities based on going along with or rejecting sexual advances or any other behavior prohibited by the policy.

Any individual who has experienced or observed harassment or offensive behavior by anyone during the course of their employment should feel free to ask the person to stop at once if they feel comfortable in doing so. All employees, however, are strongly encouraged to report the behavior to their manager, or any “up line” leader or Human Resources even if they intend to respond to the person themselves. This is important in order for HOPE 4 YOUTH to address the issue.

Supervisors must promptly advise the Executive Director of all harassment or offensive behavior either observed or brought to their attention by others.

BULLY-FREE WORKPLACE

HOPE 4 Youth defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates HOPE 4 Youth’s stated professional conduct standards that all employees will be treated with dignity and respect.

HOPE 4 Youth considers workplace bullying as the following:

- **Verbal Bullying:** slandering, ridiculing, or badmouthing an individual or their family; persistent name calling that is hurtful, insulting, or humiliating; using an individual as the object of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, or damage to a person’s work area or property.
- **Gesture Bullying:** nonverbal threatening gestures or glances which can convey threatening messages.
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of an individual
- Shouting or raising voice at an individual in public and/or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express themselves (i.e., ignoring or interrupting)
- Personal insults and use of offensive nicknames; public humiliation in any form

- Constant criticism on matters unrelated or minimally related to the person’s job performance or description
- Persistent ignoring/interrupting an individual at meetings
- Repeatedly accusing someone of errors which cannot be documented
- Spreading rumors and gossip regarding individuals
- Pressuring others to disregard a supervisor’s instructions
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines knowing that they cannot be met, giving deliberately ambiguous instructions)
- Taking credit for another person’s ideas
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual’s property (defacing or marking up property), physical contact, physical abuse, or threats of abuse to an individual or an individual’s property (defacing or marking up property)

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that HOPE 4 Youth will not tolerate bullying behavior. Violations of this policy will result in discipline, up to and including termination. Employees who have any questions regarding this policy should contact the organization’s HR Partner from MACC. Employees with complaints or concerns related to this policy should immediately report them to their immediate manager, the Executive Director or the organization’s HR Partner from MACC.

CLIENT BOUNDARIES

HOPE 4 Youth serves clients who are vulnerable and in crisis. For this reason, it is the policy of HOPE 4 Youth to treat all clients with respect and dignity, to protect their privacy and to protect their reputations at all times. In order to set appropriate boundaries with clients, we strongly encourage employees to model appropriate boundaries by following these policies:

- Staff of HOPE 4 Youth will never initiate any physical contact with clients unless it is shaking hands, “fist bump” and high fives. Exceptions to this policy may include first aid treatment of injuries or wounds. When client initiated, staff may help a client by holding their child in order to assist the client with multiple tasks, such as shopping for food in the pantry. If a client initiates a hug, staff will respond with a sideways shoulder hug only. All other physical contact is strictly prohibited.
- To protect the privacy of our clients, they will be referred to by first name only. If there are two clients with the same first name, the first initial of the last name can be used. Every precaution should be taken to protect the identity of our clients.
- Staff and volunteers of HOPE 4 Youth will only introduce themselves by first names or nicknames.
- Staff and volunteers of HOPE 4 Youth will not have personal relationships with clients outside of the organization, except for services provided by the outreach workers in the community and within programs approved by staff. Only Program staff can attend private events as a representative of HOPE 4 Youth.
- If a relationship is present before the individual begins receiving services, staff will be expected to use discretion in keeping that relationship separate from the HOPE 4 Youth programming.
- Staff and volunteers will not give out personal information such as address or phone numbers to clients and may not use social media to connect with them. A client should ONLY use an office phone to make a personal call. Only program staff may offer their cell phone number as a way for clients to contact them if needed.
- To protect the privacy of HOPE 4 Youth clients, staff will not acknowledge any relationship with clients when encountering them in the community, except to smile and /or nod, unless communication is first initiated by the client.

- Staff will not accept personal gifts, money or items of value from clients. Any gift must be accepted on behalf of HOPE 4 Youth.
- Staff will not give money or items of value directly to clients. This includes tobacco, alcohol, or any other controlled substance. Items can be donated to HOPE 4 Youth to help meet the client's needs and processed through the Donations Center.
- Staff will not hold or store items for clients. All items stored for clients must only be stored in the center lockers provided for clients on a first come, first serve basis or in the client's personal file in a locked area.
- Staff will respect that their opinions and values may not be shared by the clients. We will honor and support our clients by not infringing on their choices or personal beliefs. If a staff is asked directly by a client about their personal beliefs or opinions, they will redirect the conversation so that the client shares their own beliefs or opinions and facilitates a discussion that is client-centered.
- We will make every effort to maintain double leadership in all program areas. If a client wishes to have a private conversation with a staff or volunteer of HOPE 4 Youth, it is allowable only if the door is open and/ or they are visually observable by others. If the client would like the door closed, it must be a door with a window.
- Staff of HOPE 4 Youth will first and foremost provide transportation support for youth by linking the young person to other resources. Only program staff are allowed to transport youth and must provide proof of insurance to the Administrative Coordinator at the time of employment. In addition, there must be a ration of 2:1 (can be staff to youth, youth to staff) when transporting. Transportation must be pre approved from direct supervisor, Director or Executive Director.

CLIENT MANDATED REPORTING

HOPE 4 Youth staff are mandated reporters. They must externally report all the information they know regarding an incident of known or suspected maltreatment of a minor. If a person discloses information that they may be a danger to themselves or others, HOPE 4 Youth has a responsibility to report this information to the proper authorities. A report must be made within 24 hours of receiving any knowledge of an incident. Maltreatment shall be defined as sexual abuse, physical abuse, or neglect and should refer to the definitions from Minnesota Statutes. All individuals receiving services will be made aware of this policy at the initiation of service. HOPE 4 Youth will not retaliate against any staff or volunteer who in good faith makes a report involving any person associated with HOPE 4 Youth. Staff of HOPE 4 Youth will immediately inform Program staff, and the Executive Director of any known maltreatment. If alleged maltreatment involves any person associated with HOPE 4 Youth, Program staff will also report the incident to the organization's Executive Director. The ED has the authority to remove the person involved from service immediately while investigating. If the alleged maltreatment involves the agency's Executive Director, staff will report to the board of HOPE 4 Youth.

GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)

It is the policy of HOPE 4 Youth to comply with the GINA Act by not discriminating employees or applicants because of genetic information. GINA prohibits the use of genetic information in making employment decisions, restricts acquisition of genetic information by employers and other entities, and strictly limits the disclosure of genetic information.

AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATIONS

It is the policy of HOPE 4 Youth to comply with all federal and state laws concerning the employment of persons with disabilities, including the federal Americans with Disabilities Act (ADA) and Minnesota Human Rights Act.

It is HOPE 4 Youth's policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. An individual, who can be reasonably accommodated for a job without undue

hardship to HOPE 4 YOUTH as an employer will be given the same consideration for that position as any other applicant.

In accordance with applicable law, HOPE 4 Youth provides reasonable accommodation to qualified employees who have known physical or mental impairments defined as a disability, including health conditions related to pregnancy or childbirth. HOPE 4 Youth encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, HOPE 4 Youth is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the HOPE 4 Youth or causing a direct threat to you or to other employees of the HOPE 4 Youth's, employees, clients, volunteers, donors and other stakeholders.

Depending on the circumstances, reasonable accommodation may include modifications or adjustments to a job, the work environment, or the way things usually are done in order to enable an employee with a disability to perform the essential functions of a job, and to enjoy equal benefits and privileges of employment. HOPE 4 Youth is willing to consider reasonable accommodations to improve the health and/or safety of employees.

All employees are required to comply with safety standards, including employees with a disability. All employees are expected to promote a safe and respectful workplace. If it comes to HOPE 4 Youth's attention that an employee may be a danger to themselves or fellow co-workers they will be placed on appropriate leave until an organizational decision has been made concerning the employee's immediate employment situation.

If an employee wishes to request a reasonable accommodation, they are encouraged to do so using a form provided by Human Resources. However, any form of written or oral communication which clearly articulates the request will also be accepted. HOPE 4 Youth may request a statement from a physician or other licensed health care provider documenting the need for the requested accommodation. HOPE 4 Youth will engage in an interactive process with the employee in an effort to arrive at a mutually workable accommodation.

It is the policy of HOPE 4 Youth to comply with all provisions of the Minnesota Women's Economic Security Act (WESA), including HOPE 4 Youth's willingness to consider and grant requests by a pregnant employee for more frequent restroom, food and water breaks; seating; or limits on lifting objects over 20 pounds.

RELIGIOUS ACCOMMODATION

HOPE 4 Youth is dedicated to treating its employees equally and with respect, and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from HOPE 4 Youth's dress code or the individual's schedule, basic job duties, or other aspects of employment. HOPE 4 Youth will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, health and safety, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will HOPE 4 Youth question the validity of a person's belief. If an employee requires a religious accommodation, they should contact their supervisor.

PAY INFORMATION, EMPLOYMENT GUIDELINES, AND WORKING CONDITIONS

EMPLOYEE CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices and benefits, HOPE 4 Youth employees are assigned employment classifications based on the nature of the position to which they are assigned and by their normal work schedule. These classifications include:

REGULAR FULL-TIME BENEFIT ELIGIBLE EMPLOYEES

Regular Full-Time Benefit Eligible employees are scheduled to work at least 40 hours per week, are typically eligible for all employee benefits, and are subject to the terms of the contract for each benefit.

REGULAR PART-TIME BENEFIT ELIGIBLE EMPLOYEES

Regular Part-Time Benefit Eligible employees are scheduled to work at least 20 hours per week, are typically eligible for time off benefits. As appropriate, HOPE 4 Youth's benefits, including leave time, will be prorated according to the employee's regular work schedule. Regular Part-Time employees scheduled to work more than 30 hours per week are eligible for leave time and insurance benefits. Employees should read the Benefit Guide for additional and specific information each benefit.

REGULAR PART-TIME EMPLOYEES NON-BENEFITS ELIGIBLE EMPLOYEES

Regular Part-Time employees are scheduled to work less than 20 hours per week and are typically not eligible to participate in the employee benefit plans or eligible for leave time.

TEMPORARY EMPLOYEES

Temporary employees are scheduled to work full-time or part-time with the understanding that their employment will typically be terminated upon completion of a specific assignment. A period of temporary employment generally does not exceed one year. Temporary employees may be offered and may accept new temporary assignments with HOPE 4 Youth and continue their temporary status. Temporary employees are not eligible to participate in HOPE 4 Youth's employee benefit plans, except as may be required by law.

GROUP INSURANCE BENEFITS

HOPE 4 Youth provides a comprehensive package of employee benefits, including:

- Subsidized medical insurance for employee and family members
- Subsidized dental insurance for employees and family members
- Short- and long-term disability insurance benefits at no cost to employees
- Basic life insurance at no cost, with optional additional coverage available for employees and family members.
- Retirement savings plan with employer match contributions
- Various pre-tax savings plans, including vision insurance
- Accrued Paid Time Off (PTO) for regular employees
- Paid holidays and floating holidays
- Employee Assistance Program
- Legally-mandated benefits, including worker's compensation and unemployment benefits

HOPE 4 Youth's PTO, holiday and floating holiday benefits are described elsewhere in this document. HOPE 4 Youth provides several sources of additional information about other benefits:

- On-line information is available through MACC at Connector.macc-mn.org, including full plan summaries, links to the benefit providers, and forms for enrollment and changes
- Employees can call the MACC Benefits Helpline at 612-444-8772
- Employees can send their benefits questions via email to: benefits@macc-mn.org

FAIR LABOR STANDARDS ACT

NON-EXEMPT EMPLOYEES

Non-exempt employees are generally those who are paid on an hourly basis and who are not exempt under the legal requirements established by the federal and state Fair Labor Standards Act. Non-exempt employees are paid an hourly wage for the actual number of hours worked in each pay period. Non-exempt employees are entitled to overtime. Non-exempt employees must report all hours worked, whether worked at HOPE 4 Youth's offices or at a remote work location.

EXEMPT EMPLOYEES

Exempt employees are those who are paid on a salaried basis and whose duties, responsibilities and salary meet the legal requirements for exemption established by the federal and state Fair Labor Standards Acts. Exempt employees are paid a salary each pay period which is intended to compensate them for all work performed during the pay period. Exempt employees are exempt from overtime. Exempt employees may be required to track their hours worked for evaluation purposes related to a grant or contract.

WORKING REMOTELY

Emergencies such as severe weather; fires; flooding; power failures; earthquakes; national, state, or local emergencies; pandemic; or extreme or unexpected circumstances can disrupt organizational operations. In such cases, these circumstances may require the closing of a work facility and require staff to work remotely.

Working remotely does not change the conditions of employment or required compliance with HOPE 4 Youth's policies, procedures, and job responsibilities. Employees are expected to continue to comply with all provisions of HOPE 4 Youth's Employee Handbook while working at the alternative work location. Any remote work arrangement must be approved by the employee's direct supervisor.

PAY INFORMATION

EMPLOYEE'S RIGHT TO DISCLOSE AND DISCUSS WAGES

Under the Minnesota Wage Disclosure Protection, employees have the right to tell any person the amount of their own wages. HOPE 4 Youth cannot retaliate against an employee for disclosing their own wages or discussing another employee's wages which have been disclosed voluntarily. An employee's remedies under the Wage Disclosure Protection law are to bring a civil action against HOPE 4 Youth and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Minnesota law does not protect employees who have access to company records about the compensation of other employees from accessing, using, or discussing this information with others. HOPE 4 Youth strictly prohibits all employees from accessing, using or discussing information about the compensation of other employees for any purpose not directly related to the performance of the employee's own job responsibilities. In addition, employees are not permitted to disclose wage information of other employees to a competitor of

HOPE 4 Youth. Any violation of this restriction will be cause for corrective coaching and/or disciplinary action up to and including termination of employment.

PAYDAYS

HOPE 4 Youth's pay period is biweekly. There are normally 26 pay periods in a calendar year. The biweekly payroll period begins on Sunday at 12:01 a.m. and continues for 14 days, ending Saturday at midnight. Paychecks are issued the following Friday, unless that day is a paid holiday. In that case, paychecks will be issued on the work day preceding the holiday.

TIME REPORTING

Non-exempt employees document their time with HOPE 4 Youth's online time records management system. In order to produce accurate wage calculations, all non-exempt employees are required to clock in/out for every work period, including their unpaid lunch break. Exempt employees document their work and non-work days using HOPE 4 Youth's online time record management system. Managers are required to approve employees' timecards on a biweekly basis.

Any HOPE 4 Youth employee who misrepresents time worked will be subject to corrective coaching and discipline, up to and including termination. Misrepresenting time worked includes an employee who falsifies their own time records, or the time records of co-workers, or a non-exempt employee that works off the clock. Employees should immediately report to their department leader or MACC HR any employee or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Employees should notify their manager of any pay discrepancies, unrecorded time or misrecorded work hours, or any involuntary missed meal or break periods.

All non-exempt employees are eligible for overtime pay at a rate of 1.5 times their regular hourly rate of pay for all hours worked over 40 in a work week. All overtime must be approved by the employee's manager prior to working any overtime hours; unapproved time will be paid, but may result in disciplinary action. Time worked for the purpose of calculating overtime does not include non-work time such as holidays, PTO and bereavement leave.

At certain times, HOPE 4 Youth may require an employee to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested, or working unauthorized overtime, may result in discipline, up to and including termination.

REST AND MEAL BREAKS

It is HOPE 4 Youth's policy to comply with Minnesota state law regarding restroom and meal breaks.

- All employees are allowed reasonable amount of paid time away from their desk at intervals throughout the day for the purpose of using the restroom.
- All employees who are scheduled to work for at least six hours in a day are provided with the opportunity to take an unpaid meal break as follows:
 - During an unpaid meal break, employees are completely relieved of all work responsibilities (e.g. an employee may not be required to remain at their desk during lunch to answer the phone.)
 - There is no arbitrary set length of a meal break. In general, 30 minutes is considered a reasonable amount of time for a lunch break, but an employee may take a longer or shorter lunch break with approval from their manager.

Employees are expected to coordinate meal breaks with their manager and co-workers to ensure breaks occur at times convenient to business needs. Employees are responsible for making sure their area of responsibility is under control while they are on break.

Employees who are unable to take all of the meal or rest breaks to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify their manager, or any “up line” leader or Human Resources.

PAYROLL DEDUCTIONS

HOPE 4 Youth is required by law to make certain deductions from an employee’s pay each pay period. Amounts withheld may vary according to wages, marital status, government regulations, and other factors. Mandated withholdings can include federal, state, and local income taxes, Social Security, and Medicare taxes.

In addition to standard payroll deductions, HOPE 4 Youth is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to these orders.

The amount of an employee’s tax deductions will depend on their earnings and the number of exemptions they list on their federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions.

An employee may also authorize voluntary deductions from their paycheck, including contributions for insurance premiums, retirement plan, spending accounts, or other services. Deductions will be reflected in an employee’s earnings statement.

HOPE 4 Youth will not make deductions to an employee’s pay that are prohibited by federal, state and local law. If an employee believes that an improper deduction has been made, the employee should promptly contact MACC Payroll. Employees should provide as much detail as possible regarding the nature of the deduction made and why they believe the deduction was improper. MACC will evaluate the complaint, explain our findings, and the employee will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, the employee will receive an immediate adjustment, which will be paid no later than the next regular payday.

HOPE 4 Youth will not retaliate against employees who report erroneous deductions in accordance with this policy.

PAYCHECK DISTRIBUTION

HOPE 4 Youth offers direct deposit and a pay card option to allow employees convenient access to their wages on payday. When enrolling in direct deposit, an employee’s first paycheck will be a live paper check mailed to the address on file with MACC HR. This initial paycheck is run through a process called pre-noting, which verifies the account information. The live check is mailed from a third-party payroll administrator in Florida, therefore we cannot predict when an employee’s paycheck will arrive at their mailing address. After the employee receives their first paper paycheck, future paychecks will be delivered in the form that the employee selects (by check, direct deposit or pay card).

If an employee would like their first paycheck to be delivered via direct deposit, they need to provide MACC Payroll with a bank letter (not a bank statement) that verifies the account information or a voided check. This letter must include verification of both the routing and account numbers and allows payroll to override the first paper check pre-noting process.

If an employee does not want direct deposit or a pay card, their paycheck will be mailed to their address on file with MACC HR, postmarked on the pay date. If a check is lost and requires HOPE 4 Youth and/or MACC HR to prepare a new check, the employee will be responsible for reimbursing HOPE 4 Youth for the cost of cancelling the check. All HOPE 4 Youth employees have access to their pay statements in the online employee self-service system.

CAREER DEVELOPMENT

JOB DESCRIPTIONS

HOPE 4 Youth attempts to maintain a job description for each position. If an employee does not have a current copy of their job description, they should request one from their manager.

Job descriptions prepared by HOPE 4 Youth serve as an outline only. Due to business needs, an employee may be required to perform job duties that are not within their written job description. Furthermore, HOPE 4 Youth may have to revise, add to, or delete from an employee's job duties per business needs. On occasion, HOPE 4 Youth may need to revise job descriptions with or without advance notice to the employee.

If an employee has any questions regarding their job description or the scope of their duties, please speak with your manager.

TRAINING

In most cases, and for most departments, training an employee is done on an individual basis by the department manager. Even if an employee has had previous experience in the specified functions of their job duties, it is necessary for an employee to learn HOPE 4 Youth's specific procedures, as well as the responsibilities of the specific position. If an employee ever feels they require additional training, consult your manager.

PROMOTIONS

It is the policy of HOPE 4 Youth to provide employees with opportunities for growth and development whenever possible. Promotion of qualified internal employees is consistent with this aim.

Promotional decisions may be based upon factors such as individual merit, qualifications and length of service. Promotions are made on an equal opportunity basis according to HOPE 4 Youth possessing the needed skills, education, experience, and other qualifications that are required for the job.

An employee must remain in their position for a minimum of six months before applying for another internal position.

TRANSFERS

From time to time, HOPE 4 Youth may request the transfer of certain personnel from one position in the organization to another. These transfers will be discussed with the appropriate parties at the time of consideration and employment arrangements specified at that time.

JOB POSTINGS

HOPE 4 Youth will normally announce all regular job openings to current employees at the time such openings are posted externally. In general, notices of all job openings are posted on HOPE 4 Youth's Job Board, although HOPE 4 Youth reserves its discretionary right not to post a particular opening.

All employees may apply for posted job openings, and will be evaluated based on the same criteria as external applicants. The hiring manager may contact an internal applicant's current manager to verify performance, skills and attendance, and may also review the applicant's personnel file. Staffing limitations or other circumstances that might affect a prospective transfer may also be discussed. Employees who have a written warning, performance improvement plan or disciplinary probation or suspension on file within the last year are not eligible to apply for posted jobs.

PERFORMANCE EVALUATIONS

Formal performance evaluations will be conducted on semi-annual basis for all eligible employees. This normally occurs during the month of February and August each year. Performance evaluations do not necessarily result in pay increases. Employees who begin employment with HOPE 4 Youth on or after January 1 of any given calendar year may receive a formal performance appraisal at the discretion of the manager, but are not eligible for pay increase for that given year.

PERSONNEL RECORDS

BACKGROUND CHECKS

To ensure that HOPE 4 Youth maintains a safe and productive work environment, it is HOPE 4 Youth's policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of information on the applicant's resume or application form.

All offers of employment are contingent on receipt of a background check report that is acceptable to HOPE 4 Youth. It is the policy of HOPE 4 Youth to comply with all provisions of the Federal Fair Credit Reporting Act (FFCRA) and applicable Minnesota law. HOPE 4 Youth is an equal opportunity employer and will comply with applicable federal, state and local laws relating to the use of background checks for employment purposes. If information obtained in a background investigation report would lead HOPE 4 Youth to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy.

Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. The nature of the offense and relevance to the position applied for will be considered.

To the extent practicable, reports are kept confidential and are only viewed by individuals involved in the hiring process. For employees involved with the administration of various government contracts, copies of background investigation reports may be released to employees and agents of the relevant government entity as requested for compliance purposes.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job-related. HOPE 4 Youth reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

CHANGES IN EMPLOYEE INFORMATION

Employees are expected to notify MACC HR of any changes in name, home address, home and/or cell phone number, marital status, number of dependents, or emergency contacts. Many of these changes can be submitted online by the employee using the self-service features of the HR system. When a change in number of dependents or marital status occurs, the employee must complete a new IRS Form W-4 for income tax

withholding purposes. It is important that employees keep HOPE 4 Youth updated on these changes so that payroll, benefits and personnel records required by law can be kept current.

PERSONNEL RECORD

HOPE 4 Youth creates and maintains a personnel record for each employee. These records are kept with MACC HR. This record contains information that is relevant and necessary for administering employment activities or that is required by law or regulation. The information contained in the personnel record is the property of HOPE 4 Youth.

RIGHT TO REVIEW PERSONNEL RECORD

In accordance with Minnesota law, upon written request by an employee, HOPE 4 Youth will provide the employee with an opportunity to review their personnel record at intervals not to exceed once every six months. Terminated employees may request a review of their personnel record once each year for as long as the personnel record is maintained.

HOPE 4 Youth will comply with an employee's written request to review their personnel record within seven working days after receipt of the request. Such requests should be directed to the organization's HR Partner from MACC.

With respect to current employees, the personnel record, or an accurate copy, will be made available for review by the employee during HOPE 4 Youth's normal hours of operation at the employee's place of employment or other reasonably nearby location. HOPE 4 Youth will ordinarily require the review to be in the presence of a MACC HR representative. If requested, after review, MACC HR will provide a copy of the personnel record to the employee or former employee free of charge.

HOPE 4 YOUTH may receive medical information pertaining to employees and their families, such as when an employee applies for a benefit program or a leave of absence. All medical information is classified as confidential. Such information is released only to those individuals who have a legitimate reason to know it.

If an employee or former employee disputes specific information contained in their personnel record, HOPE 4 Youth and the employee may agree to remove or revise the disputed information or, if an agreement is not reached, the employee may submit a written statement specifically identifying the disputed information and explaining the employee's position. The employee's written position statement may be up to five pages in length and will be included in the employee's personnel record. HOPE 4 Youth will provide a copy of the position statement to any other person who receives a copy of the disputed information from the employer after the position statement is submitted. HOPE 4 Youth will not retaliate against an employee for asserting rights or remedies relating to their employee personnel record.

PAID ABSENCES FROM WORK

PAID TIME OFF (PTO)

The purpose of PTO is to allow employees to periodically take time away from their job to relax and refresh themselves for vacations, recover from short-term illness, to care for sick family members, to care for family members during emergency closure of school or place of care, inclement weather, or to use for other personal reasons.

Regular Full-Time employees accrue the number of PTO Days listed in the table below, depending on their date of hire or change in benefit eligibility status date with HOPE 4 Youth. The accrual table is based on a full-time 40 hour work week.

PTO Eligibility and Accrual

Salaried employees begin to accrue PTO from their date of hire. The amount of accrued hours is based on an employee's tenure. Salaried employees accrue PTO according to the following schedule:

Year 1-2 120 hours (4.62 hours per pay period) 15 days per year

Year 3-5 120 hours (6.15 hours per pay period) 20 days per year

Year 6 and over 200 hours (7.70 hours per pay period) 25 days per year

All other, regular employees working at least 20 hours per week, earn PTO on an hourly basis, the same hourly rate as full-time salaried employees. These employees accrue PTO according to the following hourly rate:

Year 1-2 .05775/hour worked

Year 3-5 .0769/hour worked

Year 6 and over .0963/hour worked

- **Employees are allowed to carry over up to 40 hours each year. Any PTO hours over 40 will be forfeited at the end of the calendar year.**
- **Requests for PTO must be made in advance with the employee's supervisor. It is expected that 24-hour notice is given for a PTO day and 2 weeks' notice for a week or more. Regardless of the notice given, supervisors are responsible for scheduling time off so that there is a minimum of interference with departmental functioning, and so requests must be approved according to those needs.**
- **An exempt employee who regularly works more than 40 hours per week may take occasional partial days off without using PTO, subject to advance approval by the supervisor, so long as this privilege is not abused and all work demands are met.**
- **An employee voluntarily terminating employment will be paid up to 40 unused accrued PTO hours provided they give two weeks' notice (minimum 10 working days) and work all scheduled hours during their notice period. Employees who are involuntarily terminated will not be paid for unused accrued PTO hours.**

Regular Part-Time employees scheduled to work at least 20 hours per week will accrue PTO based upon hours worked. Part-Time employees who work less than 20 hours per week and Temporary employees are not eligible for PTO.

PTO accrues each payday and is calculated based on actual hours worked, up to 40 hours per week. PTO will begin accruing on the first payroll after the employee's beginning date of service or change in benefit eligibility status date with HOPE 4 Youth. Employees will continue to accrue each pay period for each hour worked up to 40.

Employees may not carry over time in excess of 40 hours of PTO from one calendar year to the next. An employee may not use more PTO time than they have currently accrued. Any exceptions (i.e. permission to "borrow" against future PTO accruals) must be granted in writing by the Executive Director.

Except in the case of sudden illness or other unforeseen circumstances, PTO must be approved in advance by the employee's manager or the manager's designated backup. Management may deny any PTO request based on department workloads.

The Executive Director can, at any time, make exceptions to the stated PTO accrual table. Any exceptions must be in writing with the Executive Director's approval. Unofficial or informal "understandings" regarding extra time off are not authorized and will not be honored.

Exempt employees are required to take PTO in whole or half day increments (e.g. eight or four hours for a full-time employee.) Nonexempt employees can take their PTO in increments as needed to reach their scheduled paid hours for the week. At no time can PTO be used to exceed the employee's normal work schedule for any given week and PTO will not count as hours worked for the purposes of any overtime calculation. Employees are required to use all accrued PTO before requesting unpaid time off. PTO will be paid at the employee's regular rate of pay at the time of the absence.

Upon separation of employment from HOPE 4 Youth, employees who give proper notice (generally 2 weeks) will receive pay for their unused accrued PTO at their current pay rate, up to a maximum payout of 40 hours. Employees may not use PTO beyond their last day worked.

If the employee is terminated for gross misconduct or malfeasance (this includes intentional behaviors or actions which deliberately or willfully threatens the employer's rules, or show a repeated disregard for the employee's obligations to the employer, or clearly and persistently disregard the standards of behavior which an employer has a right to expect of its employee), or if the employee provides less than two weeks' notice of their voluntary resignation, the employee is not eligible to receive compensation for any accrued PTO.

HOLIDAYS

All Regular employees scheduled to work 20 or more hours per week are eligible to be paid for the below observed Holidays. Holiday pay will be paid on a pro-rated basis for Regular Part-Time employees.

Temporary employees are not eligible for holiday pay. Employees on unpaid leave the workday immediately prior to or following a Holiday are ineligible for Holiday pay.

Regular salaried employees who are required to work on a designated Holiday because of job requirements may substitute another day in that same week, as approved by their manager, to compensate for their inconvenience. Regular hourly employees required to work on a HOPE designated Holiday will receive pay for the Holiday as well as pay at 1.5 times rate of pay for any hours worked on the Federal Holiday.

If an observed Holiday falls on a Saturday, HOPE 4 Youth will be closed on the Friday before the Holiday. If the Holiday falls on a Sunday, HOPE 4 Youth will be closed the following Monday.

HOPE 4 Youth observes the following eight holidays each year:

1. New Year's Day
2. Birthday of Martin Luther King, Jr.
3. Memorial Day
4. Independence Day (July 4th)
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving Day
8. Christmas Day

HOPE 4 Youth is mindful there may be additional religious observances, not including the holidays mentioned above. Managers will give such occurrences consideration as vacation, or time without pay if requested, as scheduling permits, or an employee may use their Floating Holidays for this purpose.

Please note, the following table lists the days that HOPE 4 Youth intends to observe each holiday. This is subject to change as needed and approved by the Executive Director.

Holiday	2023	2024	2025	2026
New Year’s Day	Monday, January 2	Monday, January 1	Wednesday, January 1	Thursday, January 1
MLK’s Birthday	Monday, January 16	Monday, January 15	Monday, January 20	Monday, January 19
Memorial Day	Monday, May 29	Monday, May 27	Monday, May 26	Monday, May 25
Independence Day	Tuesday, July 4	Thursday, July 4	Friday, July 4	Friday, July 3
Labor Day	Monday, September 4	Monday, September 2	Monday, September 1	Monday, September 7
Thanksgiving Day	Thursday, November 23	Thursday, November 28	Thursday, November 27	Thursday, November 26
Day after Thanksgiving	Friday, November 24	Friday, November 29	Friday, November 28	Friday, November 27
Christmas Day	Monday, December 25	Wednesday, December 25	Thursday, December 25	Friday, December 25

FLOATING HOLIDAYS

All Regular employees scheduled to work 20 or more hours per week are also eligible for two floating holidays. Temporary employees are not eligible for floating holidays. All regular employees employed on the first business day of the calendar year are eligible for two Floating Holiday that year. Floating Holidays must be approved in advance by the employee’s manager and taken during the calendar year. Unused Floating Holidays will not be carried over to the next year and will not be paid out upon termination.

PAID PARENTAL LEAVE

NURSING PARENTS

HOPE 4 Youth will provide nursing parents reasonable paid break times each day to express milk for their child(ren) for up to one year following the child’s birth.

If you are nursing, HOPE 4 Youth will make reasonable efforts to provide you with a private room, other than a restroom, to express milk. The room will be in close proximity to the work area, shielded from view and free from intrusion by co-workers and the public, clearly designated and either have a lock or sign on the door to indicate when the room is in use, and will have access to an electrical outlet.

Expressed milk can be stored in the refrigerator located in the HOPE Place or Drop-in Center refrigerators. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

The break times must, if possible, run concurrently with any break times already provided. You are encouraged to discuss the length and frequency of these breaks with your manager.

TIME OFF TO VOTE

In compliance with Minnesota law, HOPE 4 Youth employees may take time off from work with pay on Election Day for the purpose of casting their vote. The paid time off includes time necessary to travel to and from the polling place and time spent waiting in line, as well as time actually spent casting a vote. In order to avoid interruptions in workflow and services, employees are requested to coordinate their requested time off with their manager.

BEREAVEMENT LEAVE

HOPE 4 Youth will provide an employee up to three paid days off in the event of a death in their immediate family. Immediate family includes the following relationships: spouse, a domestic partner, a child or stepchild, a parent or stepparent, in laws, including brother or sister, a grandparent or another relationship that the employee considers immediate family. Immediate family also includes immediate family members of a domestic partner. Pregnancy loss and miscarriage will also be included in this category.

One paid day of bereavement leave will be given for a non-immediate family member's death, including the following relationships: aunt, uncle, cousin, niece or nephew, or a domestic partner's aunt, uncle, cousin, niece, nephew, great grandparent, or another relationship that the employee considers non-immediate family.

Special circumstances requiring additional days off must be discussed with and approved in writing by an employee's manager.

Employees must record bereavement leave on their timecard, and supporting documentation may be requested.

JURY DUTY

Employees who are summoned to jury duty or subpoenaed to be a witness in court must furnish their manager a copy of the Jury Summons or subpoena as soon as they receive it. They are to notify their manager promptly if the date is changed. As soon as the employee is released by the court they are to contact their manager, who will determine if they are required to report to work that day or the following scheduled work day.

Regular employees who are absent due to being summoned for jury duty will be paid at the employee's regular pay rate up to a maximum of two weeks, without any deduction for pay received for the service. Jury duty leave will not be charged against the employee's accrued PTO hours.

ELECTION JUDGE

Employees who volunteer to serve as an Election Judge must submit prior written notice to their manager, accompanied by certification from the appointing authority stating the hourly compensation to be paid to the employee and the hours during which they are to be serving as Election Judge.

Regular employees who are absent due to serving as an Election Judge will be paid at the employee's regular pay rate without any deduction for pay received for the service. Time missed due to serving as an Election Judge will not be charged against the employee's accrued PTO hours.

BONE MARROW DONATION LEAVE

An employee who is scheduled to work full time or 40 hours per week may take paid leave of absence (not to exceed 40 hours) to make a bone marrow donation. This time will not be charged against an employee's accrued PTO hours. HOPE 4 Youth will require verification by a physician indicating the purpose and length of leave.

EMERGENCY CLOSINGS

HOPE 4 Youth will make every effort to remain open during regular office hours; however, there may be instances where conditions make it impractical to do so. These include, but are not limited to, severe weather, declared states of emergency, utility disruptions, and natural disasters. In all cases, employee safety will be the primary consideration.

HOPE 4 Youth will shift to working remotely in the event that severe snowstorms, ice storms or other hazardous weather conditions cause the public school system to close. HOPE 4 Youth's Executive Director may close HOPE 4 Youth at their discretion, whenever the situation may require it.

Employees are expected to exercise good judgment with regard to traveling conditions. When an emergency closing is not declared, employees who do not work due to severe weather may, as appropriate, take leave without pay or request the use of accrued, unused paid time.

On days when weather conditions worsen as the day progresses, HOPE 4 YOUTH may decide to close early. In such cases, a decision and an announcement will be made by the Executive Director or an authorized member of the leadership team. Employees may work from home, if approved by an authorized member of the leadership team.

UNPAID LEAVE POLICES

PREGNANCY AND PARENTAL LEAVE

This is the State of Minnesota Pregnancy and Parental Leave Act and is an unpaid benefit offered by HOPE 4 Youth.

HOPE 4 Youth provides parenting leave of up to a total of 12 weeks for eligible employees who are biological or adoptive parents, in conjunction with the birth or adoption of a child; or an employee for prenatal care or incapacity due to pregnancy, childbirth or related health conditions. Parenting leave will be unpaid unless an employee has accrued PTO. An "eligible employee" is one who has been employed by HOPE 4 Youth for (1) the previous 12 consecutive months and (2) at least one-half the full-time equivalent position in the employee's job classification during those 12 months.

An eligible employee may take an unpaid leave of absence of up to 12 consecutive weeks in conjunction with the birth or adoption of the employee's child. A leave for the birth of the employee's child may begin within 12 months of the birth or adoption; except that, in the case where a child must remain in the hospital longer than the birthing parent, the leave must begin within 12 months after the child leaves the hospital. Request for parenting leave shall be made as soon as practicable, so that HOPE 4 Youth can make arrangements for coverage of the employee's job responsibilities during the employee's absence.

Employees are required to use all accrued PTO prior to requesting an unpaid leave of absence. PTO can be used while recovering from childbirth or to care for the child. During unpaid leave, employees will not accrue PTO, nor will they be eligible for holiday pay.

If the employee had benefit coverage prior to the leave, HOPE 4 Youth will continue to make benefit coverage available to the employee while they are on leave, under the same terms and conditions that are provided to employees who are not on leave. The employee must continue to pay their own share of the premiums for such coverage while on leave.

Employees who are on an unpaid parenting leave that extends beyond 6 weeks may become eligible to continue certain benefits as provided for by federal COBRA regulation or MN continuation laws. If the employee elects such continuation of benefits, the cost of continued coverage will be the same as when the employee was an active employee for the remainder of the 12 week leave. Failure to enroll in COBRA or make the necessary and timely premium payments to HOPE 4 Youth's COBRA administrator will result in the termination of coverage. Should employment terminate during leave, the employee's cost of continued coverage will be based upon the HOPE 4 Youth's full cost for each benefit rather than the employee's cost as an active employee.

An employee will be returned to their former position (or a position of comparable duties, number of hours, and pay), unless the employee's employment has been terminated during the leave for reasons unrelated to the leave. An employee returning from a Parenting Leave longer than one (1) month must notify HOPE 4 Youth at least two (2) weeks prior to returning from leave.

MEDICAL LEAVE

An employee may request medical leave when all three of the following conditions have been met:

- The employee has been employed for one year
- The employee is personally ill or injured and unable to report to work and perform their job duties,
- The employee does not have an injury covered by worker's compensation,
- The employee has been ill or injured for an extended period of time (generally greater than 5 working days)

An employee on a medical leave will be required to submit to MACC HR supporting documentation; however genetic information should not be included. Employees are required to use all accrued PTO leave prior to requesting an unpaid leave of absence. During unpaid leave, employees will not accrue PTO, nor will they be eligible for Holiday Pay. Employees on a leave of absence are expected to communicate with HOPE 4 Youth's management as requested.

Employees on medical leave may become eligible to continue certain benefits as provided for by state and federal COBRA regulations or MN continuation laws. If the employee elects such continuation of benefits, during the first two months, the cost of continued coverage will be the same as when the employee was an active employee. Failure to enroll in COBRA or to make necessary and timely premium payments to HOPE 4 Youth's COBRA administrator will result in termination of coverage. Should employment terminate during the leave, the employee's cost of continued coverage will be based on the agency's full cost for each benefit rather than the employee's cost as an active employee.

PERSONAL LEAVE OF ABSENCE

It is the policy of HOPE 4 Youth to provide unpaid personal leaves of absence in certain circumstances. All personal leaves are approved at the discretion of the Executive Director.

A personal leave of absence is defined as authorized time off from work without pay for a specified period of time not to exceed three months. Only Regular employees who have completed at least 12 calendar months of employment with HOPE 4 Youth may request an unpaid leave, except in cases of medical leaves of absence. Employees are required to use all accrued PTO prior to requesting an unpaid leave of absence. During unpaid leave, employees will not accrue PTO, nor will they be eligible for Holiday Pay. Leaves of absence are ordinarily granted without pay. Employees on a leave of absence are required to communicate with HOPE 4 Youth's management as requested.

Employees who wish to request a leave must complete a leave of absence request form. Personal leaves must be requested in writing at least 30 days in advance, unless necessitated by an emergency, in which case, an oral

request must be followed by a written request for leave as soon as practicable. Additional requirements may apply to requests for intermittent and reduced schedule leave.

If an employee accepts any employment or goes into business while on leave of absence from HOPE 4 Youth, the employee will be considered to have voluntarily resigned from employment with HOPE 4 Youth as of the day that the leave began.

HOPE 4 Youth is unable to guarantee the employee's job will remain available to them upon their desired return date. HOPE 4 Youth may terminate an employee's employment during any unpaid leave for any legally permissible reason.

Employees on personal leave may become eligible to continue certain benefits as provided by state or federal COBRA regulations or MN continuation laws. Failure to enroll in COBRA or to make necessary or timely premium payments to HOPE 4 Youth's COBRA administrator will result in termination of coverage. The employee's cost to continue coverage during a personal leave will be based on HOPE 4 Youth's full cost for each benefit, rather than the employee's cost as an active employee.

WORKER'S COMPENSATION LEAVE

Employees who are unable to work at all due to a worker's compensation claim may become eligible to continue certain benefits as provided for by state or federal COBRA regulations or MN continuation laws. If the employee elects such continuation of benefits, the cost of continued coverage during the leave will be the same as when the employee was an active employee. For leaves that extend beyond three months, the employee on leave pays the full cost of COBRA continuation. Failure to enroll in COBRA or to make necessary and timely premium payments to HOPE 4 Youth's COBRA administrator will result in termination of coverage. Should employment terminate during the leave, the employee's cost of continued coverage will be based on HOPE 4 Youth's full cost for each benefit, rather than the employee's cost as an active employee.

MILITARY LEAVE (USERRA)

HOPE 4 Youth complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to MACC Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

VICTIM AND WITNESS LEAVE

HOPE 4 Youth realizes that, on occasion, an employee may have an obligation to participate in criminal legal proceedings either as a witness or because you or a close family member was victimized by a criminal act. HOPE 4 Youth provides unpaid leave to attend those proceedings under circumstances described below.

If you are required to attend a criminal proceeding either as a witness or as a crime victim (or a close family member of a crime victim), you must provide at least 48 hours' advance notice to your manager to make arrangements for a leave of absence. If it is impractical or an emergency prevents you from providing advance notice, provide notification as soon as possible. HOPE 4 Youth reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Information related to the employee's leave will be kept confidential by HOPE 4 Youth. This policy does not apply to employee's seeking leave because they have committed or are alleged to have committed a criminal act.

HOPE 4 Youth will not retaliate against an employee who requests or takes leave in accordance with this policy. Leave under this policy is unpaid. An employee may choose to use PTO in place of unpaid leave.

LEAVE FOR VICTIMS OF HARASSMENT OR DOMESTIC VIOLENCE

HOPE 4 Youth will provide employees who are victims of harassment or domestic abuse, or whose family or household member is the victim of domestic abuse, with reasonable time off for certain qualifying reasons.

Eligibility

All employees are eligible for this leave.

Leave Usage

Leave may be taken for the following reasons:

- In the case of harassment, to obtain a restraining order against the harasser; or
- In the case of domestic abuse, to obtain an order of protection for yourself or your family or household member.

Family or household member means your spouse or former spouse, your parents and children, a person related to you by blood, a person who currently resides with you or has resided with you in the past, a person with whom you have a child in common, regardless of whether you were married or lived together, or any person with whom you are involved in a significant romantic or sexual relationship. In addition, this policy refers to parents regardless of whether they have been married or have lived together at any time.

Notice

Except in the case of imminent danger to your health and safety or that of your family or household member, you must provide at least 48 hours advance notice of your need for leave. You may be required to provide documentation showing evidence of your need for leave.

Compensation

Leave under this policy is unpaid. An employee may choose to use PTO in place of unpaid leave.

Confidentiality

Information about your request for leave will be kept confidential, except as required by federal or state law or as necessary to protect your safety in the workplace.

Retaliation

HOPE 4 Youth will not retaliate against employees who request or take leave in accordance with this policy.

SCHOOL CONFERENCE AND ACTIVITY LEAVE

If eligible, HOPE 4 Youth will provide an employee with up to 16 hours of unpaid leave in a 12-month period to attend school conferences or activities related to your child, if those conferences or activities cannot be scheduled outside your regular work hours. If your child receives child care services or attends a prekindergarten regular or special education program, you may use this leave time to attend a conference or activity related to your child, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled outside your regular work hours.

To be eligible for leave the employee must have worked an average number of hours per week equal to one-half the full-time equivalent position in your job classification during the 12-month period immediately preceding the leave.

If leave cannot be scheduled outside your regular work hours and the need for the leave is foreseeable, you must provide reasonable prior notice and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of HOPE 4 Youth.

HOPE 4 Youth will not retaliate against employees who request or take leave in accordance with this policy. Although this leave is unpaid, an employee may choose to use PTO in place of unpaid leave.

BENEFITS

WORKERS' COMPENSATION INSURANCE POLICY

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at HOPE 4 Youth, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your manager immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an incident report. You will be required to submit a medical release before you can return to work.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible HOPE 4 Youth employees and their beneficiaries to continue health insurance coverage under the Company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Contact MACC Human Resources to learn more about your COBRA rights.

SAFE AND HEALTHY WORKING CONDITIONS

HOPE 4 Youth intends to provide employees with a safe and healthy place to work. This goal requires employees to know and follow all common sense and posted safety and fire regulations, to use safety equipment properly, and to protect themselves and other employees from injury. Furthermore, employees should immediately report any unsafe conditions, equipment, or practices to their manager or Executive Director.

All employees of HOPE 4 Youth have the following responsibilities:

- Exercise reasonable care and good judgment at all times to prevent accidents and injuries
- Report all occupational illnesses or injuries to their manager, complete all appropriate incident reporting forms, and seek first aid for injuries when necessary
- Report unsafe conditions, equipment, or practices
- Use safety equipment provided by HOPE 4 Youth whenever appropriate

- Conscientiously observe safety rules and regulations at all times

HOPE 4 Youth’s leadership team will provide trainings for our staff with an open door policy regarding safety related questions or concerns.

VIOLENCE-FREE WORKPLACE

It is the policy of HOPE 4 Youth to make reasonable efforts to provide its employees with a safe, non-violent workplace and atmosphere. Employees also have a responsibility to help keep HOPE 4 Youth safe and free from violence. HOPE 4 Youth employees have the right to expect that they will not be subject to any safety threats at work from fellow workers or from relatives, friends, acquaintances, or others. Conduct that threatens, intimidates, or coerces another employee, client, participant, youth, vendor or business associate will not be tolerated. HOPE 4 Youth resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a manager.

Employees who receive threats of violence or physical or other harm from co-workers, or who are aware of such threats, should also immediately report those threats to a manager, even if the threats are perceived as only a “joke.” If an employee feels reporting such threats to a manager is not effective or possible, or if the manager is participating in the threats, the employee should report it immediately to any “up line” leader, the organization’s HR Partner from MACC or the Executive Director. If the Executive Director is involved in the threatening behavior, the employee may contact an appropriate member of the Board of Directors. (The organization’s HR Partner from MACC can provide contact information.) If at any time employees feel they are in imminent danger, they should call 911.

The possession, sale, or use of a firearm or other weapon while on HOPE 4 Youth premises or while engaged in HOPE 4 Youth business or activities off premises is strictly prohibited. This prohibition applies to all employees, including those who have a valid permit to carry a firearm. Employees who are aware of co-workers, vendors, members or other individuals who are engaged in the possession, sale, or use of a firearm or other weapon while on HOPE 4 Youth premises or while operating HOPE 4 Youth’s equipment or vehicles, or while engaged in HOPE 4 Youth business off premises should immediately report the conduct at issue to their manager or the organization’s HR Partner from MACC.

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, an employee will not be subject to discipline for reporting a threat or for cooperating in an investigation based on a reasonable belief.

If an employee initiates, participates, is involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, they will be subject to disciplinary action up to and including termination.

If an employee believes they have been wrongfully retaliated against, they should immediately report the matter to any “up line” leader, the organization’s HR Partner from MACC or the Executive Director.

TOBACCO-FREE WORKPLACE

Employees and visitors have the right to conduct their affairs in a clean and healthy environment and to be protected from the adverse effects of passive smoke. All employees and visitors are prohibited from smoking or

using other tobacco products, including e-cigarettes, in any owned or leased building space operated by HOPE 4 Youth.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

HOPE 4 YOUTH is committed to providing a safe and healthy work environment for all its employees. Employees may not use controlled substances or abuse prescription medications any time during the work day, including rest breaks, lunches or other meals if the employee is to return thereafter.

Employees may not consume alcohol on HOPE 4 Youth's premises, including rest breaks, lunches or other meals, unless they are taking part in an authorized HOPE 4 Youth activity where alcohol is being served as part of the program and the Executive Director of HOPE 4 Youth has authorized such an activity in writing. Employees may not return to work after these activities.

Any employee under the influence of alcohol, controlled substances, or abuse of prescription medications may not work or report to work. HOPE 4 Youth may investigate HOPE 4 Youth's premises to determine any violation of this policy. If an employee exhibits behavior invoking reasonable suspicion of violating this policy, the observer will notify a manager and/or the organization's HR Partner from MACC to determine further action. Violations of this policy may result in disciplinary action up to and including termination of employment.

HOPE 4 Youth will not discriminate against a person in any term or condition of employment, or otherwise penalize a person, based on the person's status as a patient enrolled in Minnesota's medical marijuana program.

LOSS PREVENTION

HOPE 4 Youth is committed to establishing and maintaining an environment free from theft. Therefore, all employees are required to be fully cooperative in any and all programs that help HOPE 4 Youth maintain loss prevention. The financial stability of our operations depends on minimizing unauthorized loss of HOPE 4 Youth inventory, cash and other properties.

As part of this policy, management may search employees' desks, workstations, computers, email accounts, internet browsing history, lockers or HOPE 4 Youth-owned vehicles. In addition, any personal or HOPE 4 Youth package, briefcase, lunch box, suitcase, garment bag, purse, duffle bag or similar item may be inspected by HOPE 4 Youth management at any time on HOPE 4 Youth property. Any information provided by employees regarding loss prevention issues will be held in the strictest confidence. HOPE 4 Youth is not responsible for the loss of employees' personal items. In order to preserve the safety and security of its programs, services, and premises, HOPE 4 Youth reserves the right to and will in fact conduct a general and thorough search of its property.

EMAIL, INTERNET, VOICEMAIL, AND COMPUTER USE

It is the policy of HOPE 4 Youth to provide computers, as well as email, instant messages, internet access, and voicemail to employees for business purposes. These resources, including but not limited to the information, files, and data transmitted by or stored on them (collectively referred to as "data"), are the sole property of HOPE 4 Youth and are intended for business use. HOPE 4 Youth recognizes employees may, on limited occasions, use these resources for personal reasons. Any personal or other use HOPE 4 Youth deems inappropriate or excessive may result in discipline, up to and including termination.

Employees should not, under any circumstances, use HOPE 4 Youth's computers, email, internet access, voicemail, data, or other equipment or resources to engage in any conduct that violates the law or violates HOPE 4 Youth policies, including, but not limited to, HOPE 4 Youth's policies against harassment and

discrimination. Inappropriate use under this policy includes, but is not limited to, sending, receiving, viewing, printing, or accessing insensitive jokes, offensive or sexual pictures or messages (including, but not limited to, inappropriate and/or pornographic websites), vulgar or obscene comments, virus propagation, or other abuse or misuse of HOPE 4 Youth's resources.

Computers, email, internet usage history, voicemail messages, and data are not private or confidential and employees have no expectation of privacy in the use of any of them. HOPE 4 Youth reserves the right to inspect, monitor, review, retain, disclose, and use (collectively referred to as "access") computers, email (both incoming and outgoing), internet usage history, voicemail use, and/or data at its sole discretion, notwithstanding any employee's use of passwords or other security measures.

Users of HOPE 4 Youth's electronic mail and instant messaging systems should create messages carefully and maintain standards of professionalism in both internal and external messages. Employees should understand that email messages, instant messages and internet transactions, including those employees delete or erase from their own files, may be backed up or recorded and stored centrally for system security and other future needs.

HOPE 4 Youth may disclose and use any email, instant message, internet use, or data accessed by HOPE 4 Youth as HOPE 4 Youth deems appropriate.

Employees should not send or receive, by any manner, copyrighted materials, trade secrets, confidential or proprietary information, HOPE 4 Youth financial information, or other such information without proper authorization and manager approval.

Unauthorized bulk email to external email recipients (that is, recipients outside of HOPE 4 Youth system) is not allowed in HOPE 4 Youth's environment. Bulk email is defined as sending the same message to 100 or more external recipients, whether in the same email or spread across multiple emails.

By using HOPE 4 Youth's computers, email, instant messages, internet access, voicemail, and data, employees consent to the terms of this policy. If employees receive email, internet transmissions, communications or data from non-employees on HOPE 4 Youth equipment or using HOPE 4 Youth resources, such email, instant messages, internet transmissions, communications and/or data are subject to the terms of this policy. Accordingly, employees receiving such emails, internet transmissions, communications, and/or data should advise such non-employees of this policy.

IDENTIFYING AND HANDLING SENSITIVE DATA

Personally Identifiable Information (PII) is defined as information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. This includes, but is not limited to, a person's home address, private email address, Social Security Number, date of birth and telephone number.

Protected Health Information (PHI) is data created or received by a health care provider that relates to past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual. Examples include case notes, any appointment information, insurance information and anything directly related to a person's health or condition.

Both PII and PHI should be treated with special care. Dealing with such data should be carried out over HOPE 4 Youth computers and over known networks, i.e. encrypted home network or HOPE 4 Youth's onsite network –

not on public WiFi such as available in coffee shops. If PII or PHI must be sent by email, employees must send these messages using email encryption technologies provided by HOPE 4 Youth.

PROTECTION OF TECHNOLOGY SYSTEMS

HOPE 4 Youth makes substantial investments in maintaining its technology systems. The following standards are designed to protect the safety, legal operation, and availability of our systems:

- All equipment must be treated carefully, including securing laptops in offices (Users of laptop are also responsible for protection of the laptop when transporting the laptop or using it outside the office)
- Software can be loaded only under the control of HOPE 4 Youth's technology management
- Only the technology staff of HOPE 4 Youth or its approved technology provider may set up and install equipment, attach or configure modems, or other communication equipment
- No personally owned equipment may be attached to HOPE 4 Youth's systems except as authorized by HOPE 4 Youth's technology management.

SECURITY AND ACCESS CONTROLS

Because HOPE 4 Youth's systems contain confidential and other sensitive information, including information protected by federal law, all users must abide by system security and access controls. Users must be careful to:

- Protect the confidentiality of all passwords—employees are accountable for all activities performed under their user account
- Protect client confidentiality as required by law or by HOPE 4 Youth policy
- Exercise extreme care when accessing or retaining information on portable media
- Be alert for phishing messages and always verify sites are legitimate and secure before clicking on a link

System users may not:

- Use or attempt to use another person's user name or password (with or without that user's permission) or attempt to learn another user's password
- Display or keep passwords where they can be viewed by others
- Attempt to view information for which they are not authorized or for which they have no business purpose.

SOCIAL MEDIA, BLOGGING, AND ONLINE COMMUNICATION

HOPE 4 Youth recognizes the expanding use of networking sites and blogs (online message postings and informational and opinion exchanges such as Facebook or Twitter) as a valuable component of shared media. HOPE 4 Youth is also aware that social media will not be used exclusively for company business and that employees may utilize blogs and social networking sites for personal use.

This policy has been developed for HOPE 4 Youth employees who maintain personal blogs, post comments on the blogs of others, and/or maintain personal social networking sites. The sites covered by this policy include any electronic form of communication, including social networking; professional networking sites; and live blogging tools, as well as your personal blogs and those hosted by other organizations where you either author or post comments.

When employees create their own blogs, comment on a blog, create a LinkedIn profile, a Twitter account, use Facebook and/or contribute to or through any of the other online media (e.g., Wikis, blogs, chat rooms, Internet forums, or electronic mailing lists), such use of social media can pose risks to HOPE 4 Youth's confidential and proprietary information, reputation and brands, can expose employers to discrimination and harassment claims and can jeopardize HOPE 4 Youth's compliance with business rules and laws. It is also important to keep in mind that what is posted is trackable, traceable and permanent.

To minimize these business and legal risks, avoid loss of productivity and distraction from employees' job performance and ensure HOPE 4 Youth's IT resources and communications systems are used appropriately as explained below, HOPE 4 Youth expects employees to adhere to the following guidelines and rules regarding use of social media as provided in this policy.

Additionally, employees who engage in the use of online social media are expected to adhere to all applicable HOPE 4 Youth policies at all times. This policy is in addition to, and not in place of, those other policies.

This policy is not intended to preclude or dissuade discussions or activities involving employees' terms and conditions of employment or other legally protected or required activities.

SETTING UP SOCIAL MEDIA

Social media identities, logon IDs and user names may not use HOPE 4 Youth's name without prior approval from the Director of Advancement or the Executive Director.

DO NOT USE OR DISCLOSE PROPRIETARY OR PERSONAL INFORMATION

Disclosure of HOPE 4 Youth proprietary or personal information is prohibited for employee's blog or posts per this policy and any other applicable policy or agreement employees may have signed with HOPE 4 Youth. The HOPE 4 Youth logo, trademarks and/or images may not be used without written HOPE 4 Youth approval. In addition, information related to HOPE 4 Youth members, customer records, policy, inventions, strategy, research, financials and services that have not been made public must not appear in employee postings under any circumstances. Any improper postings—including but not limited to disclosure of HOPE 4 Youth information and/or Member information—can negatively impact HOPE 4 Youth business and may lead to disciplinary action up to and including termination of employment.

BE PROFESSIONAL AND RESPECTFUL

Blogs and social networking sites are public and searchable. Any posting referencing HOPE 4 Youth or an employee's affiliation with HOPE 4 Youth should not contain information that you would not be comfortable seeing on the evening news or showing to your parent, spouse or children. No employee may publish or post any statement (including a photograph or other visual image) about HOPE 4 Youth that damages the reputation of HOPE 4 Youth if any of the following are true:

- the employee knows the statement is false or reasonably should have known the statement was false,
- the employee is acting maliciously and without any legitimate purpose protected by law, or
- the statement implies affiliation or endorsements by HOPE 4 Youth of employee's work.

No employee may publish or post anything that a member or another employee of HOPE 4 Youth would reasonably consider to be hostile, offensive, threatening, or intimidating.

PROPER SELF-IDENTIFICATION

If an employee participates in an online community and comments or publishes on topics related to our business, the employee must identify themselves as an employee of HOPE 4 Youth. Employees should write in the first person. Employees must make it clear that they are speaking on behalf of themselves and not on behalf of HOPE 4 Youth. When necessary, use disclaimers such as *"The postings on this site are personal and don't necessarily represent HOPE 4 Youth's positions, strategies or opinions."* What employees publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

DO NOT MAKE UNAUTHORIZED STATEMENTS ON BEHALF OF HOPE 4 YOUTH

If employees electronically publish anything that discloses their association with HOPE 4 Youth, they must never write or post anything that leaves readers with the impression they are speaking on behalf of HOPE 4 Youth – unless authorized to do so.

BE RESPONSIBLE

When employees choose to go public with activities and/or opinions, they are legally responsible for their commentary. Individuals may be held personally liable for any content found to be defamatory, obscene, proprietary, or libelous. For these reasons, employees should use common sense and exercise caution with regard to content, exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, illegal activities and derogatory remarks or characterizations.

Any violation of this policy, or other HOPE 4 Youth policies, while blogging or while using other online social media, even outside of work, may result in disciplinary action, up to and including termination of employment.

MEDIA RELATIONS

HOPE 4 Youth complies with federal and state privacy laws and vigorously protects the privacy of its member organizations and employees. Because of those laws and the need for consistency, all requests for information from the media or press must be referred to the Executive Director. This includes in-person inquiries, telephone calls, email, or text messages from any news media organization.

No HOPE 4 Youth employee shall speak to or provide any information (orally or in writing) about HOPE 4 Youth, its clients, services or programs to any member of the media or press, arrange for interviews with themselves or members or allow any member of the media/press onto HOPE 4 Youth property without explicit permission from the Executive Director. HOPE 4 Youth employees must not put themselves in a position of acting as spokesperson for HOPE 4 Youth unless specifically authorized to do so. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

It is up to the employee contacted by the media/press to ensure that the Executive Director is contacted in a timely manner and no later than 90 minutes after the initial contact/request by the media/press. The employee must gather the following information for the Executive Director:

1. Name of person, the agency they represent, and contact information for the media/press representative.
2. The purpose of the media request.
3. Any time limitations that the media agent may be under in regards to their particular need.

Under no circumstances should employees give out personal contact information of HOPE 4 Youth leadership or any staff members; however, the main phone number for HOPE 4 Youth 763-323-2066 may always be released.

POLITICAL SPEECH

Organizations such as HOPE 4 Youth that are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code are prohibited from “participating or intervening” in any candidate’s campaign for public office, at the risk of losing their tax exemption.

However, HOPE 4 Youth’s employees, volunteers, directors, and officers do not lose their First Amendment rights to engage in political activities, including candidate campaigns, just because of their affiliation with HOPE 4 Youth. They may freely exercise their free speech rights personally, provided they do so in a manner that does

not implicate HOPE 4 Youth. To reduce the risk that personal activities will be attributed to HOPE 4 Youth, all employees, directors, volunteers, and officers must follow these policies.

HOPE 4 Youth's facilities and resources, including, for example, bulk mailing accounts, distribution lists, electronic mail accounts and social media outlets, stationery, photocopiers, telephones and other assets, cannot be used for campaign or personal political work. Employees' compensated time and volunteers' time, including that of managers and executives, may not be diverted to political campaign activities.

Personal time, including meal breaks as provided elsewhere in this handbook, can be used to work on a political campaign or other personal political activities. For more extensive personal commitments to political campaign work, employees may request, or be required to use, accrued PTO or leave without pay to pursue personal political activities. Requests for such time off will be considered without regard to the candidate or party of the campaign in question.

Posting of political paraphernalia (such as candidate buttons or posters) in any common area of the workplace, political paraphernalia displayed on clothing or otherwise while employees are interacting with the public as HOPE 4 Youth employees, or distributing political paraphernalia to co-workers or third parties while in the workplace, is not permitted.

Publication of any comments, orally or in writing, pertaining to political campaign activities must be accompanied by a disclaimer, if the speaker/writer is identified as affiliated with HOPE 4 Youth, that they are acting in a personal capacity, and not as a representative of HOPE 4 Youth. When appropriate, political comments that identify the speaker/writer as affiliated with HOPE 4 Youth should be accompanied by a statement like the following: *"Organization name given for identification purposes only; no endorsement by the organization should be inferred."*

Employees who become aware of any incorrect attribution involving anyone affiliated with HOPE 4 Youth should immediately report the misattribution to the Executive Director, so that timely correction can be requested, if necessary.

No public communication associated with HOPE 4 Youth, including publications, bulletin boards, websites, press releases, programs, Facebook or Twitter postings, blogs or other interactions with the public, may include or imply any endorsement of a political candidate or party. No campaign-related statement may be made at any official event of HOPE 4 Youth, and no campaign-related communication may be signed by anyone in their capacity as an employee of HOPE 4 Youth.

HOPE 4 Youth is committed to lawful and ethical behavior in all its activities, and requires employees to act in accordance with all applicable laws, regulations and policies, and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Each reporting individual has an obligation to report what they believe in good faith is a material violation of law or policy or any questionable accounting or auditing matter by HOPE 4 Youth, its officers, directors, employees or volunteers. Reporting issues, whenever possible, should first go to the Executive Director. If inappropriate to go directly to the Executive Director, employees may go to the Board Chairperson. The Executive Director is required to report suspected violations to the Board Chairperson. Reports should be in writing, whenever practical. Other board members and officers should report issues or concerns directly to the Board Chairperson. HOPE 4 Youth will investigate all reports filed in accordance with this policy with due care and promptness. No director, officer, or employee who in good faith reports a violation of this policy shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment

LOBBYING ON BEHALF OF MEMBERS

Participation by HOPE 4 Youth employees in any member event of this type is completely voluntary. No HOPE 4 Youth employee will be rewarded by the organization for participating, and no employee will experience any negative consequences from HOPE 4 Youth if they decline to participate.

Political Activity

As private citizens, employees may support any political candidate and be a part of political campaigns. However, representing, supporting or endorsing a political candidate as a company representative is specifically prohibited by HOPE 4 Youth policy and by IRS 501(c) 3 regulations. The consequence of intervention in political campaigns is loss of tax exempt status by the organization. The organization would be considered in violation of regulations if an employee supports political campaigns as an organization representative. Employees are considered “representatives” of the organization when expenses they incur are reimbursed through HOPE 4 Youth or they engage in a campaign activity while on time paid by HOPE 4 Youth. Such activity includes participating in fundraising for candidates or making public statements of support or endorsement. HOPE 4 Youth and its employees are allowed to be involved in lobbying. Lobbying is defined as attempts to influence legislation by communicating with a member of a legislative body. Lobbying activities can include grassroots lobbying where there is communication with the public, including a “call to action” regarding a particular issue.

RESPONSE TO LEGAL ACTIONS

HOPE 4 Youth employees will consult with the appropriate subject matter expert before they respond to court orders, search warrants, subpoenas, civil investigative demands, litigation discovery requests and other requests for information. When in doubt, an employee should always approach their direct manager first for clarification.

Information will not be released unless the request is:

- Authorized in writing by the employee or client,
- Required by law, or
- Permitted by law, and the release of such information is approved by the appropriate subject matter expert prior to the release of such information.

If more than one law applies to the disclosure, HOPE 4 Youth will apply the law that provides the most privacy protection to the records. All legal action should be brought to the Executive Director.

PROCEDURES FOR RELEASE OF INFORMATION IN RESPONSE TO LEGAL ACTIONS

RELEASES AUTHORIZED BY EMPLOYEE

Information about an employee may be released to a third party if the employee has authorized the release in writing, to the extent authorized in the release. All releases must contain the following information: the name of the employee, the name and address of the intended recipient, identification of the records to be released and the purpose of the release.

RELEASES REQUIRED BY LAW

HOPE 4 Youth will release information without an employee or client release in the following situations:

- **In Response to Court Orders.** Court orders are requests for information signed by a judge, and do not need to be accompanied by a release of information from the employee. HOPE 4 Youth will provide information requested in a court order signed by a judge – after it has been reviewed by the appropriate internal subject matter experts. HOPE 4 Youth will notify the employee of the requested release as soon

as possible and prior to the release of the records to provide an opportunity for the employee to object to the release of the records, and will note the release in the employee's personnel record.

- **In Response to Search Warrants.** HOPE 4 Youth will allow law enforcement to execute a search warrant. Employees need not assist law enforcement in executing a search warrant, unless authorized by the Executive Director.
- **Other Circumstances.** HOPE 4 Youth will release information to the extent such disclosure is otherwise required by applicable law.

RELEASES PERMITTED BY LAW

HOPE 4 Youth may release information without a release in the following situations:

- **Medical Emergencies.** An employee may release information in a medical emergency when the information is necessary for immediate medical intervention. The release will be documented in the employee's record.
- **Other Emergencies.** An employee may release information to law enforcement if law enforcement indicates the person is involved in an emergency interaction with law enforcement, and information is necessary to prevent harm to the person or to others. The release will be documented in the employee's record.

EMPLOYEE CONDUCT & EMPLOYMENT SEPARATION

GENERAL STANDARDS OF EMPLOYEE CONDUCT

HOPE 4 Youth wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, volunteers, donors and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, the employee agrees to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common sense infractions that could result in corrective coaching or disciplinary action, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence during working hours on HOPE 4 Youth property (including in HOPE 4 Youth vehicles), or on HOPE 4 Youth business.
- Inaccurate reporting of the hours worked by you or any other employee.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of HOPE 4 Youth or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying HOPE 4 Youth property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of any fellow employee, vendor, or client.

- Disclosure of HOPE 4 Youth trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of HOPE 4 Youth or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on HOPE 4 Youth premises during working hours.
- Use of obscene or harassing language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at HOPE 4 Youth.
- Gambling on HOPE 4 Youth premises.
- Failure to create and sustain professional boundaries with all employees and members.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

RESIGNATION AND TERMINATION OF EMPLOYMENT

RESIGNATION

Employees who resign from employment with HOPE 4 Youth are considered to have voluntarily terminated their employment. Employees are requested to give a minimum of two weeks' notice of their resignation. Notices of resignation should be in writing and addressed to the manager. All eligible staff in good standing may receive a PTO pay out at the time they leave the organization provided a two-week notice is given. HOPE 4 Youth reserves the right in its sole discretion to terminate an employee's employment during their notice period or request the employee cease providing service to or on behalf of HOPE 4 Youth for the remainder of the notice period.

RETIREMENT

Employees who retire from employment at HOPE 4 Youth are considered to have voluntarily terminated their employment.

INVOLUNTARY TERMINATION – DISMISSAL

HOPE 4 Youth has the right to terminate employment at any time for any legal reason, with or without cause and/or with or without prior notice. An involuntary termination is a termination initiated by HOPE 4 Youth. The date provided as the final date of employment will be the final day worked.

EMPLOYMENT VERIFICATIONS

All requests, either written or oral, for information regarding current or former employees should be directed to MACC HR Partner. HOPE 4 Youth will release to prospective employers only the dates of employment and the job titles under which an employee worked unless we have written consent to release information regarding an employee's salary and past earnings. Employees are not authorized to provide written or oral references or other information regarding current or former employees.

RETURN OF HOPE 4 YOUTH PROPERTY

Upon termination, employees are required to immediately return all HOPE 4 Youth property (and copies of that property) including but not limited to: keys, documents, credit cards, laptop and tablet computers, cellular phones, manuals, and literature.

ACKNOWLEDGEMENT

Employee Copy

Employee Handbook, At-Will Employment, and Personnel Record Review

By signing below, I acknowledge that I have received a copy of HOPE 4 Youth’s Employee Handbook and that I have read it, understand it, and agree to comply with it. I understand that HOPE 4 Youth has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Executive Director of HOPE 4 Youth. I also understand that any delay or failure by HOPE 4 Youth to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of HOPE 4 Youth or affect the right of HOPE 4 Youth to enforce such rule, regulation, or procedure in the future.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by HOPE 4 Youth.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized HOPE 4 Youth representative, I am employed “at-will” (to the extent permitted by law) and this handbook does not modify my “at-will” employment status.

If I am covered by a written employment agreement (signed by an authorized HOPE 4 Youth representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

I understand that I have the right to review my personnel record. Upon written request, MACC Human Resources will make available the contents of my personnel record during HOPE 4 Youth HR’s normal hours of operation. Personnel record review is limited to once every six months while employed and once a year after employment is terminated for as long as the personnel record is maintained.

Employee’s Name (Print)

Employee’s Signature

Date