

Employee Handbook

Neighbors of Belknap Lookout

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Welcome & Introduction

Welcome Message

Welcome! We are glad that you have decided to work with us at Neighbors of Belknap Lookout. We trust you will soon discover many reasons to be proud of working here.

We welcome your input; after all, you are or will soon become the expert for your role. If you have a suggestion for our services or wish to offer advice, we want to hear it.

We encourage you to take time to review this handbook. It will help you to get to know our organization better.

Our Mission

To empower residents of the Belknap neighborhood to identify their interests, support their own well-being, and to facilitate community health and prosperity.

Our Vision

A neighbor driven organization, committed to making a deep impact on the major institutions around us and collectively improving our built environment and our neighbors' quality of life.

Our Core Values

Justice

Community

Quality of Life

Accountable

Our Handbook

We took time to write this handbook as a guide for new team members and a reference for all team members. The handbook contains general information and has been written to provide you basic guidelines on expectations of working for

Neighbors of Belknap Lookout (NOBL). It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. When questions arise, please contact your Supervisor.

Please know that we are committed to following all federal, state and local employment laws that pertain to our company. In addition, we are dedicated in making our company a great place to work for you and for all team members.

You're Hired – Let's Get Started

At-Will Employment

Your employment with Neighbors of Belknap Lookout is on an "at-will" basis. This means that nothing in this handbook or any other Company document creates a contract or guarantee of employment. At-will means your employment may be terminated at any time, with or without notice and with or without cause, provided such termination does not violate federal or state laws. Likewise, we respect your right to leave Neighbors of Belknap Lookout at any time, with or without notice and with or without cause.

Employment Authorization Verification

New hires will complete federal Form I-9 on the first day 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 Neighbors of Belknap Lookout. Failure to produce these documents within three days will result in termination.

Introductory Time

Please ask questions and be curious about Neighbors of Belknap Lookout. Your first 90 days is a time for you to get to know our Company and the job you were hired to do. Be sure you understand your job duties and expectations for your role. You will learn a lot about Neighbors of Belknap Lookout in your first 90 days and we will learn a lot about you! Most team members complete their training within 90 days but if you need some more time, please talk with your Supervisor on setting some additional training goals.

Background Checks

The Company may conduct a background check on any applicant or team member with their signed consent. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history, or other information, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in discipline, up to or including termination.

Employment Classification

Your classification affects your pay and benefit eligibility at Neighbors of Belknap Lookout. All team members are classified in the following groups.

- **Full-time employees** are regularly work at least a 37-hour workweek. Generally, these team members are eligible for the benefits package, subject to the terms, conditions and limitations of each benefit program.
- **Part-time employees** work less than 37 hours each week but at least 15 hours a week. These team members may be eligible for some benefits dependent upon the number or hours regularly worked. ***(included this in case you have part-time team members in the future. We can alter based on what you think is best.)***

In addition to the preceding categories, team members are also categorized as "exempt" or "non-exempt."

- **Non-exempt** team members are paid by the hour and are entitled to overtime pay as required by applicable federal and state law. They will be required to track hours for payroll and timekeeping purposes.
- **Exempt** team members are paid on a salary or by contract and are not entitled to overtime pay. Exempt team members are expected to be at-the-ready when issues arise in the workplace even outside of normal work hours.

Please note that employment classifications do not guarantee employment for any specified period of time and may be changed upon written notification by the Supervisor.

Performance Evaluations

We aim to provide regular feedback on the work you do. You are strongly encouraged to discuss your work performance, goals, and questions with your Supervisor. A formal review of your performance will generally be conducted on an annual basis. Evaluations are conducted to provide both Supervisors and team members the opportunity to discuss job tasks, identify growth areas, encourage & recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Business Hours & Your Schedule - ***Please confirm hours/schedule***

Check with your Supervisor if you have questions about your work schedule. Our core work hours are between 8:00am to 5:00pm, Monday through Friday.

Equal Opportunity Statement

Committed to diversity and inclusion. Neighbors of Belknap Lookout is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on any characteristic any status protected by federal, state, or local laws. Neighbors of Belknap Lookout is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Discriminatory, harassing, or retaliatory behavior is prohibited from coworkers, Supervisors, and third parties. Neighbors of Belknap Lookout will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy. You may discuss questions regarding equal employment opportunity with the Executive Director.

Our Expectations

Attendance

Regular and reliable attendance is important at Neighbors of Belknap Lookout. Make sure to communicate any planned absences with your Supervisor. Any time you are going to be absent or late, provide reasonable advance notice to your Supervisor. If you become sick during the workday, you must notify your Supervisor before leaving work.

You may be required to provide documentation of any medical or other excuse for being absent or late, where permitted by applicable law.

Failure to call into work and show up for work for three consecutive work days will be considered a voluntary quitting of your employment.

Productivity

When you are at work, we expect you to be focused on work. We expect all team members to follow these guidelines:

- Consistently report to work according to your work schedule.
- Be in your work area and ready to begin work at the start of your workday.
- Assist with others when needed.
- Ask for assistance when necessary.
- Limit unscheduled absences.
- Be prepared for the job.
- Avoid unnecessary interruptions of others at work.
- Follow systems and procedures.
- Minimize the need to conduct personal business during work hours.
- When a cancellation or downtime occurs, consult the list of additional duties to help out the team.

By following these simple expectations, together we will help Neighbors of Belknap Lookout continue to be a great place to work.

Personal Appearance

Reflect a good appearance while at work. As representatives of Neighbors of Belknap Lookout, you should report to work neatly groomed and dressed.

Sample language. We can adjust as you see appropriate for this section.

Also, do you work with any outside vendors, clients, contractors or anyone else?

Neighbors of Belknap Lookout allows reasonable self-expression through personal appearance, unless it conflicts with a team member's ability to perform his or her job effectively or with his or her specific work environment, or it is regarded as offensive towards others. Factors taken into consideration when determining whether jewelry or tattoos are in conflict with Neighbors of Belknap Lookout guidelines includes but is not limited to personal safety of self or others, or damage to company property, offensiveness to others in the workplace and corporate or societal norms. At the discretion of the Supervisor, the team member may be asked to remove excess or offensive jewelry, covering of tattoos or other reasonable means to resolve the conflict.

Meal and Rest Periods - ***What would we like to say?***

Lunch is scheduled from 12pm – 1pm daily. All team members must take this lunch hour unless preapproved by the Supervisor. Neighbors of Belknap Lookout complies with all federal and state laws regarding lunch periods and breaks.

Breaks for Nursing Mothers

Take care of yourself and your child. Nursing mothers are provided reasonable break times as necessary for the first year after birth. A private location, other than a bathroom, will be designated for this purpose. Contact the Executive Director to request accommodations for this purpose.

Personal Cell Phone and Technology

The use of cell phones or other devices, like smart watches, for personal business during working hours should not interfere with a team member's role and responsibilities.

While The Company permits team members to bring personal devices (i.e. smart phones, smart watches, tablets, laptops) into the workplace, you must not allow the

use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during non-working time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of non-working time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

You may have the opportunity to use your personal devices for work purposes. Before using a personal device for work-related purposes, you must obtain written authorization from Management. The use of personal devices is limited to certain team members and may be limited based on compatibility of technology. To ensure the security of Company information, policies related to specific devices and software requirements (antivirus, firewall, VPN, etc.) must be in place prior to use.

Nothing in this policy is intended to prevent team members from engaging in protected concerted activity under the NLRA.

Social Media Policy

Etiquette tips for your social posts. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. This policy provides a framework and outlines practical advice to avoid issues that might arise by careless use of social media in the workplace.

Guidelines: In the rapidly expanding world of electronic communication, social media can mean many things. For the purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin

board or a chat room, as well as any other form of electronic communication where ideas are shared in a public or semi-public electronic space, whether or not affiliated with the Company.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow team members or otherwise adversely affects team members or people who work on behalf of the company or the company's legitimate business interests may result in disciplinary action up to and including termination.

Avoiding Harassment: Team members must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward team members or other people or Companies affiliated with Neighbors of Belknap Lookout. This includes, but is not limited to, posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, national origin, or any other status protected by state or federal law.

Avoiding Defamation: Team members must not post anything they know or suspect to be false about Neighbors of Belknap Lookout or anyone associated with it, including fellow team members and the board of directors. Writing something that is untrue and ultimately harmful to any person or Company is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality: Team members must maintain the confidentiality of the work they are performing. Trade secrets include, but are not limited to, information regarding the development of systems, products, and technology. Private and confidential information includes, but is not limited to, financial data, and private personal information about other team members that they have not given the team member permission to share.

Representation: Team members must not represent themselves as a spokesperson for the Company unless requested to do so by the Executive Director. If Neighbors of Belknap Lookout is a subject of the content being created—whether by a team member or third party—team members should be clear and open about the fact that they are employed with the Company but that their views do not necessarily represent those of the Company.

Accounts: Team members must not use the company email addresses to register for social media accounts unless doing so at the request of the Executive Director. Team members who manage social media accounts on behalf of the Company should ensure that at least one member of the management team or IT has all the login information needed to access the account in their absence.

Using Social Media at Work: Refrain from using social media while on work time and on equipment we provide, unless it is work-related as authorized by your Supervisor.

Interactions with others

Always look to our mission and values to guide your words, actions and activities. Neighbors of Belknap Lookout wishes to create a welcoming environment that promotes , respect, responsibility, integrity, and value for all our team members. It is the responsibility of each team member to uphold a high level of professionalism, integrity, safety, and respect for coworkers. Some examples of actions that align with Neighbors of Belknap Lookout standards of conduct/code of conduct include:

- Respecting the rights and views of others.
- Provide the highest quality of work you are capable of.

Some examples of actions that go against our core values include:

- Rude, discourteous, or unbusinesslike behavior.
- Violation of safety rules, unlawful discrimination or harassment, or threatening language or behavior.
- Excessive tardiness and absenteeism.
- Insubordination or refusal to perform reasonable assignments.

Performance Counseling

Let's Talk. Neighbors of Belknap Lookout is devoted to providing a healthy, engaging, and trustworthy culture built on a foundation of teamwork where team members understand expectations and receive support and guidance to meet and exceed those expectations.

Your Supervisor will discuss concerns with you if a policy, procedure, or work rule has been violated; or if your conduct does not align with our values. The goal of

performance counseling is to understand what went wrong and to prevent recurrence of the concern.

The steps of corrective action at Neighbors of Belknap Lookout typically involves progressive corrective measures such as verbal counseling, written counseling, suspension without pay or discharge. It is important to Neighbors of Belknap Lookout that all team members are treated fairly, and that corrective action is prompt, consistent, and impartial.

Neighbors of Belknap Lookout reserves the right to determine the appropriate corrective action to be taken in any given circumstance and may proceed immediately to discharge without utilizing any prior steps in the process.

Workplace Bullying

Bullies are not allowed. Neighbors of Belknap Lookout 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.”

The purpose of this policy is to communicate to all team members, including Supervisors, that the Company will not tolerate bullying behavior. Team members found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when handing out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Company considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Harassment Free Workplace

Neighbors of Belknap Lookout expects all team members to conduct themselves with civility and respect for all other team members, vendors, and others. Neighbors of Belknap Lookout prohibits unlawful harassment as well as other unprofessional or discourteous actions.

Harassment for any discriminatory reason violates the law and company policy. This includes harassment based on an team member's race, creed, color, age, sex, religion, national origin, gender, gender identity, marital status, height, weight, pregnancy, sexual orientation, genetic information (regarding team member or family), family medical history, wage garnishments, child or spousal withholdings or consumer debt, veteran status, citizenship and/or immigrations status, physical or mental disability, or based upon that team member's opposition to discrimination or participation in any complaint or investigation of harassment or discrimination.

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, engaging in other verbal or physical conduct or any other conduct of a sexual nature when:
- Submission to the conduct is made either implicitly or explicitly a condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed team member.
- The harassment has the purpose or effect of unreasonably interfering with the team member's work performance or creating an environment that is intimidating, hostile or offensive to the team member.

If you believe that you have been subjected to, or have witnessed, objectionable conduct you must report it immediately to the Executive Director.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. Neighbors of Belknap Lookout seeks to assure that no person is subject to sexual or other unlawful harassment in any form and that all individuals be treated fairly and impartially. Supervisors who witness or learn such conduct has occurred are responsible for intervening to immediately stop such conduct and for reporting it.

This policy also covers interactions with vendors. Any team member who experiences or witnesses a problem with a vendor should immediately report his/her concern pursuant to this policy.

In response to every complaint, Neighbors of Belknap Lookout will take prompt and necessary steps to investigate the matter and will protect your confidentiality as much as is possible, recognizing the need to thoroughly investigate all complaints.

Neighbors of Belknap Lookout will take corrective and preventative actions where necessary. Any team member found to have engaged in sexual or other unlawful harassment will be subject to corrective action up to and including termination of employment.

Neighbors of Belknap Lookout prohibits retaliation against any team member who in good faith brings a complaint to the attention of Neighbors of Belknap Lookout or participates in an investigation regarding a complaint. Any team member who retaliates against another team member for reporting a complaint or participating in an investigation will be subject to disciplinary action.

Complaint Procedure

Let us know. Any team member who believes he or she has been the subject of sexual or other unlawful harassment or discrimination must immediately report the alleged act to the Executive Director, specifying the type of harassment or discrimination and the person you believe is engaging in such harassment or discrimination. Team members must report harassment promptly, before it becomes severe or pervasive. If the matter is not resolved, or if you believe you cannot discuss the matter with the Executive Director, immediately notify a member of the Board of Directors specifying the type of harassment or discrimination and the person you believe is engaging in such harassment or discrimination.

A team member who believes he or she has witnessed harassment or discrimination or perceives such acts to have occurred is also responsible for reporting them per this policy.

Neighbors of Belknap Lookout prohibits and will not tolerate adverse treatment of team members because they report harassment or discrimination or provide information related to such complaints. We will request that the complaint be put into writing to ensure that the proper facts are obtained.

We recognize that a full, fair examination and investigation of all the facts is necessary in determining whether a particular action or incident is a personal, social interaction or whether it produces a discriminatory, offensive employment effect. The Supervisor(s) conducting the investigation will work to ensure confidentiality to the extent possible. All complaints will be thoroughly investigated. The identity of the complaining person and the nature of the allegations will be kept confidential to the extent possible and disclosed only on a need-to-know basis. Any person found to have engaged in sexual or other forms of harassment or discrimination or making false statements, in reference to sexual or other harassment or discrimination, against another person will be subject to corrective action up to and including termination.

Conflicts of Interest

A conflict of interest arises when an team member is engaged in activity that could be detrimental to Neighbors of Belknap Lookout. This includes when an team member improperly uses their position with the company for personal gain or the gain of someone with whom they have a relationship.

Improper use includes behavior that is illegal, as well as behavior that is unethical or questionable to a reasonable person. These are some examples of a conflict of interest: **ABLE TO CUSTOMIZE**

- A team member requesting or requiring gifts or discounts in exchange for starting or continuing a business relationship with anyone outside of the organization
- A team member selecting a relative's company as a supplier when they have not produced the best proposal
- A team member taking a second job working for a competitor and sharing confidential company information with the competitor
- A team member taking a second job that interferes with their ability to do their work for Neighbors of Belknap Lookout at their full potential, whether due to scheduling, exhaustion, or some other factor

Because how things appear, whether accurate or not, has a significant impact on Neighbors of Belknap Lookout's reputation, team members should also avoid the appearance of a conflict of interest. If questions arise as to whether a certain activity or behavior is a conflict of interest, team members should speak with their Supervisor.

Your Pay & Benefits

Payroll information

The designated pay period for all team members is bi-weekly. Except as otherwise provided, if any date of paycheck distribution falls on a weekend or holiday, team members will be paid on the preceding scheduled workday.

We do our best to ensure team members are paid correctly. Occasionally, mistakes can happen. When mistakes happen and are called to our attention, we promptly make any corrections necessary. Please review your paycheck carefully and let us know immediately if you find an issue.

Is this accurate?

Direct Deposit: Neighbors of Belknap Lookout requires all team members enroll in direct deposit. Your wages will be deposited into the financial institution of your choosing on the Thursday or Friday of pay week.

Paycheck Deductions

Review your paycheck for accuracy. We are required to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, state unemployment taxes, etc., and any other deductions required under law or by court order for wage garnishments.

I suggested we cut: You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums (if applicable), retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

Neighbors of Belknap Lookout will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact your Supervisor. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

Timekeeping

Your work time must be recorded. To be paid correctly, you need to accurately record all your work time. Team members are expected to be signed in and ready to work at their scheduled start times. Time must be recorded as follows:

- Up to 30 minutes prior to your shift if you are dressed and working.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Notify your Supervisor of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntarily missed meal or break periods. Falsifying time entries is simply prohibited and may lead to separation of employment.

Overtime

Putting in extra time. Make sure to get approval in advance, in writing, by your Supervisor before working overtime. Non-exempt team members are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek. A workweek for the purpose of payroll and overtime is Sunday – Saturday.

At certain times you may be required to work overtime. We will attempt to give as much notice as possible in this instance. Holidays, vacation days, and any other paid leave days do not count as time worked for computing overtime.

Off-the-Clock Work

Ensure you are clocked-in and recording your time. Regardless of when or where you are working be sure you accurately record all time worked. This includes making/receiving work-related phone calls after work hours. Remember to receive approval from your Supervisor prior to working more than your regular schedule.

Benefits Overview - **Delete?**

The following benefits are available to all eligible team members who have met the eligibility for coverage. Coverage is offered to team members and their qualified

dependents. Please refer to the Summary Plan Description for more details on each specific benefit plan.

Examples listed here if applicable

Paid Time Off (PTO) - *Lets discuss further*

Enjoy some time off. Neighbors of Belknap Lookout provides team members with paid time off (PTO). PTO may be used for vacation, sick time, or other personal matters.

PTO should be scheduled with your Supervisor with as much notice as is possible to not disrupt the workplace.

Team members will given a set number of PTO hours pro-rated for the amount of hours the team members work each week.

PTO will be frontloaded in PTO banks at the beginning of each calendar year. For new hires, PTO will be frontloaded after completion of a team member's introductory period and will be prorated based on when the new team member starts.

Requesting and using PTO: Team members must have PTO available to cover PTO requests. PTO must be scheduled in advance whenever possible and may be taken in two-hour increments. PTO approval is subject to Supervisor approval based on workload, staffing needs, and established procedures. The Supervisor may approve unpaid time off on a case by case basis once all PTO has been exhausted.

Concurrent Use of PTO: For any other leave of absence covered in this handbook, the Company requires team members to use any unused PTO concurrently with the leave. This means PTO must be used first during a leave of absence.

Overtime and PTO: PTO is not included in overtime calculations and does not include any special forms of compensation.

Holidays and PTO: If a holiday falls during your PTO, holiday pay will apply rather than PTO hours.

PTO payout: PTO is important to the health, productivity and well-being of each team member and should be taken during the year it is awarded. If a full-time team

member is not able to use all their PTO by the end of the year, they will be able to carryover 50% of their leftover PTO hours into the next year.

During a Leave of Absence: Neighbors of Belknap Lookout may require you to use any unused PTO during disability or , or any other leave of absence, where permissible under local, state, and federal law.

Separation of Employment: PTO will be paid out based on a prorated amount taking into account the last day the team member works and how much vacation was earned so far in the year.

Holidays

Happy holidays! Neighbors of Belknap Lookout offers the following 8 paid holidays for team members each year: New Years' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve or New Year's Eve, or half day for each, and Christmas Day.

Holiday pay will not be counted as hours worked for the purposes of calculating overtime. Holiday pay is only paid to part-time team members if the holiday falls on a regular scheduled workday. Part-time team members will be paid the number of hours they would normally work that day. For example, if you normally work 5 hours that day, you will be paid for 5 hours of holiday pay.

Workers' Compensation Insurance Policy

We've got you covered. Workers' compensation is a no-fault system designed to provide benefits to all team members 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 Neighbors of Belknap Lookout, no matter how slightly, you are to report the incident immediately to your Supervisor or the Executive Director. 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 Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an

accident report. You will be required to submit a medical release before you can return to work.

Our Workplace

Personal Information Changes

Keep us updated. It is important we know about changes to your personal information like address, phone number, and last name, for payroll and benefits administration. Contact your Supervisor immediately with any changes to your personal information.

Employee Relationships

The Company does not have a general prohibition against hiring relatives. However, a team member will generally not be hired, transferred, or promoted into a position where they will be supervised, directly or indirectly, by a family member or romantic partner. Other factors may also be considered when hiring a relative or romantic partner of a current team member, placing them in a particular position, or creating reporting relationships. The Company may transfer a team member or otherwise change their employment status at any time for any reason, including to avoid the appearance of favoritism or other conflict of interest. Team member who develop a romantic relationship with a co-worker that may create a conflict within the workplace should notify their Supervisor immediately.

Access to your records

We keep your information confidential. Neighbors of Belknap Lookout maintains employment records for each team member. These files are stored apart from any other business records in a space that is inaccessible to a majority of team members. The Supervisor may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, can contact your Supervisor to coordinate a time to review your file in the presence of the Executive Director.

All requests by an outside party for information contained in your personnel file will be directed to the owner, which is the only individual authorized to give out such information.

Social security number confidentiality: Neighbors of Belknap Lookout takes precautions to ensure that Social Security numbers kept in team member files and records are kept confidential by limiting the number of people who have access to this information, storing this information in a secured place, and properly disposing of the information according to retention laws.

Employment verifications & references: If you need us to complete a verification of employment or an employment reference, please contact your Supervisor. Our policy is to confirm dates of employment and job title only. With written authorization, Neighbors of Belknap Lookout will confirm compensation.

Remote Work

Plan to work from the office. If the job you perform allows for some flexibility in where the work is performed, work with your Supervisor to set up those arrangements. Approval will be determined at the discretion of the board.

Working remote is a privilege that may be revoked at any time. Neighbors of Belknap may request that a team member be present in the office at any time (regardless of scheduled remote work time) or deny a request to work from home based on business needs, team member performance, or viability of doing the work from home.

Eligibility: Eligibility to participate in remote work opportunities, or to change current or future arrangements, will be determined through discussion with the team member's Supervisor and based on position responsibilities, job performance and other logistical details stated below.

The ultimate approval to participate in flexible schedule or remote work opportunities on a short or long-term basis will be determined by your Supervisor. The team member and the Supervisor reserve the right to change, modify or cancel remote work opportunities at any time for any reason.

Schedule: All team members will report to our physical office location as their primary workplace. Remote work allows focus time outside the office and is appropriate for roles that allow this flexibility based on the nature of work responsibilities.

Participating team members will keep track of hours worked/productive time; PTO will be used and recorded in the payroll system if a full workday is not achieved, per the PTO policy.

During a normal work week, team members are expected to work their regular schedule each day and be available during normal business hours (8:00 am – 5:00 pm; Monday – Friday) to receive phone calls, and to ensure availability to meet organization and work expectations.

While working remote, team members are expected to:

- Meet and maintain quality, timeliness and all other performance expectations of their position.
- Be available and work their full, typical schedule unless otherwise discussed with and approved in advance by the team member's Supervisor.
- Document remote workdays on your calendar.
- Attend all meetings either in-person or virtually, as communicated by the Supervisor.
- Fluidly move between remote and in-person work without interruption to the responsiveness to business needs.
- Have a dedicated workspace that provides a professional setting for conversations and video calls with colleagues and any others, including a low noise environment and limited distractions. The team member shall maintain this workspace in a safe condition, free from hazards and other dangers to the team member and equipment.
- Have access to required systems at the remote work location via high-speed internet/wireless internet connection. Connections to a wireless network must be secured with a password and not readily available to the general public.
- Follow all security and organization policies and procedures, as they relate to being a team member of Neighbors of Belknap.

Non-solicitation/Non-distribution Policy

A word about solicitation. To make sure team members aren't disturbed or interrupted while working, we have established the following non-solicitation policy:

- Individuals who are not employed at Neighbors of Belknap Lookout may not solicit our team members or distribute literature on our property at any time.

- If you wish to solicit or distribute literature to other team members by or on behalf of any individual, Company, club or society, you may do so only during non-working times. The distribution of literature in work areas is prohibited at all times, but you may place it in established break areas or via email.
- Obscene or profane items and political advertisements or solicitations are strictly prohibited.
- You may not solicit, expect or accept contributions from anyone doing business with the company.
- You may not sell merchandise or collect funds of any kind without prior approval from your Supervisor.

Do you use bulletin board or break room boards? Where are notices posted (example: required MI labor law posters)

Our Company bulletin boards are used to keep you up-to-date on Company matters and to post notices and information required by law. We also use them to announce activities and other items of interest to team members. We ask that you check the bulletin board regularly to obtain information that may be important to you. These bulletin boards are to be used only for posting or distributing notices or announcements of a business nature that apply equally and are of interest to all team members or are directly concerned with Company business. This policy is not intended to restrict communications or actions protected or required by state or federal law, including the National Labor Relations Act.

Business Expense Reimbursement

Do you have a form? Do you compensate at IRS mileage rate?

Neighbors of Belknap Lookout will reimburse team members for reasonable expenses incurred in the course of conducting business. The team member should seek approval from their Supervisor prior to incurring the expense. Report all expenses such as meals, lodging, tips, travel to and from the destination, and car rentals on a Travel Reimbursement Form and include proper documentation and receipts. Mileage on personal vehicles for business travel will be reimbursed at the current, standard IRS mileage reimbursement rate.

Team members are responsible for any damage to property including, but not limited to, rental car and hotel. Team members are representing Neighbors of

Belknap Lookout while traveling and must act in accordance, following all Company policies.

Travel Policy

Discuss travel arrangements with your Supervisor. Team members in positions classified as non-exempt under the Fair Labor Standards Act may be eligible for compensation for the time they spend traveling depending on the kind of travel and whether the travel time takes place within normal work hours. Travel pay never includes your normal commuting between home and your regular work location. Please contact your Supervisor to make travel arrangements and approval for travel pay.

Credit Cards

Use your credit card wisely. Based on your work responsibilities, you may be issued a company credit card to use for company purchases. Team members will be required to reconcile a monthly credit card statement providing receipts and other necessary documentation to justify expenses. **Expenses over \$200 need approval from your Supervisor before purchased.** Any purchase made with business credit card requires a receipt to be provided to the Supervisor.

Use of Technology

We provide you with technology resources for your work; use them wisely. The following guidelines have been established for using the Internet and email in an ethical and professional manner. For the purpose of this policy, the Internet includes productivity software, instant messaging applications, the Company's cloud and networks, the intranet, and any other tool or program provided by or through Neighbors of Belknap Lookout or its internet connection.

- Internet and email may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing, or obscene nature.
- Telephones should only be used for business. Team members should be professional and conscientious at all times when using the company's phones or when using a personal phone for business.
- Disparaging, abusive, profane, and offensive language are forbidden.
- Team members must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for

reference only. Almost every piece of content is or could be copyrighted (a notice of copyright is not required), so team members should proceed with caution when using or reproducing materials.

- Unless necessary for work, team members should avoid sending or receiving large files, watching videos, mass-forwarding emails, or engaging in other activities that either consume large amounts of bandwidth or create electronic clutter.
- Team members may not download any programs, applications, browser extensions, or any other files without prior approval or upon request of a Supervisor.
- Each team member is responsible for the content of all text, audio, or images they place on or send over the company's internet and email system. Team members may not send messages in which they are not identified as the sender.
- Email is not guaranteed to be private or confidential. The company reserves the right to examine, monitor, and regulate email messages, directories, and files, as well as internet usage.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation.

All company-issued hardware and software, as well as the email system and Internet connection, are owned by Neighbors of Belknap Lookout. Therefore, all Neighbors of Belknap Lookout policies are in effect at all times when they are in use. Access to the internet through the Company's network is a privilege of employment that may be limited or revoked at any time.

Leaves

Personal Leave of Absence

Did you want to specify only 30 days as per the questionnaire or leave open-ended for different situations that arise?

When life happens, we will support you. Neighbors of Belknap Lookout recognizes that you may need time off from work in special circumstances that other leave

policies may not address. In such cases, you may request a personal leave of absence.

Eligibility: All full-time/part-time team members employed for at least 30 days are eligible to apply for an unpaid personal leave of absence.

Requesting Leave: Requests for unpaid personal leave must be submitted to the Supervisor in writing at least 10 days in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of Neighbors of Belknap Lookout.

You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence.

Holidays that occur during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.

Extension of Leave: You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least 1 week in advance of the return date. Leave extensions will be considered on a case-by-case basis. If Neighbors of Belknap Lookout denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

Return to Work: In advance of your scheduled return date, the Supervisor will arrange for you to resume your previous position, if available. However, Neighbors of Belknap Lookout's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. Neighbors of Belknap Lookout retains the discretion to determine the similarity of any available positions and your qualifications. If we are

unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Failure to Return from Leave: If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

Alternative Employment: While on an unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by Neighbors of Belknap Lookout. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

Bereavement Leave

3-5 is the standard. What would you like here? It may depend on if they are the person making arrangements, etc.

Take time to be with family. Neighbors of Belknap Lookout recognizes the importance of taking leave when there is a death in the family. Regular employees are eligible for up to 3 day(s) of paid bereavement leave (pro-rated based on average number of hours worked in a week) for the death of an immediate family member. Members of the immediate family are defined as parents, spouse, domestic partner, child, sibling, grandchild, parent-in-law, and corresponding step-relatives. You may use PTO if additional time is needed.

Please provide notice of your need for bereavement leave as far in advance as possible. Neighbors of Belknap Lookout may require documentation supporting your need for bereavement leave.

Jury Duty & Subpoenaed Leave

When duty calls. Neighbors of Belknap Lookout encourages team members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Supervisor as soon as possible to make scheduling arrangements.

The Company understands that occasionally team members are called to serve on a jury. Team members who are selected for jury duty must provide a copy of their jury

summons to a Supervisor. Time taken for jury duty is unpaid though team members can use their PTO to be paid for the time. Team members released from jury duty with at least 4 hours remaining in the workday, are expected to return to work. Exempt team members will be paid in accordance with the Fair Labor Standards Act.

Team members who need to attend court as a witness, to appear with a minor, or because they are the victim in a criminal case, will be granted leave in order to appear in court. Neighbors of Belknap Lookout may require proof of the need for leave. This leave is unpaid, though team members will be allowed to use accrued paid time off, if any is available. Exempt team members will be paid in accordance with the Fair Labor Standards Act.

Any paid time for jury or witness time will not be counted as hours worked for the purposes of calculating overtime.

Military Leave (USERRA)

Thank you for your service! Neighbors of Belknap Lookout 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 your Supervisor. 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 your Supervisor.

Civil Air Patrol Leave

Thank you for your service! Team members who are members of the Civil Air Patrol will be excused from work for the purpose of responding to an emergency declared by the Governor or the President of the United States. Team members should provide as much notice as possible of their need to be absent and may be asked to provide proof of their volunteer service. Team members who are members of the Civil Air Patrol should inform Neighbors of Belknap Lookout upon hire, or within 30 days of being qualified to provide emergency services.

Your Safety

General Safety Policy

Safety first! It is the responsibility of all Neighbors of Belknap Lookout team members to maintain a healthy and safe work environment. Report all safety hazards and occupational illnesses or injuries to your Supervisor as soon as reasonably possible and complete an occupational illness or injury form as needed. Failure to follow Neighbors of Belknap Lookout health and safety rules may result in disciplinary action, up to and including termination of employment.

All team members are responsible for helping to make Neighbors of Belknap Lookout a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Supervisor immediately. Refrain from discussing specifics regarding security systems, alarms, passwords, etc. with those outside of Neighbors of Belknap Lookout.

Reasonable Accommodation

If Neighbors of Belknap Lookout is made aware of a team member's disability and resulting need for accommodation, a Supervisor will engage with them in the interactive process. This process will determine what, if any, accommodations are necessary and reasonable in order to assist the team member in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the team member in doing the essential functions of their job, the cost, and the effect on business operations. In most cases, team members will be required to provide documentation from an appropriate healthcare provider.

All team members are required to comply with safety standards. Team members who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

Policy Against Workplace Violence

We are committed to working with our team members to provide a work environment free from violence, intimidation, and other disruptive behavior. Neighbors of Belknap

Lookout has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to the Supervisor, co-workers, team members, and non-team members.

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.

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on the property or while performing Neighbors of Belknap Lookout business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Report to your Supervisor in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

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

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to The Supervisor.

Driving for Business

Would you like to include a bullet point about giving other team members rides?

Obey traffic laws. You may use your own vehicles for business purposes. If you drive a vehicle for business, you must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Team members who operate personal vehicles for business may be required to submit proof of a current and valid state driver's license as well as proof of insurance. Team members who operate personal vehicles for business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by your personal insurance agent.

The safety and well-being of our team members is of critical importance to us. We all have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Team members that drive on business will be expected to consistently follow all the safety procedures below to ensure the safe operation of rental vehicles and the operation of private vehicles while a team member is on work time and conducting business.

- Team members must adhere to all federal, state, or local rules and regulations when operating their vehicle.
- The use of a cell phone while driving may present a hazard to the driver, other people in the vehicle, and the general public. Therefore, team members should use a hands-free device when it is necessary to talk and drive.
- Limit distractions while driving; texting and eating while driving is prohibited.
- All team members are expected to wear seat belts at all times while in a moving vehicle, whether they are the driver or a passenger. Team members are expected to follow all driving laws and safety rules, such as adherence to speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited.

- Team members are not permitted, under any circumstances, to operate a personal vehicle for business when any physical or mental impairment causes the team member to be unable to drive safely.
- Team members must promptly report any accidents to local law enforcement as well as to their Supervisor. Team members are also required to report any moving or parking violations received while driving on company business.

Workplace Privacy and Right to Inspect

We may take a peek. Neighbors of Belknap Lookout property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of Neighbors of Belknap Lookout and is subject to inspection at any time, without notice to any team members, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on the premises including that kept in lockers and desks.

Tobacco Free Workplace

No smoking, please. Our Company is committed to providing a safe and healthy environment for team members and visitors. The use of tobacco products, including but not limited to, cigarettes, e-cigarettes, vape, cigars, pipes and smokeless tobacco is prohibited inside any of Neighbors of Belknap Lookout's facilities.

Drug and Alcohol Policy

In keeping with this commitment to provide a safe and productive work environment, Neighbors of Belknap Lookout has a strict policy regarding the inappropriate use and possession of drugs and alcohol. This policy recognizes that team members' involvement with alcohol or drugs can be extremely disruptive and harmful in the workplace. It can adversely affect the quality of work, productivity and work performance, and it can pose a serious safety and health risk to the user and others. The Company's strong commitment to safety and an efficient and productive work environment is jeopardized when any team member illegally uses drugs on or off the job, comes to work under the influence of drugs or alcohol, possesses, distributes or sells drugs in the workplace or uses alcohol on the job. Therefore, Neighbors of Belknap Lookout Mission has established this policy to discourage substance abuse.

This policy does not prohibit team members from the lawful use and possession of prescribed medications. Team members must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to their Supervisor. Team members should not, however, disclose underlying medical conditions unless directed to do so.

Whenever team members are working, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug (including medical marijuana) as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance (including medical marijuana) in an team member's body while performing Company business or while in an Company facility is prohibited.
- The Company will not allow any team member to perform their duties while taking prescribed drugs that are adversely affecting the team member's ability to safely and effectively perform their job duties. Team members taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Neighbors of Belknap Lookout retains the right to require the following tests:

- Reasonable suspicion: Team members are subject to testing based on observations by a Supervisor of apparent workplace use, possession or impairment. The Owner must be consulted before sending a team member for reasonable suspicion testing. Reasonable suspicion is drawn from specific objective and conveyable facts and reasonable inferences from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to the following:
 - Observable phenomena while at work such as direct observation of substance abuse and/or physical symptoms or manifestations of being impaired due to substance abuse;

- Abnormal conduct or erratic behavior while at work or significant deterioration or work performance:
- A report of substance abuse provided by a reliable source;
- The information that the team member has cause or contributed to an accident while at work.
- Follow-up: Team members who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Additionally, the Company reserves the right to require a drug and/or alcohol test as part of any routinely scheduled team member fitness for duty medical examination that is part of the Company's established policy.
- Random: If circumstances warrant, the Company may require team members to submit to drug and/or alcohol screening on a random basis, as permitted by law or regulation.

Violations

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

Injuries

We need to know if you are hurt. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. All injuries that occur at work need to be reported to your Supervisor or a member of the Supervisor immediately or as soon as possible after receiving medical attention, but no later than within 24 hours. Should your injury require the attention of a doctor, your Supervisor will assist you in getting to the doctor. In the case of an emergency, you should go to the nearest hospital emergency room for treatment or call 911.

Other medical treatment must be sought out at a designated medical treatment facility. See your Supervisor for a specific location. Your Supervisor will ensure appropriate transportation for you to the treatment location, if possible. You must obtain an Authorization for Treatment form from your Supervisor, prior to medical treatment. In addition to receiving medical treatment you may also be tested for drug or alcohol use. Neighbors of Belknap Lookout requires a drug free work environment for your safety and the safety of others. Refusal of test may be cause for termination.

We will coordinate with the physician and the injured team member a strategy for a successful return to work in accordance with the work restrictions outlined by the

treating physician. We will make every effort to ensure that the injured team member is receiving quality care and is rehabilitated. In the case of fraudulent claims or any non-legitimate claims, Neighbors of Belknap Lookout will seek prosecution.

Return to Work / Modified Duty

Neighbors of Belknap Lookout Mission is committed to providing a safe and healthy work environment to our team members. The Company will try to provide suitable opportunities for team members suffering work-related injuries to return to work as soon as they are medically able. If the team member is not able to return to regular duties after the work injury, the Company will seek opportunities for the team member to return to the regular job with modifications or alternative duty that matches the team member's physical capabilities, subject to medical approval from a physician. We will make a reasonable effort to facilitate successful return to work for team members injured on the job.

In An Emergency

Contact your Supervisor if there is an incident/emergency. Your Supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke.

Should an emergency result in the need to communicate information to team members outside of business hours, your Supervisor will contact you. Therefore, it is important that team members keep their personal emergency contact information up to date. Notify your Supervisor when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your Supervisor. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your Supervisor to await further instructions or information.

Please direct any questions you may have about Neighbors of Belknap Lookout's emergency procedures to your Supervisor.

Severe Weather

If the weather is bad, be careful on your way in. Severe weather is to be expected during winter months. Other natural hazards, such as floods, fires, etc. may also occur. Although driving may at times be difficult, when caution is exercised the

roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is to be used as vacation or is unpaid.

Exempt team members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the office, you will be notified by your Supervisor.

Employment Departures

Thank you for your service and we wish you the best. Separation of employment is an inevitable part of an employment relationship, and many of the reasons are routine. Below are examples of some of the most common circumstances under which employment ends.

Resignation: Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause team members to voluntarily resign employment. Out of common courtesy, Neighbors of Belknap Lookout requests that you provide a minimum of two weeks' notice of your resignation. If you are a Supervisor, you are requested to provide a minimum of four weeks' notice. Provide a written resignation letter to your Supervisor.

Discharge: Involuntary employment termination initiated by Neighbors of Belknap Lookout.

Job Abandonment: Walking off the job during a scheduled shift and/or 3 instances of no call/no show are considered job abandonment and a voluntary resignation.

Final Pay: Neighbors of Belknap Lookout will pay separated team members in accordance with applicable laws and other sections of this handbook.

Notify Neighbors of Belknap Lookout if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property: Return all Neighbors of Belknap Lookout property at the time of separation, including your key. Failure to return some items may result in deductions from your final paycheck where state law allows.

Exit Interview: You may be asked to participate in an exit interview when you leave Neighbors of Belknap Lookout. The purpose of the exit interview is to provide the Supervisor with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist Neighbors

of Belknap Lookout in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

HANDBOOK ACKNOWLEDGEMENT

Please read carefully and completely, then sign and return.

By accepting or continuing my employment with Neighbors of Belknap Lookout, I acknowledge and agree to the following:

1. I have received a copy of Neighbors of Belknap Lookout Team member Handbook. I understand that my employment is at-will and subject to the terms of the Handbook, including any future changes made in it by Neighbors of Belknap Lookout.
2. I understand that Neighbors of Belknap Lookout may amend the Handbook from time to time, either by distributing a revised version of the Handbook or by posting or distributing a written memo signed by an authorized executive of Neighbors of Belknap Lookout which specifically describes the amendments. I understand that no one is authorized to make an agreement with me that deviates from the terms of the Handbook, this Acknowledgement and Agreement, or any other Neighbors of Belknap Lookout policy, except by an authorized revision of the Handbook or by a written agreement signed by an officer of Neighbors of Belknap Lookout.
3. I understand that the employment relationship between Neighbors of Belknap Lookout and all team members is "at will." This means that either Neighbors of Belknap Lookout or I may terminate the employment relationship at any time, for any reason either party considers appropriate in their sole discretion.
4. All non-public records, files, materials and software that I have access to in the course of my employment, and that relate to Neighbors of Belknap Lookout's business, are the property of Neighbors of Belknap Lookout and are confidential. During and after my employment with Neighbors of Belknap Lookout, I will neither disclose that information nor use it for the benefit of any person or Company other than Neighbors of Belknap Lookout. When my employment ends, or upon Neighbors of Belknap Lookout's request, I will immediately return to Neighbors of Belknap Lookout all property and all materials that relate to Neighbors of Belknap Lookout's business.
5. If I owe Neighbors of Belknap Lookout any amounts at the time my employment ends (because of unreturned property, repayment obligations, or other amounts), I agree that Neighbors of Belknap Lookout may deduct and withhold those amounts

from any wages, bonuses, or other amounts that might otherwise be payable to me at or after the time my employment ends.

6. I agree that any claim or suit that relates to my employment with Neighbors of Belknap Lookout must be brought within (a) 180 days after the events giving rise to the claim, or (b) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit. I also agree that any such claim or suit will be decided only by a judge and not by a jury, and I waive any right to a jury trial.

Signature

Printed Name

Date