



EPCAMR Employee Policy Manual

Effective Date: 11/12/2015

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Employee Defined

EPCAMR has five potential categories of employees:

- a. **Executive** (full-time/salaried); See Attached Job Description in Appendix A.
- b. **Management** (full-time/salaried); See Attached Job Description in Appendix A.
- c. **Administrative Employees** (full-time/hourly); See Attached Job Description in Appendix A.
- d. **Administrative Employees** (part-time/hourly); See Attached Job Description in Appendix A.
- e. **Interns** (non-paid work study, stipend, hourly); See Attached Job Description in Appendix A.

Part-time administrative employees & interns (d, e) are not entitled to any benefits listed below other than hourly wages unless specifically outlined and agreed to in writing.

Executive, management, and administrative full-time employees (a, b & c) may be eligible for and may consider waiver of any benefits listed below. Such waiver will require the approval of the EPCAMR Board of Directors. A signed, dated "*Waiver of Employee Benefits Statement*" requesting exclusion from any benefit offered must be submitted by the employee to the EPCAMR Board of Directors through the EPCAMR Executive Director who will bring it to the attention of the EPCAMR Personnel Committee for action. *It is the employee's responsibility to submit such a notice.* EPCAMR will not guarantee the opportunity to waive any benefit coverage. EPCAMR does not guarantee equal or "like" compensation in an amount comparable to the cost of the benefit waived by the employee.

New employees will be placed on a 90-day probationary period (*from the date of employment*). During this 90-day probationary period and:

1. *Will not be credited or entitled to Retirement Plan Employer Match Portion (5% of Salary).* However, new employees may contribute immediately to an individual investment retirement account (IRA) set up independently by the new employee.
2. *Will not be credited or entitled to Medical/Prescription Drugs and Dental/Vision Insurance:* Unless the carrier waives the 90 day waiting period, the employee is full time and if the employee qualifies. In this case, the benefit *begins on the 1st day following the date of hire.*
3. A formal written performance evaluation will be conducted by the Executive Director at the end of the probationary period. No raises will be considered. This evaluation is specifically to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and to discuss positive approaches to meet future goals.

New Administrative, hourly employees and interns' (c, d & e) hours during the probationary period will normally be Monday - Friday from 8:00 a.m. to 4:30 p.m. with 1/2 hour lunch break. Total hours worked for the week will be 40. Following the 90-day period, new administrative, hourly employees' hours will change to "the regular work week" hours (see "Hours"). These hours do not apply to full time, salaried, Management and Executive employee positions (a & b). New full time, salaried, Executive, Management, and Administrative hourly employees, during the 90-day probationary period, will accrue personal leave but will not be allowed to utilize as a paid absence until the probationary period has elapsed (see "Personal Leave").

Time Allocation

All employees are required to keep a log of their hours worked and the type (or work categories) their hours would be charged using descriptions provided by Management staff or the Executive Director. This is in accordance with the Internal Revenue's Audit procedures of non-profits similar to EPCAMR.

The regular work week for full time hourly administrative employees (c) is 5 days, Monday through Friday (40 hours). The regular work day for all full-time Administrative Employees begins at 8:00 AM and ends at 4:30 PM with a half hour for a lunch/break.

On those days or occasions when hourly employees are unable to be at work during normally scheduled work week, days and/or times they shall be required to contact and inform the Executive Director by calling his cell phone at 570 239-3909 prior to such days or times (i.e. prior to 8:00 AM) if he or she is unavailable to speak to and inform/confirm at such times you must leave a message in his cell phone voice mail or call the EPCAMR office at 570-371-3523 and

leave a message.

At the discretion of the Executive Director, hourly employees may make up an occasional missed time period during any week during the next proceeding week. On those occasions the employee and the Executive Director shall agree in advance on; the specific tasks, and the days and times that are required to work to make up for lost time during the preceding week. Repeated tardiness and/or missed work days or times shall be grounds for immediate termination.

Full-time, salaried Management employees and the Executive Director do not have to work a normal 40 hour work week. However, hours worked must be enough to complete all tasks, scope of works, work plans, grant projects, grant reporting requirements, educational programs, administrative functions, workshops, conferences, trainings, meetings, that are required to either attend or complete during the normal course of the EPCAMR business operations. Items not completed or ineffectively completed will be evaluated at the time of the yearly Personnel Evaluations. At the discretion of the Executive Director, if programs or events occur on the weekends, salaried employees shall adjust their schedule to accommodate attendance at those programs or events, provided that EPCAMR is playing a vital role at those events. Salaried Executive and Management employees are expected to work as many hours necessary to complete all tasks/goals in the EPCAMR Work Plan and as required under the Scope of Work for grants/projects awarded to EPCAMR.

Failure to perform such work week, days, hours or notification requirements/responsibilities shall justify the following corrective and or termination actions:

- 1st occasion: employee will be without pay for 1 day “on the street” (without pay and without the ability to utilize any paid leave for such day).
- 2nd occasion: employee will be without pay for 3 days “on the street” (without pay and without the ability to utilize any paid leave for such day).
- 3rd occasion: employee will be dismissed / terminated of duties/employment immediately.

Overtime

Employees should understand that there may be occasions to work hours other than those normally scheduled, at the discretion of the Executive Director. On those occasions the Executive Director shall notify the hourly employee in advance of the reason, specific tasks, and hours that are required to work. Hourly employees are not expected and shall not be compensated for time worked other than those described above.

Should hourly employees be called upon to work at times other than the normal regular work week, they will be expected to work such hours and will be compensated as follows: any overtime hours in one work week in excess of 40 hours will be compensated at the rate of 1.5 times the employee’s regular hourly rate (*This does not include the 90-day probationary period policy*). Hours during the day in which the employee is absent from work due to illness or holiday, but for which the employee is paid under the leave pay policy shall not be considered or counted as hours actually worked during the work week. The Executive Director shall have the right to alter any administrative employee’s regular full-time hours during the week, if working on a weekend is necessary, or if during the week, it is determined that an excessive amount of overtime could be generated by the administrative employee, that is not fiscally prudent, or in EPCAMR’s best interests.

Paydays

All employees are paid every other week by Friday at 3PM. Each paycheck will include earnings for all work performed through the end of the current payroll period. Work performed will be recorded on a time sheet, including a leave record, and submitted prior to payday. In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Fiscal Year

EPCAMR’s fiscal year runs from January 1 to December 31 annually. Benefits and salary increases however are based on an employee’s anniversary hire date. If you begin work in the middle of a fiscal year, your benefits and salary for that employment year shall be set accordingly.

Inclement Weather & Emergency Closings

The Executive Director shall determine if the normal office hours (8:00 AM - 4:30 PM) shall be in effect during periods of inclement weather or in a state of emergency. Employees shall be responsible to telephone the Executive Director's cell phone (570) 239-3909 by 8:00 a. m. to know such determination. If the Executive Director determines that the hours shall be shortened or eliminated, employees will not be charged any "lost time" or "leave." Employees that are late, depart early, or remain home while normal office hours are in effect will be charged paid leave for such absence. Employees may, at the approval of the Executive Director, work extra hours or days within the week of weather absence to make up for lost time in this situation.

Benefits

Medical / Prescription Drug, Dental and Vision Insurance Program

EPCAMR provides medical/prescription drug/dental/vision insurance coverage for all Full-time employees. Medical policies on new employees may require a waiting period until the first day of the month following the date of hire...or up to 90 days depending on the carrier. The monthly premium expense for coverage for full-time Administrative, Executive, and Management employees, which will include maternity benefits when applicable, will be paid by EPCAMR, either as an individual, family coverage, individual/child, or individual/children. Co-payments and certain Deductibles are the responsibility of the employee. The insurance coverage provided and the carriers can vary from year to year depending on quotes received. Employees will be required to fill out a complete health application screening application provided to the Executive Director that will be submitted to the insurance carrier for approval upon their first days of employment.

Workers' Compensation Insurance

EPCAMR provides a comprehensive worker compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform the Executive Director immediately. No matter how minor an on-the-job injury may appear it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither EPCAMR, nor the insurance carrier, will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by EPCAMR.

An employee should consult EPCAMR's panel of approved physicians prior to seeking treatment for a work-related injury. If an employee fails to treat with a physician listed on the panel, the employee may not be eligible for reimbursement of payments to that condition under the Pennsylvania Workers' Compensation Act.

Retirement Plan

Eligible employees (Full-time Executive, Management, and Administrative employees, meeting IRS and plan regulations that have been employed by EPCAMR for at least 90 days) shall establish a qualified Individual Retirement Account (IRA) in their own name. Such name and account number shall be given to the EPCAMR Executive Director and be kept confidential. EPCAMR will make the necessary direct periodic deposits into the account in accordance with the current EPCAMR IRA percentage match (5%).

Each periodic deposit or credit will be made on behalf of the employee on each pay period following the pay period in which the employee has worked. The employee will be credited only for each full pay period worked (no partial credit). Such deposits shall be placed into the plan in the employee's name and shall be immediately 100% "vested" to the employee.

Scholastic Advancement

The Executive Director shall approve any and all non-budgeted and budgeted job-improvement training for all employees. Employees shall request payment for such classes up-front in writing explaining the justification for the

training, workshop, certification, or conference attendance. Reimbursement for such professional development expenses shall be paid upon verification of completion, approved/acceptable attendance passing grade (if applicable), and a written summary report of the class and content material. Otherwise, the employee is responsible for full payment of the professional development coursework. All such materials shall be presented to the Executive Director. Any and all Full time employees can pursue grant funding through EPCAMR to cover such expenses for trainings and certifications at any time, so as long as the time necessary to pursue those training opportunities is minimal and does not interfere or impede the employee's daily work plan or schedule.

Holidays

The following is a list of 11 holidays that are observed by EPCAMR. All full time employees will be paid at their regular pay rate for the holidays listed below. Holidays which fall during the vacation period of an employee will not be counted as vacation.

All employees will normally observe the following holidays:

New Year's Day (January 1)	Columbus Day (October 12)
Presidents' Day (February 16)	Veterans' Day (November 11)
Good Friday (April 10)	Thanksgiving Day (November 26)
Memorial Day (May 25)	Day after Thanksgiving (November 27)
Independence Day (July 4)	Christmas Day (December 25)
Labor Day (September 7)	

If a holiday falls on a Saturday, the immediately preceding Friday will be observed as the holiday. If it falls on a Sunday, the immediately following Monday will be observed as the holiday. This is intended to be a similar policy to federal, state and local governmental offices.

Leave of Absence

EPCAMR desires mature employees who understand their importance to the workload and financial stability of their employer. Employees giving as much advance notice as possible for leave is both encouraged and greatly appreciated. Minimum notice shall be calling the office work line at (570) 371-3523 or the Executive Director's cell phone (570) 239-3909 in advance or on the day of such absence or tardiness by 8:00 a.m. to inform of such absence and use of Personal Leave or Annual Leave.

Leave of *one day or less* does not require any advanced notice or approval to be granted. Leave *longer than 8 hours* requires both advanced and written notice. Any leave beyond 10 consecutive days must be approved by the Executive Director and/or the Executive Committee. The Executive Director is the contact for such notice and approval. Employees must keep a record of all leave and verify same with Executive Director's or management's records monthly.

Personal (Sick) Leave

All employees are allotted 5 Personal Days / calendar year. Personal Paid Leave days may not be accumulated or "carried forward" from one year to another. Employees are reminded that Personal Leave days are provided as a convenience for the employee (sickness, family), and are not to be abused. Personal Leave days shall be prorated during any partial year. Upon termination or voluntary departure of an employee the employee may not be entitled to any payment for accumulated Personal Leave

Annual (Vacation) Leave

Annual Paid Leave is based on each *employee's Anniversary hire date (stated on the last page of this policy manual), on a non-cumulative basis*. Annual Leave days which have not been used by Management or Executive employees by the end of any employment year, *shall not be carried over to the succeeding year and shall be lost by the*

employee. The employee shall not receive compensation for such lost leave.

Full-time Administrative and Management employees (b & c) will be entitled to accrue paid leave at the rates shown below during employment. The employee will be credited only for each full month's work of full-time employment. The rate shall increase each year up to a maximum of the five year rate according to the formula below:

1 st year rate	=	3.38 hrs. / ppd.	=	7.3 hrs / mo.	=	11 days (88 hrs.) / year
2 nd year rate	=	3.69 hrs. / ppd.	=	8 hrs / mo.	=	12 days (96 hrs.) / year
3 rd year rate	=	4 hrs. / ppd.	=	8.66 hrs. / mo.	=	13 days (104 hrs.) / year
4 th year rate	=	4.31 hrs. / ppd.	=	9.33 hrs. / mo.	=	14 days (112 hrs.) / year
5 th year rate and up	=	4.62 hrs. / ppd.	=	10 hrs. / mo.	=	15 days (120 hrs.) / year

Executive employees (a)*: will be entitled to accrue paid leave at a rates below during employment. The rate shall increase each year up to a maximum of the 6th year rate according to the formula below:

1 st year rate	=	3.38 hrs. / ppd.	=	7.3 hrs / mo.	=	11 days (88 hrs.) / year
2 nd year rate	=	3.69 hrs. / ppd.	=	8 hrs / mo.	=	12 days (96 hrs.) / year
3 rd year rate	=	4.31 hrs. / ppd.	=	9.33 hrs. / mo.	=	14 days (112 hrs.) / year
4 th year rate	=	4.92 hrs. / ppd.	=	10.67 hrs. / mo.	=	16 days (128 hrs.) / year
5 th year rate	=	5.54 hrs. / ppd.	=	12 hrs. / mo.	=	18 days (144 hrs.) / year
6 th year rate	=	6.46 hrs. / ppd.	=	14 hrs. / mo.	=	21 days (168 hrs.) / year

*NOTE: Executive Employees may negotiate or request a higher leave rate in lieu of salary increase or other benefits.

Bereavement Leave

Full-time employees are entitled, upon request, to a paid leave of absence, at the regular rate of pay, for a maximum of 3 days, in the event of a death in their immediate family. The leave will be granted only for the days in which the employee otherwise would have worked. Immediate family members are limited to spouse, parents, stepparents, siblings, step-siblings, children, stepchildren, grandparents, grandchildren, parent-in-law, daughter-in-law, son-in-law, or legal guardian.

In the event of a death of someone not considered to be immediate family, *up to 8 hours* paid leave can be granted, at the discretion of the Executive Director, with consideration given to the employee's relationship to the deceased, employee's current workload and number of unscheduled leave days taken by employee in previous twelve months.

Valid acceptable proof of death, such as an obituary notice, will be required from an employee who avails himself or herself of this policy upon request at the discretion of the Executive Director.

Jury Duty Leave

Full-Time Employees, who serve as jurors on a regularly scheduled workday or workdays, shall be paid for their regularly scheduled workday. In order to continue an employee's pay, the employee will be required to endorse their jury pay to the employer when it is received. This will reduce the company's cost to the difference between the amount received for such service and the regular rate paid.

The employee will provide his or her supervisor with:

- a) Two weeks notice of the impending absence.
- b) A copy of the summons to "appear".
- c) Official court documentation as to appearance and amount paid to the juror by the Court.

Full-Time Employees are expected to report to work if excused from jury duty during normal work hours that reasonably coincide with scheduled work time.

Military Leave

Full-Time employees requesting a leave of absence to meet military obligations shall be granted such leave with any other rights provided by law. A request for a military leave of absence should be submitted to the Executive Director for approval. Leave will be granted and benefits maintained in accordance with USSERA and any other applicable state and federal laws.

Family and Medical Leave

Employees who have been employed full-time by EPCAMR for at least twelve months of service during the twelve month period immediately preceding the commencement of the leave may be eligible for an unpaid family or medical leave pursuant to this policy. Eligible employees are entitled to a total of up to 12 work weeks of unpaid leave during any 12 month period in the following situations:

- Family Leave - A child is born, adopted or taken in the employee's immediate family for foster care and leave is needed for the employee to care for the child.
- Personal Medical Leave - The employee becomes unable to perform his or her job functions due to a serious health condition.
- Medical Leave for Family Care - The employee is needed to care for a spouse, child, or parent of the employee who has a serious health condition.

Health insurance will be maintained for any eligible employee on a family or medical leave under this policy on the same terms as would apply if the employee were on active duty. Any employee who fails to return to work upon completion of a family or medical leave shall be required to reimburse EPCAMR for all benefit premiums paid by EPCAMR on the employee's behalf during such leave.

For purposes of this policy, "serious health condition" means (1) an illness, injury, impairment or physical or mental condition that involves in-patient care in any hospital, hospice or residential medical care facility; (2) a period of incapacity requiring an absence from work for more than 3 days and which also involves continuing treatment or supervision by a licensed health care provider; (3) continuing treatment or supervision by a health care provider for a chronic or long-term health condition which, if not treated, would likely result in a period of incapacity of more than 3 calendar days; or (4) prenatal care.

All employees are required to substitute any earned Leave as part of a family or medical leave of absence (e.g. an employee with 1 week of earned leave at the time leave is requested must use that week as part of a family or medical leave).

Requests for a family or medical leave must be submitted to the Executive Director or Executive Committee. An employee who can anticipate the need for a family or medical leave absence must provide EPCAMR with as much notice as possible. Employees requesting leave for treatment of a health condition must make reasonable efforts to coordinate the treatment time with their work schedule. Employees who are on leave pursuant to this policy shall be restored to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Certain "key" employees may have limited reinstatement rights. These "key" employees shall be notified of their specific rights and obligations prior to beginning a family or medical leave.

An employee requesting a medical leave for personal or family care under this policy must submit a certification by his or her health care provider regarding the need for such leave. Certification forms may be obtained from the Executive Director or EPCAMR Personnel Committee. The EPCAMR reserves the right to require second and third opinions at EPCAMR's expense relating to an employee's medical certification. Any employee returning to work from a personal medical leave shall be required to submit a fitness-for-duty certification from his or her health care provider, stating that he or she is able to resume work. EPCAMR also reserves the right to require an employee on family or medical leave to report periodically on the employee's status and intent to return to work. The policy shall be administered in a manner consistent with the terms of the Family and Medical Leave Act of 1993. EPCAMR reserves the right to impose any conditions or limitations upon any leave of absence as may be deemed consistent with the provisions of the Act. Any questions concerning this policy may be directed to the Executive Director or EPCAMR Personnel Committee.

Cost of Living Allowances

On an annual basis, Employees are eligible for a Cost of Living Allowance pay raise adjustment according to standards set by the Social Security Administration (SSA). A percentage of the employee's salary may¹ be given as the adjustment in accordance with the rate from the SSA for that respective year. See the [SSA Website](#).

Performance Review & Merit Raises

An Annual Performance Review of each Employee shall be performed in writing at the conclusion of the third quarter¹. The employee will participate in same by completing a written self-evaluation and meeting jointly with his/her immediate Supervisor (in this case, the Executive Director shall submit to Executive Committee).

The Executive Director will share such Performance Reviews, including the employee's self evaluation, annually with the EPCAMR's Personnel Committee for verbal and written findings and directions. Performance reviews will be based upon the completion of the goals and objectives in the annual scope of work and additional programs assigned and completed for the given year.

Raises are considered on a merit basis. Salaries are discussed by the Personnel Committee and the Executive Director. Pay raises would then be reviewed with employees. Maximum rates will be reviewed by the Personnel Committee in consultation with¹ Executive Director, as the budget allows.

The Personnel Committee will prepare a summary report on the Employee Performance Reviews and make recommendations to the EPCAMR Board at the last quarterly meeting each year. Any raises authorized by the board will take effect the following January first¹.

Access to Personnel Files

EPCAMR maintains a personnel file on each employee. The Personnel file includes such information as the employee's job allocation, resume, records of training, documentation of performance appraisals, salary increases and other employment records.

Personnel files are the property of EPCAMR, and access to the information they contain is restricted. Generally, only management personnel of EPCAMR who have legitimate reason to review information are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advanced notice, employees may review their own personnel file in the Executive Director's office in the presence of the Executive Director.

Outside Employment

Outside employment of EPCAMR employees is not encouraged but is permitted provided the employment does not conflict with the employee's responsibilities and duties with EPCAMR; and provided it does not conflict with any contractual agreements between the employee and EPCAMR.

Equal Employment Opportunity

EPCAMR prides itself on being an equal opportunity employer and follows closely all the rules and regulations governing non-discrimination in hiring, termination and promotion of all employees. EPCAMR does not discriminate against qualified applicants or employees on the basis of race, sex, national origin, religion, age, marital status, or non-job related disability in any of its employment decisions or in the allocation of benefits. The Executive Committee, in addition to the Executive Director works to see that all employees and applicants are treated fairly on the basis of their qualifications. Should any employee have a question regarding EPCAMR's equal employment opportunity policy, we invite them to bring such questions to the attention of the Executive Director first and if an answer cannot be given by the Executive Director, the questions will be brought to the attention of the EPCAMR Personnel Committee for further action.

¹ Policy changed 11/21/13

Hazardous Waste/Right to Know

EPCAMR employees have the right to review any and all material/files concerning any or all hazardous substances found at their workplace (EPCAMR' Office). Employees are encouraged to review the hazardous waste file and Right to Know file and discuss questions concerning these matters with Management.

Employee Conduct:

Attire

"Standard" or "casual business" attire shall be worn by employees at all times when in the presence of EPCAMR board members, clients, vendors or government officials or at any official EPCAMR function outside of the office, in a governmental building, or other meeting / event where employees are representing the best interests of the organization.

"Casual" attire such as jeans, collarless shirts, golf shirts, blouses, sweaters, dresses, skirts, dress shoes, sneakers, flannel shirts, polos, t-shirts, cargo shorts, khakis, nylon pants/shirts/etc. are examples of clothing that may be allowable to be worn at the EPCAMR office during normal office hours with the approval of the Executive Director.

When outdoor field work, water monitoring, field investigations, wetlands identification and delineation, harvesting of iron oxides, is called for, hats, ball caps, hard hats, hoodies, waders, steel-toed boots, gloves, safety vests, or other safety gear may be necessary to wear to work.

Employees shall not wear open toed sandals to work. Women can wear open toed dress shoes or heels when appropriate. Employees shall be verbally "warned" of improper attire on the first infraction and on the second infraction, be sent home to change. The time required to depart, change, and return to work will be counted as "Personal Leave" for the employee, not as hours worked.

The Executive Director may declare certain days as "relaxed dress days" where casual attire may be worn. Such days shall be known by all employees in advance by verbal declaration of the Executive Director at any time.

Confidentiality

During the course of his/her employment, an Employee will have access to "Confidential Information" of EPCAMR.

"Confidential Information" shall mean any information relating to EPCAMR generally, including but not limited to, information pertaining to EPCAMR forms, procedures, records, processes, administration, research, technology, financial condition, assets, liabilities, GIS mapping technology, business plans, marketing plans, grants submitted, grant budgets, lists or compilations of members, vendors, suppliers, sponsors, prospects and contacts, rolodexes, ways of doing business, pricing formulas, business and marketing strategies, whether written, graphic or oral, plans received at any time, whether before, after or during the course of employment, with the exception of the following:

- a) Information that is now in the public domain or subsequently enters public domain (draft data shall not be released until it is final and passed a peer reviewed²); or
- b) Information that is accessible on a non-confidential basis from any third party having a lawful right to disclose such information.

If an employee is appointed to or becomes a member of a state-wide advisory committee, advisory council, technical assistance committee, or grant review committee, they must not divulge any information, discussions, documents, conversations, notes, draft policies, to the general public prior to those state-wide agencies going public with the information due to the laws under the PA Sunshine Law.

During the course of his/her employment, and for all times subsequent to such employment, Employee agrees to maintain in confidence all Confidential Information. Employee shall take all necessary precautions to prevent the Confidential Information from being disclosed or provided to any unauthorized person, firm or company. Employee agrees not to use the Confidential Information for any purpose other than for the benefit of EPCAMR. In the event that the Employee becomes legally compelled to disclose any of the Confidential Information, Employee shall provide the Executive Director with prompt notice so that a protective order or other appropriate remedy may be sought.

All records and other documents, and all notes and memoranda of discussions of Confidential Information and all

² Policy enacted on 1/15/10

copies thereof relating to Confidential Information in the possession of Employee at any time shall be returned promptly to EPCAMR after use.

All Bureau of Charitable Organization documents and IRS Reports such as the 990s will be provided to the public upon written request and are on file at the EPCAMR Office as well as posted to www.GuideStar.com.

Mail

All incoming mail correspondence addressed to EPCAMR of individual employees at the business address will be first forwarded to the Executive Director, or staff he or she appoints, for sorting and distribution to the appropriate staff including packages from the US Postal Service, FedEx, UPS or other carriers.

Recycling

EPCAMR supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to purchase, use and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impacts on the earth's environment. See www.earth911.org for more information and recycling service listings.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials:

- Paper – Computer paper, white high grade or bonded paper, mixed and colored paper, magazines, newspaper
- Cardboard – corrugated and flat
- Aluminum Cans
- Glass – clear, brown, green
- Plastic – #1 & #2 (numbers are on the bottom of the container/bottle)

The simple act of placing a piece of paper, can or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all. Employees are encouraged to make a commitment to recycle and be a part of this solution

Personal and Work Relationships

EPCAMR strongly discourages an employee from entering into a personal relationship with another Employee where there exists either a direct or indirect supervisor/subordinate relationship. EPCAMR also discourages an employee from entering into a relationship with another employee that creates either an actual conflict of interest or the appearance of a conflict of interest.

While EPCAMR encourages the development and maintenance of a friendly atmosphere throughout its operations, both with members and among employees at all levels, it is important to remember that ours is a place of business where work time is for work. Therefore, any relationship that interferes with the efficiency or effectiveness of any employee will not be condoned and may result in disciplinary action.

Sexual Harassment Policy

EPCAMR will not tolerate any type of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, demand for sexual favors, and other verbal or physical conduct when: -Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment. -Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual. -Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

If you feel you have been the subject of sexual or other forms of harassment, you should immediately report the incident or incidents to your supervisor, division manager or to the Executive Director or Personnel Committee. All charges will be taken seriously and investigated. Allegations of sexual harassment or any other form of harassment- -even those without a factual basis- -can have a significant adverse impact on EPCAMR.

There will be no retaliation for filing harassment charges or resisting harassment. Every reasonable effort will be made to protect confidentiality consistent with a proper investigation of the charge. The results of the investigation will in each case be communicated to the charging party. Persons found to have engaged in harassment will be disciplined, up to and including termination.

Alcohol, Drugs and Controlled Substances Policy

The use of alcohol and drugs poses a serious threat to all of us. EPCAMR has an obligation to its employees, members and the public at large to take necessary and reasonable steps to maintain a safe, healthy and productive working environment, free from substance abuse.

Abuse

- A. Alcohol - Employees may not report to work under the influence of alcohol. "Under the influence", for purposes of this policy, means that an employee is affected by alcohol or drugs or the combination of both in any detectable manner. This may be established by professional opinion, a scientifically valid test, or, in some cases, by observation of impairment of physical or mental ability, such as slurring, of speech, difficulty in maintaining balance, etc.
- B. Illegal drugs and substance abuse - Illegal drugs and substances are those that cannot be legally obtained, including controlled dangerous substances and controlled substance analogs, as well as those drugs that although legal, have been illegally obtained (i.e. prescribed drugs not being used for prescribed purposes). The possession, use, purchase, sale, manufacture, distribution dispensing or transfer of any amount of an illegal drug or substance while on EPCAMR business is unlawful and strictly prohibited. Employees may not use or consume illegal drugs or substances during working hours, lunch periods, or break relief periods. Employees may not report to work "under the influence" of illegal drugs or substances. "Under the influence" is defined as it is above for alcohol and may be established through the same procedures.

Discharge

Violation of any of the above rules is grounds for immediate discharge. Employees must abide by this policy as a condition of employment with EPCAMR. Employees convicted of illegal drug charges will also be discharged, and EPCAMR reserves the right to take such action if employees are involved with alcohol, illegal drugs or substances in a manner considered detrimental to the interests of EPCAMR, such as if the employee engages in the purchase or sale of illegal drugs away from the EPCAMR premises on the employee's own non-working time.

Testing

As a condition of employment, all employees who are required to have a driver's license and/or operate vehicles must submit to a substance abuse test under any of the following circumstances:

- A. As a condition of hiring, if the results of the test are positive, or if the applicant refuses to consent to the test, the application will not be given further consideration.
- B. As a part of random testing, performed according to the PA Department of Transportation regulations.
- C. If the EPCAMR Board of Directors or Executive Director has reasonable suspicion that the employee is under the influence of alcohol or drugs.
- D. If the employee is involved in a work-related accident where human error may be a factor.

Positive results from testing as described above are considered grounds for termination. Any employee who refuses to submit to testing shall be subject to immediate discharge.

Work Rules and Disciplinary Action

All Employees are expected to use good judgment, to make proper use of their time and to carry out assigned duties efficiently. It is the responsibility of each Employee to know, understand, and adhere to EPCAMR Work Rules and the

contents of this EPCAMR Employee Policy Manual.

EPCAMR expects business-like, professional conduct from its Employees. In general, this means that we expect EPCAMR Employees to maintain the following non-exhaustive examples of appropriate conduct:

- Prompt and regular attendance
- Complete attention and efforts to work matters during work time
- Acceptable standards of work quality and quantity
- Compliance with and support of any workplace violence and safety rules
- Conduct themselves in a manner consistent with the rules of society and good, courteous business practices
- Compliance with and support of EPCAMR's published policies and procedures
- Employees will not falsify records, which include time sheets, benefit documents, doctor's reports or any other EPCAMR records or documents

Likewise, the following is a non-exhaustive list of examples of non-acceptable, inappropriate conduct:

- Gross misconduct and/or conduct that would bring discredit to the EPCAMR
- Misuse of EPCAMR funds, including unauthorized use of funds and fraudulent use of debit cards
- Falsification of information on any EPCAMR record
- Willful acts endangering life and property
- Willful damage or destruction of property or equipment
- Defamation of another EPCAMR Employee, management, officer or director of the EPCAMR
- Participating in any illegal activities
- Acceptance of gifts in exchange for "favors"
- Revealing Confidential Information (See Confidentiality)
- Insubordination
- Failure to abide by the EPCAMR's Policies or Rules
- Embezzlement and/or stealing
- Fraudulent statements or actions
- Falsification of timesheets or other company documents
- Sexually harassing another person
- Use, manufacture, possession, being under the influence, selling or purchasing illegal drugs and/or alcohol on EPCAMR premises or on the job
- Unauthorized use of EPCAMR property and/or equipment
- Possession of firearms or other weapons on EPCAMR property or during any EPCAMR business or function unless licensed/authorized for such possession and informs supervisor of situation
- Conviction of a felony or misdemeanor under the laws of any State or Federal government
- Disorderly/abusive behavior and conduct or use of profanity or abusive language
- Assault on a fellow Employee, customer or member
- Defacing EPCAMR property or another Employee's property
- Violation of EPCAMR's Code of Ethics

The foregoing lists are not all-inclusive.

Any Employee, regardless of position or work performed, may be warned, reprimanded, suspended or dismissed in

accordance with the reporting structure in the EPCAMR's Organizational Chart and/or job description. The degree and kind of action taken will be based on the judgment of management. Keep in mind, however, that all Employees are "at-will" Employees, subject to termination at any time, with or without notice, with or without cause, and with or without any severance pay.

Occasionally, situations arise in which an Employee is not meeting performance expectations in one or more areas. It is the EPCAMR's intent to address these issues with Employees as they occur and to offer suggestions and assistance to correct or eliminate the issue as soon as possible.

The EPCAMR encourages each Employee to develop his/her job performance to the highest level of his/her ability. An Employee who commits an act that is offensive to the rules of common sense or decency or which violates a published policy or rule of EPCAMR will face corrective action/discipline. The basic purpose of corrective action is to provide information so that the Employee can improve his/her performance, unless EPCAMR believes that, under the specific circumstances, the employment relationship should not be continued.

Depending upon the circumstances involved with respect to an offense, the corrective action issued may be an informal discussion, written notification, written or verbal warning, suspension without pay, or discharge. Progressive discipline may not or need not be followed. Depending upon the nature of the violation and the surrounding circumstances including, but not limited to, the Employee's past work record and past conduct, one or more steps of a typical progressive discipline system may be repeated or skipped. Thus, discharge for the first offense may result.

In conclusion, the corrective action program described here is not to be considered all-inclusive or totally inflexible. This described policy does not in any way alter the Employee's "at-will" status.

Grievance Procedure

There may be times when employees become troubled or confused about some aspect of their working relationship at EPCAMR. Such problems should be brought to the attention of Management. Good employee-management relations depend on good communications, especially at the Supervisor-employee level. For this reason EPCAMR encourages its employees to first seek the counsel of immediate Supervisors when there is a work-related problem. In the event a problem arises that cannot be resolved informally, the following procedure(s) shall be utilized.

Grievance / Relationships among Employees, the Executive Director and the Board of Directors

All EPCAMR employees, except the Executive Director, are either under the direct supervision of a Management employee or the Executive Director. If at any time an employee has a complaint or a disagreement with another employee or Supervisor, the following procedure is to be followed without exception.

Other than in the course of performing their day to day EPCAMR responsibilities, employees are not to communicate with any Members, Officers, Executive Committee members or Directors of EPCAMR. Employees specifically shall not communicate with such persons about disagreements with their Supervisors, Management, Administrative, or other EPCAMR employees.

Likewise, EPCAMR Members, Officers (other than the Executive Director), Executive Committee members and Directors are not to assign work or responsibility directly to any employee, nor is any EPCAMR Member, Director, Executive Committee member or Officer to communicate directly with any employee, other than in the ordinary course of EPCAMR business.

The procedures to follow in the event of an employee complaint or disagreement are as follows:

1. In the event of any disagreement or miscommunication by an employee with a Supervisor or Management, employee shall verbally explain such disagreement with his/her immediate Supervisor and attempt to reach resolution of such disagreement with his/her immediate Supervisor.
2. Except in the situation where an employee's immediate Supervisor is the Executive Director, the next step shall be as follows: If verbal discussions with his/her immediate Supervisor does not conclude in a result satisfactory to the employee, within five (5) business days thereafter, the employee may request a meeting with the employee's immediate supervisor and the Executive Director, at which meeting the employee's disagreement again will be presented and discussed verbally and an attempt will be made by all parties to reach resolution.

If verbal discussions with his/her immediate Supervisor and the EPCAMR Executive Director, as appropriate pursuant

to (1) and (2) above, do not conclude in a result satisfactory to the employee, within five (5) business days thereafter, the employee may request in writing a meeting with the Executive Director and the President of the EPCAMR. As part of the request for such meeting, the employee shall present in writing his/her version of the disagreement, complaint or issue; the Executive Director shall likewise do same prior to the meeting. Such written presentation shall include a description of the facts related to such issue, what attempts to resolve same have occurred to date, and the employee's desired outcome.

Such meeting will be scheduled within a reasonable period of time after the written request. At this meeting, the President and Executive Director will review the employee's presentation, discuss same with the employee, and attempt to reach an amicable resolution. If same cannot be resolved to the satisfaction of employee, the EPCAMR President and Executive Director will reach an agreed upon response by EPCAMR, which decision shall be final and non-appealable. If the Executive Director and President do not agree upon a resolution of the disagreement, the President's decision shall be final and non-appealable.

Civil Rights Compliance

Resolution of civil rights complaints will be handles using EPCAMR's Grievance Procedure Policy. If someone in the hierarchy of this policy is involved in the complaint, that person may be circumvented by contacting the chairperson of the personnel committee of the EPCAMR President.

Termination

Any employee wishing to terminate his/her employment with EPCAMR is requested to give a minimum of two weeks' notice and/or the requisite notification as outlined in any contractual agreement for condition of employment. The employee is requested to submit a signed resignation notice indicating the reason for termination. The effective date of termination will be the last day of work. Employees may not use leave to extend their employment.

An employee terminated for any reason other than voluntarily may, upon review and approval of the Executive Director and/or Executive Committee, be offered up to a two week severance package, unless that termination is the result of willful misconduct.

Terminating employees will be required to report to the Executive Director or Executive Committee to review the following items:

1. Completion of Exit Interview Summary Form.
2. Extension of health benefits as provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA).
3. Final Pay.
4. Any other concerns the terminating employee may have.

Expenses

Expenses for travel and other work related expenses shall be paid directly by employees utilizing the EPCAMR Business Checking Debit card issued, or reimbursed to the employee or board member by cash, or check. It is suggested that employees and board members establish accounts to easily separate/track/record EPCAMR business vs. personal expenses. Debit cards are only issued to full-time, Salaried Executive, Management Employees. All anticipated expenses for a single supply item or individual cost **equal to \$300.00 or more** must be verbally approved by the Executive Director before purchasing. Any single item purchase of equipment **over \$5,000.00** by the Executive Director must have verbal or written approval of the EPCAMR Board of Directors. Any checks written that are **over \$1,000.00** shall have two signatures at all times from approved signatories by the EPCAMR Board of Directors Executive Committee, consisting of the President, Vice President, Secretary, Treasurer, and the Executive Director. All other checks under **\$1,000.00** necessary to conduct EPCAMR business shall be signed by the EPCAMR Executive Director at his/her discretion.

Expenses submitted for approval and reimbursement must be summarized and submitted twice a month. Administrative employees and Management staff shall submit same to the Executive Director for approval. Executive staff shall submit expenses and all receipts to the EPCAMR Treasurer (when applicable). In order to be approved, all expenses and receipts must be summarized on a standard expense report indicating days/dates of expense, purpose (contacts), and show attached receipts or copies of receipts.

EPCAMR Staff should contact the Executive Director for guidance and assistance procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues should questions arise. Abuse of this expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Petty Cash and Advances

The Executive Director shall supervise a Petty Cash account and any credit, debit, or small business vendor cards at the EPCAMR Office. No employee is authorized to apply for credit accounts related to the business of EPCAMR without the authorization of the Executive Director. Petty office expenses such as office supplies and services (**under \$100.00**) shall be accompanied by a receipt and/or explanation before reimbursement is made. A Petty Cash lock box will be maintained and locked securely in a file drawer in the Executive Director's Office. A ledger should be kept as a paper copy in the lock box and on the computer in the EPCAMR Accounting Software system, which is currently, ***QuickBooks for Non-Profits Professional Edition***.

Cash advances to cover reasonable anticipated expenses may be made to the EPCAMR Staff or Board Member after the expense has been approved. Per Diem reimbursements for approved Lodging and/or Meals & Incidental Expenses (M & IE) can be forfeited and actual costs can be incurred on the EPCAMR Business Checking Debit Cards, using discretion, not to ever exceed the Per Diem rates. EPCAMR Staff and Board Members shall submit a written request to the Executive Director when advances are needed.

Travel

Employees who have travel expenses in the normal course of performing their work duties will be reimbursed for the following legitimate expenses that adhere to EPCAMR guidelines. The Executive Director must approve all business travel in advance made by EPCAMR staff and will seek approval from the EPCAMR Executive Committee for any reasonable requests by EPCAMR Board Members who will be attending meetings and business related activities that will benefit the organization.

1. Autos – The mileage reimbursement rate will be the rate set according to the US General Services Administration, if no EPCAMR owned vehicle is available, and a privately owned personal vehicle is used to conduct business travel objectives. (www.gsa.gov/mileage).
2. Tolls
3. Parking Fees
4. Lodging, Hotel, Motel - Per Diem Policy Applies (see below)
5. Meals - Per Diem Policy Applies (see below)
6. Miscellaneous - Other out-of-pocket expenses shall be recorded and approved only with proper receipts and/or explanations. If extensive/costly travel is known and scheduled, employees may request an advance on such estimated expenses from the Executive Director.

Per Diem

In order to help defer the costs of traveling (i.e., meals, phone calls, etc.), EPCAMR will compensate EPCAMR Staff and Board members that must spend additional time away from home in trainings, workshops, conferences, conference presentations, committees, work groups, or meetings related to EPCAMR business. Compensation will be given to those EPCAMR Staff whose travel related work is in excess of nine (9) hours and on assignments 50 miles or more from the normal work location.

EPCAMR Staff and Board Members are expected to limit expenses to reasonable amounts that are within their standard cost of living and will apply the Office of Government wide Policy, US General Services Administration Continental United States (CONUS) Per Diem Rates. Tables are available at www.gsa.gov/perdiem.

In Case of an Accident

EPCAMR Program Staff or EPCAMR Board of Directors who are involved in an accident while traveling on business must promptly report the incident to the Executive Director and or the EPCAMR President. Vehicles owned, leased, or rented by EPCAMR may not be used for personal use.

Conventions/Meetings

EPCAMR shall pay for, or reimburse, all ordinary and necessary expenses incurred by EPCAMR Staff and Board Members in attending industry conventions, conferences, workshops, symposiums, international conferences, technical advisory meetings, non-profit symposiums, national conferences, meetings, public hearings, municipal meetings, stakeholder group meetings, planning meetings, and other EPCAMR and professional functions at which his/her attendance is desired or requested by the EPCAMR Board, State, Federal, other regional non-profit entities, County-level agencies, or the Executive Director.

Systems & Equipment Use Policy

This policy outlines the appropriate use of EPCAMR company-provided equipment, computer hardware, software, networks, internet and wireless access, telephone system, electronic mail and any other technological tool provided by EPCAMR. The policies are written:

- To provide a consistent set of guidelines to be followed by all employees, employment agency staff and other consultants engaged by EPCAMR
- To clearly communicate EPCAMR's expectations and procedures
- Security, confidentiality and acceptable use of the company-provided computer hardware, software, networks, dial-up access, telephone system, electronic mail and other technological tools is the responsibility of each employee.

Further, private or personal use of company-provided systems or software is limited to the following:

- Employees are permitted to use company-provided systems or software for personal use before and after work hours and during lunch and breaks.
- Employees are permitted to use company-provided systems or software providing that content is acceptable as determined by EPCAMR. Questions regarding acceptable content should be directed to the Executive Director. Final determination as to acceptability rests with the Executive Director.
- Failure by the employee to properly carry out his/her responsibility with regard to the company-provided systems or software for private or personal use will be subject to disciplinary action, up to and including termination.

Questions regarding the policy should be directed to the Executive Director or Executive Committee. Provisions are subject to review and revisions by EPCAMR as warranted by changing conditions.

Ownership

EPCAMR owns, plans, develops or licenses from third parties, the company-provided computer hardware, software, networks, dial-up access, telephone system, and electronic mail (e-mail) upon which EPCAMR systems users work. Materials created on any or all of these systems by an EPCAMR systems user, including communications on the e-mail system and faxes received to a PC on the network, are the property of EPCAMR.

EPCAMR may, at its discretion, access EPCAMR systems users' computer files, including e-mail, at any time and for any purpose. This access includes "hidden" or "deleted" files as well as "active" files. All passwords and password-protected files will be coordinated through the Executive Director or Executive Committee.

Confidentiality

Access to EPCAMR's network may be provided to a systems user with his/her Manager's approval. This access is granted for business use only. Confidentiality of all passwords and procedures is to be strictly maintained by the systems user to whom it is granted.

In addition, each EPCAMR systems user is responsible for maintaining the confidentiality of the passwords on all systems, on all programs and on all documents, whether stored locally or on a server.

Acceptable Use

Acceptable appearance of the desktop in relation to wallpapers, screen savers is the responsibility of the user. They are to be one of professionalism and of a non-offensive nature to others, including wave files, audio files, movie files and any other multimedia files. Private or personal use of the systems and software has been outlined and will be monitored on an on-going basis. Unacceptable use of the systems or software will result in disciplinary action, up to and including termination.

Software not provided by EPCAMR

EPCAMR systems users are not permitted to copy any software programs from any of the company-owned network servers or computers for which he or she does not have a legal license, including, but not limited to, copying software from the network to a local PC or a PC owned personally by a system user.

EPCAMR systems users are not permitted to install any unauthorized software onto any local or network company-owned computer system. In addition, systems users are not permitted to install or download any unauthorized software programs from the Internet, bulletin board services or any other remote service provider to a company-owned system without the consent of the EPCAMR Executive Director or Executive Committee. Software for evaluation purposes only or information from the Internet may be downloaded, with permission, from a reliable source.

Each EPCAMR systems user is responsible to assist in keeping his/her computer free of viruses. Therefore, systems users are cautioned about bringing in outside media (diskette, CD, flash drive, etc.) that may be infected with a virus or download software that may be infected. All diskettes or software that have been downloaded are to be scanned with virus scanning software before using the diskettes or software on any company-owned local or network computer system.

E-mail Etiquette

E-mail communications require that the writer send only reviewed and edited text to consider the privacy/ethical implications of what is being transmitted. EPCAMR has the right to review, screen and monitor all e-mail sent and received by any employee.

Before sending an e-mail, review and edit it to be sure that it does not contain any factual errors, that the message is clear, that it does not contain any unintended implications and that it does not omit crucial details. Also be aware of privacy issues: know that your messages could be sent to someone in error, purposely transferred to another reader by the original recipient or purposely sent to EPCAMR's Executive Director or Executive Committee for monitoring. Consider all of your messages in light of these possibilities.

Computer Passwords and Access Codes

From time to time, EPCAMR may install various internal and external electronic mail (e-mail) systems to facilitate business communications. Although each Employee has an individual login to access these systems, the contents of e-mail communications are EPCAMR property and are accessible at all times by EPCAMR management. These systems may be subject to periodic unannounced inspections, and should be treated like other shared filing systems. The contents of e-mail, whether or not for legitimate EPCAMR business purposes, may be disclosed within the EPCAMR without your permission. Therefore, you should not assume that such messages are confidential. Backup copies of e-mail may be maintained and referenced for business and legal reasons. Computers and mobile lap top computers are the property of EPCAMR and therefore does not warrant or constitute any invasion of personal privacy, if content is found to be unrelated to EPCAMR business. A verbal warning will be given to employees as a first offense, who are abusing work time on personal matters, communications, and documents, unrelated to work, if

found. If found again, a second time, a written reprimand will be provided to the employee and placed in his/her personnel file. A third offense, if found, will warrant the Executive Director's decision to bring it to the EPCAMR Board Personnel Committee for legal recourse or grounds for termination.

Further, all system passwords and encryption keys must be available to and made known to the Executive Director of EPCAMR immediately upon creation, and you may not use passwords that are unknown to the Executive Director of EPCAMR or install encryption programs without turning over encryption keys to management immediately. It is expected that many websites and online grant applications during the course of EPCAMR business, will need user names and passwords to gain access to the sites. If this is the case, any and all user names and passwords must be written down and provided to the Executive Director at the time of the creation of such accounts. New software CDs or DVDs may have encryption codes or activation keys that must also be provided to the Executive Director upon receipt.

Return of All Property

Upon the separation from EPCAMR of employee for any reason, employee immediately shall return to EPCAMR all property of EPCAMR within Employee's possession, including, but not necessarily limited to: equipment, computers, peripherals, electronic files/software, computer passwords, access codes and encryption keys, internal and external office keys, motor vehicles and their keys, EPCAMR manuals and publications, and any and all other property of any nature whatsoever acquired from the EPCAMR by employee. EPCAMR may demand return of such items immediately upon notice of employee's termination or at any other time set by EPCAMR.

Amendments & Revisions

These policies may be amended at any time or times by written instruction or instruments signed and approved by the EPCAMR Board of Trustees, upon recommendation by the Personnel Committee, provided that no amendment shall authorize the Trustees to conduct the affairs of this organization in any manner or for any purpose contrary to the provisions of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

These policies may be amended by a majority vote of the EPCAMR Board of Trustees at a regularly scheduled meeting of the Board of Trustees.

Note: Future Development – (as compared to other company policy manuals) - Attachment A (Job Descriptions), Sick Time, Promotions, Introduction Statement, Job Postings, Employment Resumes/Applications, Employment Reference Checks....

Written Employee Acknowledgment

I, the undersigned Employee of EPCAMR, understand, acknowledge and certify that:

1. I have received, read and understand the EPCAMR Employee Policies Manual. This date shall serve as my anniversary date of hire: _____, 20_____.
2. I understand and will observe and comply with the EPCAMR's policies, rules and regulations contained in the EPCAMR Employee Policies Manual.
3. I further understand that my employment is at will, and that my employment may be terminated at any time, with or without cause, at the option of EPCAMR or me.
4. The EPCAMR Employee Policies Manual, or any other employee/office manual, handbook or policies that may be distributed to or announced to me during the course of my employment, shall not be interpreted as a contract(s), and all statements and representations made in the EPCAMR Employee Policies Manual or in any other written policy or directive are subject to change at any time by EPCAMR.
5. I understand that if I fail to abide by any of the policies, rules or regulations of EPCAMR contained either in the EPCAMR Employee Policies Manual or as may be issued by EPCAMR in any other manner, same shall constitute "willful misconduct" and shall subject me to disciplinary action, including possible immediate termination and discharge from employment.

(Name of Employee)

(Signature of Employee)

_____, 20_____
(Date)

(Witnessed By)

*NOTE: The Executive Director serves under a specific employment contract, which shall serve as the primary guidance/regulation of such employee. Any conflicting items between this document and such employment contract shall be superseded by the employment contract.

EPCAMR Workplace Safety Policy

It is the intent of EPCAMR to provide a safe environment for employees & volunteers. It is also our intent to properly manage any incidents that occur so as to minimize injury & other forms of loss. A well-managed workplace safety program can benefit our organization & its people in countless ways. In order for EPCAMR to achieve our goals, we have developed a workplace safety program outlining the policies & procedures regarding employee & volunteer health & safety. Each & every individual must become familiar with the program, follow & enforce the procedures, & become an active participant in this workplace safety program.



While the Executive Director & the Personnel Committee will be responsible for developing & organizing this program, its success will depend on the involvement of each employee & volunteer. We look forward to your cooperation & participation.

Staff — paid employees & unpaid volunteers — should be encouraged to report any unsafe/hazardous conditions right away & should be trained how to react in an emergency involving potential violence at the workplace. Violence? Yes, workplace violence can happen anywhere if the conditions are right.

Goals of Policy

1. A primary goal of a workplace safety policy is to establish the expectation that it is the responsibility of all personnel to create & maintain a safe work environment.
2. EPCAMR's safety policy should also address the organization's obligations under the Occupational Safety & Health Act (OSHA) to maintain a safe workplace.
 - The federal government, through the Occupational Safety & Health Act, regulates all workplaces to ensure that certain safety standards are met. OSHA regulations require that all workplaces train their staff annually concerning workplace hazards, such as hazardous chemical substances & blood borne pathogens. Most workers' compensation insurance policies require the organization to report a work-related injury or illness within a certain number of days, or risk loss of coverage. To ensure proper coverage, it is prudent for the organization's policy to require employees to report any incidents resulting in work-related illness or injury immediately or within 24-hours.
3. EPCAMR's workplace safety policy requires employees to use universal precautions when applying first-aid or providing personal care to clients or each other. Exposure at the workplace to diseases that are transmitted by body-fluids, such as Hepatitis & AIDS, is regulated by OSHA. For more: <https://www.osha.gov/SLTC/bloodbornepathogens/>
 - Employees run the risk of being exposed to diseases while taking care of clients especially when activities include taking care of children, the elderly or other vulnerable populations.
4. EPCAMR generally wants our constituents to believe that our staff & volunteers conduct themselves in a safe & businesslike manner. This proclivity promotes a professional image & cost savings on insurance policy deductibles.
 - Collaborating with your insurance provider is important in reducing the cost of workers' compensation claims. Being an active partner with your provider will put both your nonprofit & the insurer on the same page. One of the most important components of this partnership is the timely reporting of claims, using online claims management, if available. Insurance providers need to know as soon as possible if there is even the possibility of a claim. Visit this website for more: <http://www.portal.state.pa.us/portal/server.pt/community/paths/20277>

EPCAMR Workplace Safety Policy

Your safety is the constant concern of this organization. Every precaution has been taken to provide a safe workplace. The Executive Director makes regular inspections & safety items will be discussed at staff meetings. The Personnel Committee also meets with management to plan & implement further improvements in our safety program. Common sense & personal interest in safety are still the greatest guarantees of your safety at work, on the road, & at home. We take your safety seriously & any willful or habitual violation of safety rules will be considered cause for dismissal. EPCAMR is sincerely concerned for the health & well-being of each member of the employee & volunteer staff.

The cooperation of every staff member is necessary to make this organization a safe place in which to work. Help yourself & others by immediately reporting unsafe conditions or hazards to your supervisor.

Accident reporting

Any injury at work — no matter how small — must be reported immediately to your supervisor & receive first-aid attention. Serious conditions often arise from small injuries if they are not cared for at once. Refer to the EPCAMR Policy Manual for Workers' Compensation Insurance procedures.

Safety rules & guidelines

To ensure your safety, & that of your co-workers, please observe & obey the rules & guidelines appropriate to the general populace or specific jobs:

- Observe & practice the safety procedures established for the task. Wear hard-sole shoes & appropriate clothing when working with equipment (i.e. sandals or mini dresses are not permitted).
- When working in the field, follow above guideline, but also dress for weather conditions. Pay attention to hunting seasons & regulations as controlled by PA Game Commission (i.e. orange hat and vest are suggested).
- Running & horseplay are strictly forbidden. Do not throw objects.
- Help to prevent accidents in general, but specifically be mindful of returning equipment or stored items back in a safe way for the next user.
- Do not wear loose clothing or jewelry around equipment. It may catch on moving equipment & cause injury.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee or volunteer treat his own or someone else's injuries or attempt to remove foreign particles from someone else's eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Never distract the attention of another person working with equipment, as you might cause him or her to be injured. If necessary to get the attention of another person, & wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, etc.
- Safety equipment such as restraints, guards, pull backs, & two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc. Fire Doors & Aisles Must be Kept Clear!
- Keep your work area clean. Place trash & paper in proper containers & not in receptacles for cigarette butts.
- Observe "no smoking" regulations & designated areas. Place cigarette butts in proper receptacles.
- Shut down your equipment before cleaning, repairing, or leaving it.
- Do not tamper with electric controls or switches.
- Do not use equipment until you have been properly instructed & authorized to do so by your supervisor.

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- Do not engage in such practices as may be inconsistent with ordinary & reasonable common sense safety.
- Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or through unfamiliar territory). Always be aware of your surroundings.
- Lift properly — use your legs, not your back. For heavier loads, ask for assistance.
- Clean up spilled liquid, oil, or grease immediately as this can become a slipping hazard.

Safety checklist

It is every paid & volunteer staff member's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list — or any other possible hazardous situation — report it to your supervisor immediately.

- Slippery floors & walkways
- Tripping hazards, like hose links, piping, etc.
- Poorly lighted stairs
- Loose handrails or guard rails
- Loose or broken windows
- Dangerously piled supplies or equipment
- Open or broken windows
- Unlocked doors & gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, other liquids.
- Blocked aisles
- Blocked fire extinguishers or sprinkler heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

Safety equipment

Your supervisor will see that you receive the protective clothing & equipment required for your job. Use them as instructed & take care of them. You will be charged for loss or destruction of these articles only when it occurs through negligence. First-aid kits are provided & are to stay in a central location in the office. Mobile kits are available at the front door for use in the field, please return.

Safety shoes & glasses

The organization will designate which jobs & work areas require safety shoes &/or glasses (i.e. iron oxide processing or getting/putting supplies in the warehouse/shed). Under no circumstances will an employee or volunteer be permitted to work in sandals or open-toe shoes. Strict adherence to this policy can significantly reduce the risk of injuries.

Vehicle Safety

All paid & volunteer staff must use seat belts & shoulder restraints (if available) whenever they operate a vehicle on organization business. The driver is responsible for seeing that all passengers in front & rear seats are buckled up. Cell phone use is prohibited by the driver. Do not exceed a speed that is safe for existing conditions.

Good housekeeping

Your work location should be kept clean & orderly. Keep equipment & other objects (merchandise, boxes, shopping carts, etc.) out of the center of aisles. Clean up spills, drips, & leaks immediately to avoid slips & falls. Place trash in the proper receptacles. Stock shelves carefully so stored items will not fall over upon contact.

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Workplace Violence – The Zero Tolerance Policy

EPCAMR prohibits disrupting, interfering, or preventing normal work functions or activities; making physical or verbal threats; or endangering the health or safety of any individual.

Any person who engages in violent or threatening behavior on EPCAMR's property or who uses any electronic means to make a threat against a staff member, volunteer or consumer of the nonprofit shall be removed from the premises as quickly as safety permits, and shall remain off EPCAMR's premises pending the outcome of an investigation. Subsequent to the investigation, EPCAMR will respond appropriately. This response may include, but isn't limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or the pursuit of criminal prosecution of the person or persons involved.

Reporting Potential Threats

All personnel should take responsibility for notifying management of any threats that they've witnessed, received, or have been told that another person has witnessed or received.

Even without an actual threat, staff members should also report any behavior they've witnessed or messages they have received that they regard as threatening or violent, when that behavior or communication is job related.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person/persons who were threatened or were the focus of the threatening behavior.

Employees should report the presence of a weapon immediately to a manager, a supervisor, or if appropriate, to the police by calling 911 (or other emergency number in the jurisdiction).

Suspicious Parcels or Letters

Do not try to open the mail piece! Isolate the mail piece. Evacuate the immediate area. Call a Postal Inspector to report that you've received a letter or parcel in the mail that may contain biological or chemical substances.

Blogs Gone Wrong

Q. Can you discipline or terminate an employee for bad-mouthing your nonprofit in a blog or e-mail? A. Yes

While a disciplined or terminated employee might believe that your actions violate their First Amendment right to freedom of speech, remember that the First Amendment to the Constitution limits governmental action; it does not restrict private employers' behavior. You can and should discipline an employee or volunteer who disparages your nonprofit in a blog. Harsher discipline and in most cases termination is appropriate for a staff member or volunteer who makes a threat of violence in a personal blog.

Threat of a Lawsuit

In some cases an angry employee, volunteer or client may threaten to sue the nonprofit. At a minimum, make a record of the threat and file a note indicating the statement made, and date and time in the appropriate file in your office (e.g. personnel, volunteer, client, vendor, unknown person file). Even before the nonprofit is threatened, speak to the organization's insurance advisor (broker or agent) about whether your particular insurance providers want threats of litigation reported as "incidents" under your current policies. Some companies prefer to receive notice of incidents so that they can decide whether any intervention on their part will potentially ward off the threatened litigation.