

Girl Scouts–Arizona Cactus-Pine Council, Inc.

Employee Manual

with Seasonal Employee Supplement | May 2016



Table of Contents

1.0	INTRODUCTION.....	1
1.1	Vision Statement	1
1.2	Mission Statement	1
1.3	Girl Scout Promise.....	1
1.4	Girl Scout Law	1
2.0	EMPLOYMENT PHILOSOPHY	2
2.1	At Will Employment.....	2
2.2	Equal Employment.....	2
3.0	EMPLOYMENT ELIGIBILITY	3
3.1	Hiring of Family Members.....	3
3.2	Concurrent Positions	3
4.0	POST-OFFER/PRE-PLACEMENT SCREENING.....	4
4.1	Medical/Substance Abuse Examination	4
4.2	Criminal Background Check.....	4
5.0	NATIONAL MEMBERSHIP, UNIFORMS AND APPEARANCE	5
5.1	Appearance.....	5
6.0	BUSINESS AND PROFESSIONAL ETHICS	6
6.1	Code of Conduct	6
6.2	Council’s Funds and Assets	6
6.3	Council’s Records and Communications	6
6.4	Acceptance of Business Courtesies by Council Employees.....	7
6.5	Conflicts of Interest.....	7
6.6	Political and Charitable Contributions	8
6.7	Administration/Whistleblower	8
7.0	HARASSMENT AND DISCRIMINATION FORBIDDEN.....	9
7.1	Harassment	9
7.2	Sexual Harassment.....	9
7.3	Reporting Procedure.....	9
8.0	CHILD ABUSE AND NEGLECT	11
9.0	DRUG-FREE WORKPLACE.....	12
10.0	SAFETY AND SECURITY	15
10.1	Violence	15
10.2	Workers’ Compensation.....	15
11.0	INTERNAL AND EXTERNAL ELECTRONIC COMMUNICATIONS	16

11.1	Cellular Phones, Laptop Computers and Audio Visual Equipment.....	16
11.2	Personal Use of Phones.....	16
12.0	COUNCIL PROPERTY	18
12.1	Equipment and Tools.....	18
12.2	Vehicles	18
13.0	SOLICITATION/DISTRIBUTION.....	19
14.0	EMPLOYEE RECORDS.....	20
14.1	Personnel Files	20
14.2	Personal Status Change	20
15.0	EMPLOYMENT CLASSIFICATIONS.....	21
16.0	TELECOMMUTING.....	22
17.0	JOB-RELATED EXPENSES	23
18.0	WORK HOURS AND PAY	24
18.1	Workweek and Work Hours	24
18.2	Attendance/Punctuality.....	24
18.3	Overtime	24
18.4	Timekeeping.....	24
18.5	Paydays.....	24
18.6	Deductions from Pay and Errors in Pay	24
18.7	Wage and Salary Increases	25
19.0	POSITION DESCRIPTIONS	26
20.0	PERFORMANCE APPRAISAL	27
21.0	PERFORMANCE STANDARDS	28
22.0	HOLIDAYS	29
23.0	VACATIONS	30
23.1	Compassionate Leave.....	31
24.0	PERSONAL TIME	32
25.0	OTHER TIME OFF	33
25.1	Bereavement Leave	33
25.2	Voting Time	33
25.3	Jury Duty	33
25.4	Military Leave.....	33
25.5	Victim and Witness Leaves	34
25.6	Emergency Closing	34
26.0	FAMILY AND MEDICAL LEAVE ACT	35
	Basic Leave Entitlement.....	35
	Military Family Leave Entitlements	35

Benefits and Protections	35
Eligibility Requirements	35
Definition of Serious Health Condition	35
Use of Leave.....	36
Substitution of Paid Leave for Unpaid Leave	36
Employee Responsibilities	36
Employer Responsibilities	36
Unlawful Acts by Employers	36
Enforcement	37
27.0 EDUCATION AND PROFESSIONAL DEVELOPMENT.....	38
28.0 GROUP INSURANCE.....	39
28.1 Health Coverage	39
28.2 Insurance Continuation	39
29.0 FLEXIBLE SPENDING ACCOUNTS (FSAs)	40
30.0 EMPLOYEE ASSISTANCE PROGRAM (EAP).....	41
31.0 403(b) AND RETIREMENT	42
32.0 SEPARATION OF EMPLOYMENT	43
31.1 Voluntary Termination	43
31.2 Involuntary Termination	43
31.3 Grounds for Termination	43
 SEASONAL EMPLOYEE SUPPLEMENT	
33.0 CONDITIONS OF EMPLOYMENT	45
33.1 Membership in the Girl Scout Movement	45
33.2 Concurrent Positions	45
33.3 Uniform Requirements	45
33.4 Introductory Period	45
33.5 Physical Examination(s).....	45
33.6 Training	45
34.0 ATTENDANCE AND REST PERIODS	46
34.1 Attendance and Punctuality	46
34.2 Rest Periods	46
35.0 LEAVE WITH PAY.....	46
35.1 Sick Leave.....	46
36.0 BENEFITS	46
36.1 Health Insurance Coverage	46
37.0 SEPARATION.....	47

37.1	Termination of Employment.....	47
37.2	Notification Periods.....	47
38.0	BUSINESS TRAVEL.....	47
38.1	General.....	47
39.0	MISCELLANEOUS.....	47
39.1	Facilities (General).....	47
39.2	Firearms	47
39.3	Laundry.....	47
39.4	Personal Visitors.....	47
39.5	Pets	48
39.6	Private Facilities	48
39.7	Room and Board	48
39.8	Searches of Personal Property	48
39.9	Smoke-Free Environment	48
39.10	Telephone.....	48
39.11	Valuables.....	48
39.12	Vehicles (Council).....	49
39.13	Vehicles (Personal).....	49
40.0	EMPLOYEE ACKNOWLEDGEMENT	50

ATTACHMENT A

WHISTLEBLOWER POLICY	51
Background.....	51
Scope of Policy.....	51
Policy.....	51
Actions Constituting Fraud	52
Investigation Responsibilities.....	52
Audit Committee Members.....	52
Authorization for Investigating Suspected Fraud.....	52
Reporting Procedures	53
Termination	53
Administration.....	53

1.0 INTRODUCTION

This Employee Manual is a source of information and a general statement of Girl Scouts–Arizona Cactus-Pine Council’s policies and guidelines. Nothing contained in this Employee Manual states or implies a contract of employment. This Employee Manual revokes and supersedes any prior policies, guidelines, and/or manuals/manuals that have been distributed.

At times, changes may need to be made in light of given situations. Therefore, the provisions of this manual may be modified to meet specific situations.

Information presented on benefits programs are in a brief summary format. More information on these plans can be found in informational material and plan documents.

Employees are expected to read this entire Employee Manual and sign the acknowledgement form within their first three (3) days of employment. Employees are responsible for knowing the content of the Employee Manual and using it as a guide. If an employee has questions regarding any of the policies contained herein, s/he may speak with his/her supervisor or the Human Resources Manager at any time.

1.1 Vision Statement

To serve every girl, everywhere in the Council’s jurisdiction who wants to be a Girl Scout.

1.2 Mission Statement

Girl Scouting builds girls of courage, confidence and character who make the world a better place.

1.3 Girl Scout Promise

On my honor, I will try:

- To serve God* and my country,
- To help people at all times,
- And to live by the Girl Scout Law.

** The word “God” can be interpreted in a number of ways, depending on one’s spiritual beliefs. When reciting the Girl Scout Promise, it is okay to replace the word “God” with whatever word your spiritual beliefs dictate.*

1.4 Girl Scout Law

I will do my best to be

- Honest and fair,
- Friendly and helpful,
- Considerate and caring,
- Courageous and strong, and
- Responsible for what I say and do,

And to

- Respect myself and others,
- Respect authority,
- Use resources wisely,
- Make the world a better place, and
- Be a sister to every Girl Scout.

2.0 EMPLOYMENT PHILOSOPHY

The Girl Scouts–Arizona Cactus-Pine Council, Inc. (the Council) employees contribute managerial and specialist expertise, research capability, continuity, and support to the delivery of Girl Scout program to girls working with volunteers. The Council seeks to make employment rewarding and fulfilling, both professionally and personally.

We are committed to a work environment in which relationships are characterized by dignity, courtesy, respect, and equitable treatment, and in which there are opportunities for participation, challenge, broadening experiences, and advancement. We are also committed to a work environment in which employees receive support, recognition, and appreciation for jobs well done. It is expected that every employee take personal responsibility to support and sustain this environment. The formulation and equitable administration of our personnel policies reflects this commitment.

The Board of Directors of the Council employs an Executive Director/CEO who carries the accountability to the Board through the President for management of the operations of the Council. The Executive Director/CEO is responsible for the hiring, supervision, and release of all employees and for directing their work. Equitable administration and interpretation of personnel policies and procedures is the responsibility of the Executive Director/CEO. Employees are expected to abide by Council personnel policies.

The Council encourages and supports open communication among employees. Employees are expected and encouraged to maintain open, regular communication with their supervisor, team members and management. In addition, employees are always free to take any matter to the Human Resources Manager.

2.1 At Will Employment

Employment with Girl Scouts–Arizona Cactus-Pine Council, Inc. is a voluntary one and is subject to termination by the employee or the Council at will, with or without cause, and with or without notice, at any time. Any policy contained in this Employee Manual shall not be interpreted to be in conflict with or to eliminate or modify in any way the employment at-will status of the Council employees.

These policies apply to all full-time and part-time employees, at all locations of the Council unless otherwise stated.

2.2 Equal Employment

The Council is an equal opportunity employer. We will not discriminate against a qualified individual because of race, color, religion, gender, disability sexual orientation, age, national origin, citizenship, genetic information, marital, or veteran status, or any other legally protected status. Also, we will provide equal employment opportunity to qualified applicants and employees.

In addition, to ensure full equality of opportunity in all operations and activities of the Council, equal employment policies and procedures shall be utilized in the benefits, compensation, placement, recognition, recruitment, selection, and training of employees.

We will actively comply with the policies of the Council's Board of Directors, federal, state and local laws, regulations, and governmental executive orders to maximize equal employment opportunity.

3.0 EMPLOYMENT ELIGIBILITY

Individuals must be eligible to work in the United States to be considered for employment by the Council. Upon hire, the following documents must be completed: Acknowledgement Page of the Employee Manual, Employment Eligibility Verification Form I-9, W-4 (Federal Withholding) and A-4 (State Withholding) within the first three days of employment. Pursuant to Arizona law, the Council will use E-Verify on each new hire.

3.1 Hiring of Family Members

Family members or members of the same household may be employed simultaneously by the Council. No family member or member of the same household may supervise another family member or member of the same household. If the relationship negatively impacts attendance, behavior, efficiency of job performance, or productivity, we may determine alternative arrangements, including removal from the position.

3.2 Concurrent Positions

Employees are typically not considered for volunteer positions that require official appointment. However, such requests by an employee may be considered on an individual basis. Some factors that may be taken into account include job performance, actual or perceived conflict of interest, and the Council's best interests. The decision whether an employee may also serve as a Council volunteer will be solely in the discretion of the Executive Director/CEO.

In order to preserve the objectivity and integrity of the Council's Board of Directors, any member who accepts employment with the organization must resign from the Board of Directors.

4.0 POST-OFFER/PRE-PLACEMENT SCREENING

4.1 Medical/Substance Abuse Examination

Some positions will be subject to a post-job offer/pre-placement medical and substance abuse examination, which is provided at the Council's expense. The Council may extend an offer of employment contingent upon the successful completion of a pre-placement medical and substance abuse examination, which will be scheduled upon acceptance of the Council's conditional offer of employment.

4.2 Criminal Background Check

Criminal background checks for designated positions will be conducted in accordance with the federal Fair Credit Reporting Act, as amended. The Council may extend an offer of employment contingent upon the successful completion of a criminal background check.

The Council will customarily check all personal and employment references.

5.0 NATIONAL MEMBERSHIP, UNIFORMS AND APPEARANCE

Exempt employees are required to become members of Girl Scouts of the USA at the time of employment and annually thereafter. Membership registration for employees is processed in September of each year. All other employees are encouraged to join, but it is not a requirement for nonexempt employees.

In the Girl Scout organization, the Girl Scout pin and authorized uniform(s) for women and the necktie and pin for men are symbols and marks of distinction. They are worn by employees when appropriate, such as when attending formal Girl Scout functions.

Exempt employees are responsible for providing and maintaining their uniforms and accessories. If at any time a nonexempt employee is required to wear a uniform, it will be provided by the Council.

Employees are expected to dress appropriately for all activities.

5.1 Appearance

Appearance shall portray a professional image, taking into consideration the location, setting and responsibilities required for the position. Employees should consider that there are volunteers and donors in our office almost every day and take personal responsibility to comply with this policy to portray a professional appearance.

Due to the diverse nature of employees' responsibilities, some flexibility is allowed to accommodate working conditions, responsibilities, and health/religious considerations. If an activity/event warrants an exception to these standards, the employee in charge of the activity/event shall inform employees of the appropriate dress prior to the activity/event.

Supervisors or their equivalent enforce the dress code standards.

Acceptable

- Business casual attire Monday through Thursday
- Casual attire on Fridays unless otherwise notified or warranted based on job duties
- The official Girl Scout uniform worn in accordance with GSUSA guidelines
- Dresses, skirts, skorts and dress shorts, mid-thigh length and lower
- Clothing with spaghetti straps, only if covered with a blouse, shirt or jacket

Unacceptable

- Short, tight or revealing clothing
- Sweatpants
- Clothing with inappropriate pictures, language or advertising
- Flip-flops, slippers, bare or stocking feet
- Inappropriate ornamental piercings
- Inappropriate body art

6.0 BUSINESS AND PROFESSIONAL ETHICS

We expect our employees to personify the ideals described in the Girl Scout Promise and Law in their dealings with persons both inside and outside the organization. The following information is intended to provide guidelines for ethical behavior that we expect from our employees.

6.1 Code of Conduct

Employees shall comply with all applicable federal, state and local laws and regulations. Activities of employees achieved through violation of the law or unethical professional practice are not tolerated by the Council.

Such activities may include any payments for illegal, improper, and secret acts, bribery, and kickbacks. The Council does not permit any activity that fails to stand the closest possible public scrutiny.

All activities by the employees, on behalf of the Council, should be above the minimum standards required by applicable law.

6.2 Council's Funds and Assets

Employees who have access to Council's funds and assets should follow the prescribed procedures for recording, handling, and protecting money as detailed in the Council's Accounting and Financial Policy and Investment and Finance Policy, accounting procedures and best practices, and internal controls.

The Council does not tolerate any form of fraudulent or dishonest acts from its employees. Strict standards to prevent fraud and dishonesty are imposed by the Council. Any employee who becomes aware of any evidence of fraud and dishonesty should immediately contact the Executive Director/CEO, or designee.

An employee responsible for spending the Council's funds or incurring any reimbursable personal expenses shall use good judgment on Council's behalf to ensure that good value is received for every expense incurred. Council's funds and assets are to be used for its purpose only and not for any personal benefit. This requirement includes the personal use of Council's assets such as computers and equipment.

6.3 Council's Records and Communications

Accurate and reliable records are required for the Council to meet its legal and financial obligations and to manage its business affairs. The Council's books and records should reflect all of its business transactions in an accurate and timely manner.

The employees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities and must exercise diligence in enforcing these requirements.

Employees must not produce or engage in any false record or communication of any kind, whether internal or external, including, but not limited to:

- False expense, attendance, financial, or similar reports and statements; and,
- False advertising, deceptive marketing practices, or any other misleading representations.

The Council should always be free from even the perception that favorable treatment was sought, received, or given in exchange for the furnishing or receipt of business courtesies. Purchase of supplies, materials, and

services from suppliers and subcontractors must be accomplished in a manner that preserves the integrity of a procurement process based on fair price, quality and performance. The Council will neither give nor accept business courtesies that constitute or could be reasonably perceived as constituting unfair business inducements, or that could violate laws or regulations or could cause embarrassment to, or reflect negatively on, the Council's reputation.

6.4 Acceptance of Business Courtesies by Council Employees

Although an employee of the Council may not use his or her position to foster obtaining business courtesies, it is permissible for an employee to accept such courtesies on an infrequent and nominal basis. While it is difficult to define "nominal" in these cases by means of a specific dollar amount, a common sense determination should dictate what would be considered lavish, extravagant, or frequent. It is the personal responsibility of each employee to ensure that his or her acceptance of such business courtesies is modest and proper and could not reasonably be construed as an attempt by the offering party to secure favorable treatment.

Council employees are generally not permitted to accept any gratuities, gifts, or favors, including tickets to cultural, sporting, theatrical, or other events having a fair market value of \$100 or more from any person or organization that does or seeks to do business with Girl Scouts–Arizona Cactus-Pine Council. Cash may never be accepted.

Employees are not permitted to accept expense-paid travel or accommodations from present or potential suppliers or other businesses who wish to have a relationship with the Council.

6.5 Conflicts of Interest

Conflicts of interest are inconsistent with the Core Values of the Council and Girl Scouts. Potential conflicts of interest may include, but are not limited to:

- The employee performing services for money or other personal gain for any supplier or vendor to the Council
- The employee's family or household member performing services for money or other personal gain for any supplier or vendor to the Council
- The employee having ownership interests (such as stock) in a supplier or vendor to the Council; or
- The employee owing money (such as a loan) to a supplier or vendor to the Council

The above situations are only examples. In other words, an employee may have an automobile loan with the same financial institution that provides banking services to the Council without a conflict of interest being present. On the other hand, an employee that owes a great deal of money to the same vendor that she/he is recommending that the Council use creates a conflict of interest.

All employees are to be aware of potential conflicts of interest. All employees are expected to disclose any conflicts of interest to the Human Resources Manager. Whenever an employee has a question about a conflict of interest, it is expected that the employee will raise this issue immediately with the Human Resources Manager.

All employees are expected to graciously decline gifts and tickets to events that are not of a nominal value. Employees who deliberately engage in or create conflicts of interest may be subject to corrective action up to and including termination of employment.

6.6 Political and Charitable Contributions

Although employees are encouraged to be socially responsible and politically active, they may not use Council funds or assets to contribute to any political candidates, charity, party, or similar organizations, unless such contribution is expressly permitted by law and has been pre-approved by the Director of Organizational Enhancement.

6.7 Administration/Whistleblower

All employees who suspect violations of the letter or spirit of this Business Ethics policy have an obligation to comply with the Whistleblower Policy which is found in Attachment A of the Employee Manual. All employees are required to read and sign the Council's Whistleblower Policy.

7.0 HARASSMENT AND DISCRIMINATION FORBIDDEN

The Council is committed to a work environment that is free from discrimination and harassment. Discrimination and harassment violate our Core Values.

All employees (male or female) at all locations of the Council and attending all Council functions are responsible for complying with this policy, and to take appropriate measures to ensure that any and all unlawful conduct is avoided. This policy covers conduct by all employees, customers, contractors, vendors, or other third parties with whom the Council has business dealings. Harassment and discrimination are prohibited on Council premises, at places where employees perform Council business and at off-site Council-sponsored or approved events.

It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability, genetic information, gender, sexual orientation, marital status, or any other legally protected status.

7.1 Harassment

Our policy defines harassment as verbal or physical conduct designed to threaten, intimidate, or coerce; also, verbal taunting (including racial and ethnic slurs) which impairs an employee's ability to perform her/his job.

7.2 Sexual Harassment

Sexual harassment under this policy is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

7.3 Reporting Procedure

Any employee of the Council who believes that she or he has been the victim of, or a witness to, misconduct harassment or sexual harassment as defined by this policy shall report the incident to his/her immediate supervisor, the Human Resources Manager, the CFO/Operations Officer or the Executive Director/CEO so that a complete, prompt, and thorough investigation of that complaint can be made.

If the employee believes that the Executive Director/CEO is engaged in misconduct under this policy, he/she may report the alleged misconduct to the President of the Board of Directors.

Investigation

Any complaint will be handled individually and as confidentially as possible. However, the Council may be legally obligated to take action once it is informed that harassment or retaliation has occurred or may be

occurring. Confidentiality cannot be guaranteed in such instances. Please be aware that the employee accused of misconduct will be notified of the nature of the alleged misconduct during the investigation.

A copy of the investigative report and the final decision is included in the personnel file of the accused employee only if the investigation concludes that the individual engaged in prohibited conduct. All information pertaining to an investigation is maintained by the Council in secure files.

Prompt Remedial Action

No employee will be retaliated against for filing a complaint or reporting a violation of this policy or for cooperating in the investigation of a complaint. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Any employee who has been found, after appropriate investigation, to have, sexually harassed or retaliated against another employee will be disciplined, up to and including termination of employment. After the investigation, the Council will inform the employee who generated the complaint about the Council's decision concerning the complaint.

If you have any questions or concerns about these policies, please speak with the Human Resources Manager.

8.0 CHILD ABUSE AND NEGLECT

Child abuse is a crime.

State law mandates that suspected child abuse must be reported to the Arizona Department of Child Protective Services for investigation.

We support and maintain an environment that is free of child abuse and neglect. The federal Child Abuse Prevention and Treatment Act (the “Act”) defines child abuse and neglect as the physical or mental injury, sexual abuse, or exploitation, negligent treatment or maltreatment:

- Of a child under the age of 18, or the age specified by the child protective law of the state in question
- By a person who is responsible for the child’s welfare, and/or
- Under circumstances which indicate that the child’s health or welfare is harmed or threatened

The Act defines sexual abuse as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct, or rape, molestation, prostitution, or incest with children.

Child abuse and neglect are unlawful under state and federal law. It is against our policy for any employee, male or female, to physically, sexually, or mentally abuse or neglect any girl member.

In accordance with this policy, we will neither condone nor tolerate:

- Infliction of physically abusive behavior or bodily injury upon girl members
- Physical neglect of girl members, including failure to provide adequate safety measures, care, and supervision in relation to Girl Scout activities, and/or
- Emotional maltreatment of girl members, including verbal abuse and/or verbal attacks

We reserve the right to suspend, dismiss, or to exclude from affiliation with the Council, any employee who has been accused of, arrested for, or convicted of child abuse, endangerment, or neglect.

9.0 DRUG-FREE WORKPLACE

The possession, sale or use of alcohol or drugs, other than the legal use of drugs prescribed or certified by the appropriate medical professional, are detrimental to the health, safety and job performance of all employees and present danger to the Council, its members, employees, and the general public.

The Council will not tolerate the use, possession, or distribution of alcoholic beverages or drugs, other than the legal use of properly prescribed medication, on Council property and jobsites by its employees. The Council will not tolerate the use, possession or distribution of medical marijuana on its premises or jobsites. The Council will not tolerate its employees reporting for work or being on its premises or jobsites if they have an impairment because of the use of alcohol or any type of drugs, including medical marijuana.

Council employees may consume alcohol in a moderate amount at Council sponsored or approved events with the specific permission of the CEO.

Testing may be required for alcohol, which includes ethanol, isopropanol or methanol; and drugs, which include any substance or its metabolite considered unlawful under the federal controlled substances laws, including marijuana. All Council employees and prospective employees (“job applicants”) are subject to testing for alcohol and drugs.

The Council may require testing for alcohol and drugs for any job-related purpose consistent with business necessity, including random testing, but not limited to:

- the investigation of possible employee impairment
- the investigation of workplace accidents
- the maintenance of safety for employees, other contractors, vendors and the public
- the maintenance of productivity, security of property or information and quality of products or services
- the reasonable suspicion that an employee may be affected by use of drugs and alcohol and that the use may adversely affect the job performance or work environment

The Council will require screening of job applicants. The Council shall pay for the testing of job applicants.

Should any employee or job applicant refuse to participate in testing, the Council may terminate that employee’s employment and refuse to hire that job applicant.

The Council will designate a properly certified laboratory (collection site) to conduct drug and alcohol testing with scientifically accepted analytical methods and under reasonable and sanitary conditions. Employees and job applicants will be asked to provide proper identification and may be asked to provide urine, blood, breath, saliva or hair samples to the laboratory. The laboratory (collection site) will use proper documentation and sample collection, labeling, transportation and storage processes to prevent misidentification, adulteration or contamination. Employees and job applicants to be tested will be given the opportunity to provide any information they deem relevant, including information about prescription drug usage or usage of medical marijuana.

On-site testing for Camp

The Council will conduct drug and alcohol testing onsite with scientifically accepted analytical methods and under reasonable and sanitary conditions. Employees and job applicants will be asked to provide proper identification and may be asked to provide urine, blood, breath, saliva or hair samples. The Council will use proper documentation and sample collection, labeling, transportation, and storage processes to prevent misidentification, adulteration or contamination. Employees and job applicants to be tested will be given the opportunity to provide any information they deem relevant, including information about prescription drug usage or usage of medical marijuana.

Testing may be performed during or immediately before or after a regular work period. All positive test results will be confirmed using a different chemical process than was used in the initial test. Employees have the right, upon request, to obtain their written test results. Employees have the right, upon request, to explain any positive test result in a confidential setting. The Council will pay for the testing, reasonable transportation costs to the laboratory and the employee's time spent in the testing process.

All test results will be held confidential with these exceptions:

- Disclosure in a lawsuit related to the Arizona Drug Testing of Employees Law
- Disclosure to the employee or job applicant or any person designated in writing by the employee or job applicant
- Disclosure to the individuals designated by the Council to receive and evaluate the test results or hear the explanation of the employee
- Disclosure to a mediator, arbitrator, court or governmental agency as authorized by state or federal law

A positive test result for any substance other than marijuana may result in disciplinary action in the Council's sole discretion, including suspension, termination, or refusal to hire.

If the employee or job applicant tests positive for marijuana, the Council will inquire whether that employee or job applicant is a current valid cardholder under the Arizona Medical Marijuana Act and verify same with the Arizona Department of Health Services. If the employee or job applicant is not a current valid cardholder then disciplinary action in the Council's sole discretion may result, including suspension, termination or refusal to hire. If the employee or job applicant is a current valid cardholder, and holds or is applying for a safety sensitive position, then the Council may take all appropriate action, including reassignment for an employee or refusal to hire for a job applicant. If the employee or job applicant is a current valid cardholder, the Council will investigate and determine whether the employee or job applicant had an impairment as defined by Arizona law. If the employee or job applicant had such an impairment, the Council may take all appropriate action, including refusal to hire or disciplinary action up to and including termination.

Impairment Statutory Definition (ARS §23-493(7))

"Impairment" means symptoms that a prospective employee or employee while working may be under the influence of drugs or alcohol that may decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational or unusual behavior, negligence or carelessness in operating equipment, machinery or production or

manufacturing processes, disregard for the safety of the employee or others, involvement in an accident that results in serious damage to equipment, machinery or property, disruption of a production or manufacturing process, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

**9.0 Drug-Free Workplace Policy Revised 04/14/16 to comply with recent legislation changes*

10.0 SAFETY AND SECURITY

The Council provides a safe work environment for our employees, volunteers, members, and visitors. We provide for the security of our buildings and facilities by maintaining alarms. We ask that employees comply with all security procedures established in their work area, and that any breach of security is immediately reported to their supervisor or the Facilities Operations Manager.

We encourage employees to be prudent about bringing personal items to work. The Council is not responsible for losses resulting from theft of personal property.

Employees are asked to immediately report lost or stolen keys or other Council property to their supervisor or Facilities Operations Manager. Copying or giving keys, or alarm codes, to an unauthorized individual is strictly prohibited.

10.1 Violence

We are committed to providing a workplace that is safe and free from threats, intimidation, and violence. We strictly enforce a policy that any threats or acts of violence made by an employee, an employee's spouse, family, or friend, contractor, or volunteer against another person's life, health, well-being, family, or property are entirely unacceptable. This policy holds for any threats made on our property, at Council-sponsored events, or under other circumstances that may negatively impact our ability to conduct business.

Such acts or threats of violence, whether made directly or indirectly, explicitly or impliedly, by words, gestures or symbols, infringe upon the Council's right or obligation to provide a safe workplace.

If an employee believes that s/he has been the target of threats or acts of violence, or has witnessed or otherwise learned of threats or violent conduct by another, the employee should contact (as appropriate, depending on the circumstances) the police, the Human Resources Manager, or the supervisor immediately.

10.2 Workers' Compensation

All employees are protected by our workers' compensation insurance policy while employed by the Council. The policy covers cases of injury or illness resulting from work activities. Employees are required to immediately report any on-the-job injuries to their supervisor or a member of the Human Resources team.

Workers' Compensation generally provides partial replacement of lost wages and coverage of medical expenses due to injuries and/or certain illnesses that arise out of and are in the course of the job.

11.0 INTERNAL AND EXTERNAL ELECTRONIC COMMUNICATIONS

The Council provides employees access to internal communications systems such as, internal and external electronic mail (email), telephone voice mail, Internet access, and computer hardware and software for the benefit of the organization and its customers. Every employee has a personal responsibility to maintain and enhance the Council's public image, and to use these tools in a productive manner. Please refer to the separate document Information Systems Requirements and Procedures for Council guidelines and policies.

Employees are to expect no privacy in any Council-provided means of communication, including email, telephone and Internet. Council has the right to inspect email and Internet viewing at any time with or without notice.

Electronic "snooping" by any employee is a violation of this policy and grounds for disciplinary action up to and including dismissal. We do not take the inspection of electronic communication records lightly, and any request for access to such information must be approved in advance by the Executive Director/CEO, or designee.

In instances where the purchase of home office equipment is a requirement of the position, this equipment will be supplied and maintained by the employee. The Council is not responsible for damage or repairs to employee-owned equipment.

11.1 Cellular Phones, Laptop Computers and Audio Visual Equipment

In some instances, we may issue a cell phone, laptop or audio visual equipment to employees for work-related communications. Phone logs will be audited regularly to ensure authorized use.

The Council will not be liable for the loss of personal cell phones brought into the workplace.

If job responsibilities include regular or occasional driving, employees are expected to refrain from using the cell phone while driving. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call brief, use hands free options if available, avoid discussion of complicated or emotional issues and keep their eyes on the road. Under no circumstances are employees expected to place themselves at risk to fulfill business needs. Please be reminded that in some states, counties and/or cities, it is a violation to use a cell phone while operating a vehicle.

Cell phones, laptops, and audio/visual equipment may be issued for business reasons and are property of the Council. Employees are expected to protect this equipment from loss, damage, or theft. Upon separation of employment, or at any time upon request, employees may be asked to produce this equipment for return or inspection. Employees unable to present the phone in good working condition may be expected to pay the costs of replacement.

11.2 Personal Use Of Phones

The business phone is one of our most important service tools. Employees should take care that their phone manner reflects courtesy toward our customers and the public. Employees are responsible for the reimbursement of personal long distance phone calls or for excessive cell phone minutes charged beyond the Council's plan.

Personal phone calls during working hours can interfere with our mission, distract employees from their job responsibilities and may be disruptive to coworkers. Employees should limit the placing or receiving of personal calls during working hours.

This policy applies to the use of company phone equipment as well as cellular phones.

12.0 COUNCIL PROPERTY

12.1 Equipment and Tools

Tools and equipment are the property of the Council and must be used, cared for, and maintained properly. Employees may only use tools and equipment for which they have been properly trained, upon the supervisor's authorization. Notification of any defective tools or equipment should be made to the Facilities Operations Manager or equivalent.

12.2 Vehicles

The Council is not responsible for payment of fines incurred by any driver of a Council-owned or leased vehicle for violation of traffic laws. In case of an accident involving a Council-owned or leased vehicle, the Human Resources Department and Facilities Operations Manager must be notified immediately.

An employee must have a valid and appropriately classified (in some cases, a CDL) Arizona driver's license and proof of insurance coverage in order to drive a Council-owned or leased vehicle, or to drive a personal vehicle on company business. Employees hired in positions which require driving must meet the underwriting requirements of insurance carriers.

13.0 SOLICITATION/DISTRIBUTION

Except for Council sponsored events, an employee may not solicit or sell merchandise on Council premises during his/her working time or approach any employee with these purposes during his/her working time. Working time does not include the employee's break periods or mealtime.

An employee may not sell merchandise in working areas at any time. Persons not employed by the Council are not permitted to solicit or distribute literature or offer merchandise for sale on Council premises.

14.0 EMPLOYEE RECORDS

14.1 Personnel Files

Employee files are maintained by the Human Resources Manager and are considered confidential. Managers other than the Human Resources Manager may only have access to file information on a need to know basis.

In the event an employee wishes to review contents of his/her personnel file, a mutually convenient time will be arranged. The Human Resources Manager shall be present when the employee reviews his/her file, and personnel records cannot be removed from the Human Resources Department, nor may documents be added, except by authorized employees. An employee may, however, obtain copies of any signed document in his/her file. Former employees will have no access to personnel files except with an appropriate court order.

Generally, our policy with regard to verification of employment is to only verify position titles and dates of employment. Wage and salary information will be verified upon the receipt of a signed consent. The Council does not provide personal references for any individual who separates employment. Any exception to this will be at the sole discretion of the Executive Director/CEO, or designee.

Any requests by outside agencies or individuals for employment information on current or past employees should be directed to the Human Resources Department.

14.2 Personal Status Change

Employees are to notify the Human Resources Department of any change in personal status, such as address, telephone number, or person to be notified in case of emergency.

15.0 EMPLOYMENT CLASSIFICATIONS

Employment classifications are based on the job description and the nature of the position, consistent with the federal Fair Labor Standards Act (FLSA). Classifications determine how employees are paid, whether they receive overtime pay and to what benefits they are entitled.

Exempt – Exempt employees hold executive, administrative, professional, or other exemptions from the FLSA. Exempt employees are generally paid on a salaried basis, and their salary is intended to constitute their entire compensation, regardless of the number of hours they work.

Non-Exempt – Nonexempt employees are covered as defined by the FLSA. Non-exempt employees are generally paid by the hour and are entitled to overtime pay for working over 40 hours in one workweek.

Regular Full-Time – An employee who is assigned to work a minimum workweek of forty (40) hours and whose assignment is indefinite (does not have a specified end date). Regular full time employees are generally eligible for Council employee benefits subject to the terms, conditions and limitations of the benefit plans and eligible for all legally mandated employee benefits.

Regular Part-Time – An employee who is assigned to work less than the full basic workweek and whose assignment is indefinite (does not have a specified end date). Part-time employees may be eligible for limited Council benefits and are eligible for all legally mandated employee benefits.

Temporary – An employee who is assigned to work for a specified, limited period of time, either on a full or part-time basis. Temporary employees are eligible for legally mandated benefits such as Workers' Compensation Insurance but not for Council employee benefits.

Introductory – All regular employees will be considered introductory employees during their first six (6) months of employment. Completion of the introductory period does not guarantee continued employment or a change in pay. Introductory employees are entitled to all legally mandated employee benefits.

Seasonal – An employee assigned to work intermittently, either on a full or part-time basis, whose job responsibilities are directly associated with the delivery of the camp experience either on or off a Council-owned site. Seasonal employees are entitled to all legally mandated employee benefits.

The Council utilizes consultants, vendors, and independent contractors from time to time. These individuals are not considered employees and are therefore ineligible for employee benefits, regardless of the length of the working relationship.

Employment classifications may change over the course of employment with the Council. Changes in employment classifications may be the result of a job change, a promotion, or a change in either work hours or job description.

If at any time an employee has a question about a possible change in his/her classification, s/he is encouraged to speak with the Human Resources Manager.

16.0 TELECOMMUTING

Telecommuting is a work arrangement whereby the employee's primary workplace is at the employee's home. A telecommuting work arrangement may be implemented at the initiation of the Council and at the sole discretion of the Council. In addition to the obligations specified under this policy, employees who telecommute are subject to the same responsibilities and workplace expectations as office based employees.

The Council may identify any position as a telecommuting position.

17.0 JOB-RELATED EXPENSES

Reasonable expenses incurred during the performance of an employee’s regular job duties may be reimbursable in accordance with the Council’s Reimbursement Procedures. For more information on this policy, please contact the Human Resources Manager or Finance Department.

18.0 WORK HOURS AND PAY

18.1 Workweek and Work Hours

Our workweek is Sunday 12:00 a.m. through Saturday 11:59 p.m. Work hours will be scheduled according to work requirements at the discretion of the Council. The Council's normal work hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

18.2 Attendance/Punctuality

The efficient operation of the Council is dependent on punctual and regular attendance of all employees. Attendance and punctuality are essential functions of the job. Excessive or habitual patterns of unexcused absenteeism and/or lateness on the part of an employee are unacceptable. If an employee needs to be absent from work for any reason, s/he needs to call his/her supervisor or team member before the start of the workday and, if possible, leave a message the night before. All employees must notify the Council supervisor in the event of an absence on the same day as the absence before the beginning of the work shift. Leaving a telephone message is insufficient. This policy does not apply in the event of absences occasioned by pre-approved vacation and other leave.

18.3 Overtime

Overtime is paid to non-exempt employees in accordance with federal law. Exempt employees are not eligible for overtime pay. Overtime hours must be approved in advance by the supervisor or equivalent.

Overtime is paid for hours worked in excess of forty (40) hours per week at the rate of time-and-a-half of the regular rate of pay. The normal workweek for the calculation of overtime begins Sunday and ends Saturday.

Only hours actually worked are used to compute overtime earnings. Paid time off, such as holidays or vacation time, is not used to compute overtime.

18.4 Timekeeping

All Council employees must keep time of their hours worked on Council-approved timesheets or electronic means.

18.5 Paydays

Employees of the Council are paid on the fifteenth (15th) and thirtieth (30th) of the month, unless that payday falls on a holiday or weekend. In that case, employees will be paid on the last working day before the holiday or weekend. Direct deposit is not required but strongly encouraged.

18.6 Deductions from Pay and Errors in Pay

The Council makes every effort to ensure that employees are paid correctly. Non-exempt employees will be paid only for actual hours worked unless they have accrued time off.

Exempt employees are paid on a salary basis, and, in general, must be paid their full salary for any week in which they perform work. Exempt employees' pay may be reduced only in the following circumstances:

1. Employees who take leave under the Family Medical Leave Act and have exhausted their vacation and personal paid time off and bereavement leave.

2. Employees who are absent for a least a full day because of reasons other than sickness or disability and have exhausted their vacation and personal paid time off and bereavement leave.
3. Employees who are absent for at least a full day because of sickness or disability and have exhausted their vacation and personal paid time off and bereavement leave.
4. Employees who are absent for temporary military leave may have their pay reduced by the amount of payment they receive in the form of military pay. Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work in a given week. Employees who are absent for jury duty for more than one entire work week may have their compensation reduced.
5. If an employee violates a safety rule of major significance, her/his pay may be reduced in an amount to be determined by the Council as a penalty for that violation.
6. Employees may be suspended without pay for other workplace misconduct as a penalty, but only in full-day increments.
7. Employees who work less than 40 hours during their first or last week of employment may be paid a proportionate part of their full salary for the time actually worked.
8. Employees who are absent for one week or more may have their pay reduced if they do not have accrued paid time off or bereavement leave.

The Council will reimburse any exempt employee whose pay is reduced in violation of this policy.

If you believe your pay has been improperly reduced, please notify your supervisor and the Human Resources Manager no later than 30 days after the payday in which you believe there has been an error. The Council will promptly investigate your complaint. There will be no retaliation for making such a complaint. After investigation, the Council will adjust your pay or explain why your pay must remain the same in accordance with this policy.

18.7 Wage and Salary Increases

Wage and salary ranges are assigned and periodically updated on the basis of the position evaluation.

Employees may receive a wage or salary adjustment if they are promoted or given substantially new responsibilities, or if it is determined that the wage or salary level is not equitable in comparison with that of others in like positions with similar levels of responsibility and years of service.

19.0 POSITION DESCRIPTIONS

Current job descriptions are maintained for each of the Council’s positions. Employees need to read the position description received as part of the orientation process carefully, and direct any questions they may have to their supervisor or equivalent.

Position descriptions are dynamic documents, meant to be updated and revised continually, based on the programs and services we offer. We encourage employees to offer suggestions on improving their effectiveness and the design of their position by speaking with their supervisor or equivalent, or a member of the Human Resources team.

20.0 PERFORMANCE APPRAISAL

The performance appraisal system is an integral part of our corporate planning process. Employees shall receive a performance appraisals no less than once per year

Periodic work planning and review sessions may be conducted throughout the year for the purpose of evaluating progress on the achievement of performance goals and assigned responsibilities.

During the evaluation process, employees and their supervisor or equivalent will assess performance in relation to the job accountabilities, job description and annual goals/objectives. Areas of strength as well as areas needing development will be identified. In addition, employees and their supervisor or equivalent should develop goals and objectives for the next review period, and identify the ways in which the supervisor or equivalent will support the employee's further development.

Additionally, the Council will perform team performance evaluations on a periodic basis.

The objectives of the Council's performance evaluation process are to let employees know how they are doing on the job; to encourage communication and two-way feedback on the expectations and goals of both employees and the organization; to document performance in ways that will facilitate transfers, promotions, and improvement plans; and to be a tool for coaching, planning, and professional development.

21.0 PERFORMANCE STANDARDS

Each employee is responsible for observing certain standards of conduct: attendance, cooperation, economy, efficiency, and productivity in our work together.

It is everyone's responsibility to work on resolving problems and conflicts by focusing on solutions and keeping issues work-related, and by communicating directly with the person(s) with whom they have a conflict. In most cases, discussing a situation will resolve it.

If attendance, behavior, productivity, and/or work habits fall below appropriate standards, the supervisor or equivalent should communicate the areas for improvement at the earliest possible time. Counseling and notifying the employee in sufficient time for improvement will ordinarily precede formal corrective action, but immediate formal action may be taken when it is deemed to be in the best interest of the Council.

22.0 HOLIDAYS

The following paid holidays are normally observed by the Council and granted to regular full-time employees. All regular part-time employees are eligible to be paid for official holidays that fall on their regularly scheduled workdays. Holiday pay will be equal to normal workday pay.

HOLIDAY DAY	OBSERVED
New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Fourth Friday in November
Christmas Eve Day	December 24
Christmas Day	December 25

Holidays falling on Saturday or Sunday will be observed during the regular workweek on Friday or Monday, respectively or at the Council's discretion.

23.0 VACATIONS

We offer paid vacation time to eligible employees. We recognize the value of time away from work responsibilities and encourage employees to use all accrued vacation benefits on a timely basis. Therefore, we do not allow current employees to take pay in lieu of vacation time.

Vacation allowance is based upon years of continuous service with the Council and exempt/non-exempt status. Vacation leave is earned by all regular employees from their date of hire in the following manner:

	WORKING DAYS PER YEAR	WORKING HOURS PER MONTH
Exempt Employees		
one (1) plus years	20	13.33
Non-Exempt Employees		
one (1) through five (5) years	10	6.67
six (6) through ten (10) years	15	10.00
more than ten (10) years	20	13.33
Non-Exempt Part-Time*		
one (1) through five (5) years	5	3.33
six (6) through ten (10) years	7.5	10.00
more than ten (10) years	10	13.33

*averaging 20 hours or more per week

Vacation is accrued from the first day of employment; however, paid vacation time will not be taken during the introductory period. Any exception(s) to this practice will be at the sole discretion of the Executive Director/CEO, or designee.

Employees are expected to exercise consideration and good judgment when requesting vacation days from their supervisor or equivalent. Vacation requested during a particularly busy time, or at a time when many others have also requested time off, may require the employee to postpone their vacation. Vacation time shall be requested in advance and approved by the supervisor or equivalent.

Advance use of paid vacation time not yet accrued is not permitted.

The date used to calculate accrued vacation time will be the calendar year. A maximum total of one full year’s worth of vacation time may be carried over into the following year. Additional hours accrued but unused over that amount will be forfeited. Any exception(s) to this practice will be at the sole discretion of the Executive Director/CEO, or designee.

Payment will be made for any accrued but unused vacation time up to 160 hours if the employee leaves the Council. No payment will be made for accrued vacation if termination occurs during the introductory period.

23.1 Compassionate Leave

In cases of catastrophic medical situations or emergency conditions, the Council permits staff members to donate accrued vacation time to other staff members subject to the following:

1. **Donation.** Any employee with a minimum of 40 hours of paid accrued vacation leave in their own “bank” can elect to donate any excess hours to a general Council Compassionate Leave Pool (Pool). Only accrued vacation time can be donated.
2. **Council Compassionate Leave Pool.** The Council cannot mandate donations. The Pool will be administered by the Human Resources Manager.
3. **Application for Use of Compassionate Leave Time.** The employee applying for such leave must have successfully completed the introductory period and exhausted all vacation and personal leave available. Such leave must be used for payment of whole days. However, it can be used as supplemental payment to short-term disability and/or Workers’ Compensation payments.
4. **Such leave shall be administered at the sole discretion of the Council’s Executive Director/CEO or designee.** The Executive Director/CEO will decide who receives such leave and the amount (allotment).
5. **FMLA Leave may run concurrently with compassionate leave time.** (See Leave Without Pay, Section 11.)
6. **Compassionate leave hours are donated at the donor’s pay rate.** Use of compassionate leave hours will be prorated at the dollar amount of user’s pay rate.

24.0 PERSONAL TIME

We recognize that we all have responsibilities outside of work. We want to offer employees some flexibility around religious holidays and protection against loss of income due to personal or family illness. The Council provides regular employees with Personal Time off from work to be used for any of the following:

- Personal illness or injury.
- To care for the health and well-being of a loved one.
- Appointments—routine or otherwise—that cannot be made outside work hours.
- Wellness.
- Holidays not observed by the Council.

Employees are expected to make every effort to obtain appointments during non-working time.

Personal time off for full-time employees is accumulated at the rate of one (1) day per month (8 hours) of service or twelve (12) days (96 hours) a year from the first day of employment. Personal time off for regular part-time employees working a minimum of 20 hours per week is accumulated at the rate of one-half (.5) days per month (4 hours) of service or six (6) days (48 hours) a year from the first day of employment. Personal time off may be accumulated up to one hundred (100) days for full-time employees, fifty (50) days for part-time employees.

Use of paid personal time not yet accrued is not permitted. In addition, personal time off is not intended to be used as vacation time, and cannot be combined with, or used as an extension of, vacation time.

Employees transferring from another Council or from Girl Scouts of the USA, with less than a ninety (90) day break in service, may be given credit for unused sick leave balances of up to twenty-four (24) days.

No payment is made for unused accumulated personal time upon separation of employment.

When an extended length of absence due to illness is required, supervisors or their equivalent must be kept advised if the absence is expected to continue for a period longer than originally anticipated.

A doctor's statement is required for more than three (3) consecutive days' absence due to illness or, at the discretion of the supervisor or equivalent, when an accumulation of scattered absences seems to establish a pattern of illness. After an employee has been absent from work for more than three (3) days the Council may place the employee on FMLA (Family and Medical Leave Act of 1993) Leave, if the employee is eligible. In this instance, personal time off and vacation time will be used concurrently with the FMLA leave.

The Council may request and obtain verification of the circumstances surrounding any use of personal time off. Personal time shall be requested in advance and approved by the supervisor or equivalent when it is foreseeable.

25.0 OTHER TIME OFF

25.1 Bereavement Leave

Bereavement leave of three (3) days with pay is provided to regular full and part-time employees. Up to five (5) days paid leave may be granted if the employee is required to travel out of state. Bereavement leave is limited to 10 days per year.

Employees may seek time off for bereavement leave in the event of the death of a significant person in their life; even if the person is not an immediate family member, questions or disputes related to this flexibility will be determined at the discretion of the Executive Director/CEO, or designee. We will be as flexible as possible in accommodating these leave requests and, in turn, employees are expected to be responsible with this flexibility. Employees seeking paid time off for bereavement leave should communicate with their supervisor or equivalent about leave arrangements.

25.2 Voting Time

Employees may receive paid time off of up to three (3) hours to vote in the state or federal elections. Since polling places are generally open before and after work, every effort should be made to vote outside of normal working hours. Employees have a duty to make advance arrangements with their supervisor or equivalent for reasonable time off to vote at the beginning or end of normal work hours.

25.3 Jury Duty

In the event a nonexempt employee is called for jury duty, the Council provides leave with pay up to five jury days.

If jury service extends beyond five (5) jury days, compensation may be at the sole discretion of the Executive Director/CEO. Exempt employees' compensation is by salary and if they are absent for more than one full week due to jury service, compensation will be at the sole discretion of the Executive Director/CEO.

Employees are entitled to retain all juror fees received for jury service.

Supervisors or their equivalent should be kept informed of the employee's jury duty or witness status. On days when less than a full day is served at court, the employee shall contact his/her supervisor to determine whether it is practical to return to work for the balance of the day. Employees called for jury duty are asked to provide the Council with appropriate documentation.

25.4 Military Leave

In accordance with the Uniformed Services Employment and Reemployment Act, the Council will grant unpaid leaves of absence to employees. In the event an employee is called to active duty, s/he should speak with the Human Resources Manager for information on continuing benefits and reemployment procedures.

Employees who are members of the Reserves or National Guard and are directed to participate in periodic field training will receive two weeks unpaid leave for each calendar year. Such leave will have no impact on status, rate of pay, benefits, or eligibility/accrual of vacation or other leave. If an employee has some choice as to when to attend yearly training, we ask that they select a period that will be convenient for the Council and their co-workers.

25.5 Victim and Witness Leaves

Employees who are crime victims and wish to exercise their rights under Arizona law or who obtain or attempt to obtain an order of protection, an injunction against harassment or any other injunctive relief to help ensure the health, safety or welfare of themselves or their children are entitled to job-protected leave under Arizona law. Employees taking such leave will not be compensated unless they have accrued unused sick leave or vacation. Employees must submit the appropriate paperwork as required by Arizona law to the Council prior to leaving work for these purposes. The Council reserves the right under Arizona law to ask the prosecutor to limit this leave due to undue hardship.

25.6 Emergency Closing

When the office of the Council is unexpectedly closed because of uncontrollable factors, such as unusual weather conditions, transportation strikes, fires, or a national emergency, time off for employees scheduled to work will be considered excused absence up to three (3) days without being charged to paid leave time.

26.0 FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

The federal Family and Medical Leave Act (FMLA) requires the Council as a covered employer to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth
- To care for the employee’s child after birth, or placement for adoption or foster care
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition, or
- For a serious health condition that makes the employee unable to perform the employee’s job

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty during the past five years that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the Council must maintain the employee’s health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements

Employees are eligible if they have worked for the Council for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the Council within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Council's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

The Council requires the employee to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the Council's paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and must comply with the Council's call-in procedures.

Employees must provide sufficient information for the Council to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Council if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

The Council must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Council will provide a reason for the ineligibility.

The Council will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' leave entitlement. If the Council determines that the leave is not FMLA protected, the Council will notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Please see the FMLA Employee Rights and Responsibilities poster on Council premises.

27.0 EDUCATION AND PROFESSIONAL DEVELOPMENT

In addition to on-the-job learning and training, we encourage employees to enhance professional development and job-related skills through external education programs and conferences such as training events, meetings, workshops, courses, and seminars, either sponsored by the Girl Scout organization or by other organizations. Time off (whether paid or unpaid) for external training and continuing education requires advance approval by the supervisor or equivalent.

Employees may be asked to attend conferences, workshops, and educational meetings on behalf of the Council. In these instances, we will cover most travel, lodging, registration, and meal expenses. Employees will receive regular pay while attending required outside conferences.

While we do not cover the cost of continuing education, we will attempt to accommodate continuing education through flexible scheduling for anyone who is attending school while working. Final approval must be given by the Executive Director/CEO, or designee.

28.0 GROUP INSURANCE

28.1 Health Coverage

The Council provides regular full-time employees with employee group insurance. The Council provides:

- Medical and vision coverage
- Dental coverage
- Life Insurance coverage
- Short and Long-Term Disability coverage

During new employee orientation, written information is distributed regarding the specific coverage of each plan, including information on the Council's contributions to premiums. Please contact Human Resources for details.

Regular part-time

An employee who is regularly scheduled to work 26 or more hours per week but less than 40 hours on a continuing basis is eligible for prorated council-sponsored benefits. Please contact Human Resources for details.

28.2 Insurance Continuation

Upon separation of employment, employees covered under most health insurance plans have certain legal rights to remain on the insurance plan at their own expense through COBRA benefits. Please contact Human Resources for details.

29.0 FLEXIBLE SPENDING ACCOUNTS (FSAS)

Eligible employees may choose to enroll in our FSA program, which allows an individual to set aside pretax dollars to be used for uninsured medical expenses (such as out-of-pocket amounts or vision care) and/or dependent care services.

This benefit allows employees to stretch their income by using tax-free dollars to pay for medical expenses not covered by insurance and other eligible dependent care expenses.

In accordance with federal regulations, money left in individual spending accounts is not refundable at the end of the plan year. This means that any employee participating in the plan needs to estimate expenses carefully. Any money remaining in an individual's FSA at the end of the plan year is distributed back to the Council.

30.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Council provides confidential and voluntary assistance to all eligible employees and their eligible family members who may be faced with challenges of financial concerns, legal issues, family difficulties, drug or alcohol abuse, or child care problems.

Voluntary acceptance of a treatment program is not a valid reason for continued poor job performance. Poor job performance resulting from behavior or personal problems is handled in the same manner as any other substandard performance. Employees are expected to meet regular job requirements and maintain satisfactory performance standards during treatment. In the event that job requirements and satisfactory work performance standards are not met or sustained, the Council reserves the right to terminate the employment relationship.

All contact between an employee and the EAP is held strictly confidential. In cases where continued employment is contingent upon calling the EAP, the EAP counselor will only verify whether or not the employee has contacted the EAP and if ongoing treatment is necessary and being followed through.

An employee needing to visit the EAP during regular work hours must use vacation or personal time unless the action is initiated by the Council.

31.0 403(b) AND RETIREMENT

To be added as board decisions are finalized.

32.0 SEPARATION OF EMPLOYMENT

Separation of the employment relationship may be initiated by either the Council or the employee. Notification relative to conversion and/or COBRA for any group health, life, and/or dental insurance plans will be provided in accordance with the Summary Plan Description and applicable law

The following notification periods are requested for employee-initiated separations:

- Executive Director/CEO Four (4) Week Notice
- Exempt Employees Three (3) Week Notice
- Non-Exempt Employees Two (2) Week Notice

31.1 Voluntary Termination

An employee who has decided to resign is asked to submit written notification to his/her supervisor or the Human Resources Manager in accordance with the prescribed notification periods. The effective date of separation is the last day the employee actually worked and typically is not extended to include paid vacation or paid holidays.

Employees separating from the Council on a voluntary basis are required to return all Council-owned property, and to submit any and all legitimate reimbursable business expenses to us on or before the last day of work. Failure to return Council-owned property may result in the Council withholding disputed amounts from the employee's reimbursement expenses or accrued vacation time.

Employees who voluntarily terminate employment will be paid on the next regular pay day.

31.2 Involuntary Termination

In the event the Council terminates the service of an employee, we are not required to give advance notice, pay in lieu of notice, or severance pay, but may choose to do so at the sole discretion of the Executive Director/CEO, or designee.

Employees who are involuntarily terminated must return all Council-owned property, and/or submit any and all legitimate reimbursable business expenses to the Council within seventy-two (72) hours of notice of termination. Failure to return Council-owned property may result in the Council withholding disputed amounts from the employee's reimbursement expenses or accrued vacation time.

Employees who are involuntarily terminated will be paid within three business days or the next regular payday, whichever is sooner.

31.3 Grounds for Termination

Generally, when an employee is believed to have a job performance problem or to be engaging in behavior that is unacceptable or counterproductive, s/he will be given an opportunity to improve the performance or behavior to an acceptable level. However, the following list, while not complete, gives examples of behavior that can result in immediate termination of employment:

- Failure to satisfy the conditions of employment
- Violation of any Council policy, or misconduct
- Behavior inconsistent with the core values of the organization

- Breaching confidentiality
- Unauthorized use or dissemination of proprietary information
- Absence without cause or without authorization
- Working for another employer while on a leave of absence without prior consent of the Council
- Reduction of employees necessitated by factors such as budget considerations, revision of work, or reorganization
- Discrimination or harassment against anyone associated with the Council on the basis of race, creed, sex, age, disability, national origin, sexual orientation, citizenship, marital status, or socioeconomic status
- Willful damage to Council property or the personal property of other employees
- Threatening, intimidating, or coercing other Council personnel
- Insubordination or refusal to perform duties assigned
- Theft, pilfering, fraud, or other forms of dishonesty
- Gross negligence of duty
- Disorderly conduct or fighting on Council premises
- Malicious gossip or derogatory attacks concerning anyone associated with the Council, excessive use of profanity
- Falsifying Council records, including false recording of time worked
- Soliciting or accepting gratuities
- Other forms of immoral, unethical, or grossly improper conduct, including but not limited to, the failure to maintain professional conduct in the workplace

SEASONAL EMPLOYEE SUPPLEMENT

33.0 CONDITIONS OF EMPLOYMENT

33.1 Membership in the Girl Scout Movement

All seasonal staff members are expected to become members of the Girl Scout Movement at the time of employment.

33.2 Concurrent Positions

A seasonal staff member of the Council may not serve concurrently in any volunteer capacity for the Council.

33.3 Uniform Requirements

Seasonal staff members are responsible for providing and maintaining the appropriate uniform. Uniforms must be worn on the day of arrival and on any other occasions deemed appropriate by the Seasonal/Camp Site Director.

33.4 Introductory Period

The first week of employment with the Council for seasonal staff is considered an introductory period. Seasonal employees will serve an introductory period so that each employee has the opportunity to become acquainted with the job and to demonstrate her/his ability to assume its duties and responsibilities. Separation may be initiated by either the employee or the Council at any time during the introductory period. No leave time will be paid if voluntary or involuntary separation occurs during the introductory period.

In no case should the completion of the introductory period be considered to mean an employee is guaranteed continued employment with the Council. Nor does completion of the introductory period constitute a contract guaranteeing continued employment.

33.5 Physical Examination(s)

Once employed, all seasonal staff members must verify that they have undergone a physical examination by a licensed physician within the last twelve (12) months prior to employment.

Verification must include the following information:

- A. Any physical condition requiring restriction(s) on participation in the seasonal/camp program, a description of that restriction, and a statement of the accommodations for that restriction if any.
- B. The date of the physical examination.
- C. Any current or ongoing treatment or medications.
- D. The date the verification/form was signed.

33.6 Training

All seasonal staff members are required to participate in training. In-service training will be offered periodically during the season.

34.0 ATTENDANCE AND REST PERIODS

34.1 Attendance and Punctuality

The efficient operation of the Council's seasonal program delivery sites requires punctual and regular attendance of all seasonal employees. Attendance and punctuality are essential functions of the job. Excessive or habitual patterns of unexcused absenteeism and/or lateness on the part of a seasonal staff member may be cause for corrective action up to and including termination.

34.2 Rest Periods

Seasonal staff members will be provided with rest periods in accordance with their work schedules and job assignments as follows:

- Seasonal staff members at resident and core campsites will have a total of two (2) hours free each day during regular working hours. In addition, these seasonal staff members will be free from their duties for a period of at least twenty-four (24) consecutive hours every seven (7) days.
- Seasonal staff members at day camp sites will have daily rest periods scheduled by the Seasonal/Camp Site Director.
- Specific hours/times granted for rest periods will be determined by the Seasonal/Camp Site Director and will take into consideration any staff member's request(s) as well as the seasonal site's requirements.

35.0 LEAVE WITH PAY

35.1 Sick Leave

Seasonal staff members are entitled to two days of paid sick leave, per season, for illness or injury not related to employment. Paid sick leave must be authorized by the health supervisor or other Seasonal/Camp Site Director or designee. Sick leave may not be used for any other purpose. Improper use of sick leave may result in corrective action, including but not limited to termination. No payment for unused sick leave will be paid to any seasonal staff member at the end of the season.

36.0 BENEFITS

36.1 Health Insurance Coverage

While on duty seasonal staff members are covered by a limited health and accident insurance policy paid for by the Council.

37.0 SEPARATION

37.1 Termination of Employment

Termination of the employment relationship may be initiated by either the Council or the employee.

37.2 Notification Periods

A notification period of seven (7) working days is considered appropriate and consistent with Council practice and/or experience for seasonal staff-initiated separations.

38.0 BUSINESS TRAVEL

38.1 General

The Council will reimburse reasonable expenses incurred by seasonal staff members who travel on Council business. Travel arrangements must be approved in advance by the employee's authorized supervisor. Any travel advance and all reimbursement of expenses will be administered in accordance with current Council provisions and/or procedures. Seasonal staff members are responsible for their own transportation expenses to and from the seasonal/camp site.

39.0 MISCELLANEOUS

39.1 Facilities (General)

Depending on the seasonal/camp site, a number of facilities are available for use by seasonal staff members. Basic seasonal site/program equipment and other facilities are available for use by seasonal staff members during rest periods as long as this does not interfere with the delivery of program. Seasonal staff members are expected to exercise care in the use and maintenance of the Council's property.

39.2 Firearms

Personal firearms, weapons, ammunition, and/or flammable/explosive materials are not permitted on any seasonal/camp site in accordance with Arizona law.

39.3 Laundry

Seasonal staff members are responsible for their own laundry. Laundry facilities for seasonal staff members are available at resident campsites.

39.4 Personal Visitors

Personal visitors are permitted only after prior approval of the Seasonal/Camp Site Director, and only if the business office is advised of a visitor's expected time of arrival.

A visitor is defined as a member of the seasonal staff member's family, a friend, and/or other acquaintances. Visits should be brief and, if possible, scheduled during the seasonal staff member's free time. While on the seasonal/camp site all visitors are expected to adhere to the rules and regulations of the Council.

39.5 Pets

Seasonal staff members are not permitted to keep pets on any seasonal/camp site unless prior approval is obtained by the Seasonal/Site Camp Director.

39.6 Private Facilities

A separate facility is provided to seasonal staff members for privacy and freedom from seasonal/camp site participants. In addition, the lounge is available to seasonal staff members during rest periods. Seasonal staff members are responsible for the general maintenance of this facility.

39.7 Room and Board

At resident camp, core camp, and family program delivery sites, the Council will provide room and board during the period that seasonal staff members are on site.

39.8 Searches of Personal Property

The Council reserves the right to search a seasonal staff member's personal property while the personal property is located on the seasonal/camp site or other Council premises, when investigating a report of theft, or upon reasonable suspicion that a staff member is in possession of illegal drugs and/or intoxicants, or for any other appropriate reason. If possible, the search of a staff member's personal property will be conducted in the presence of the seasonal staff member who owns the personal property to be searched. A seasonal staff member's refusal to allow such a search may result in corrective action, including but not limited to, immediate termination.

39.9 Smoke-Free Environment

Smoking is prohibited around or in the sight of girls or seasonal/camp site participants, at all seasonal/camp sites or other facilities occupied by the Council, including but not limited to, offices, restrooms, meeting rooms, dining areas, and living quarters, as well as in Council vehicles. Smoking is prohibited on or off trails or at any time when seasonal/camp site participants are present.

All seasonal staff members are expected to adhere to any and all provisions to provide a smoke-free environment and supervisors are expected to ensure implementation. Violations shall be reported to the appropriate supervisor who will advise the Seasonal/Camp Site Director. Staff members who violate the provisions for a smoke-free environment are subject to corrective action including, but not limited to, termination. Any smoke breaks must be taken only in those areas designated as smoking areas, if any.

39.10 Telephone

A telephone is provided for use by seasonal staff members, however, all long distance calls must be placed using a calling card or the charges for the call must be reversed.

39.11 Valuables

The Council strongly recommends that seasonal staff members not bring valuables to the seasonal/camp site. The Council specifically refuses to assume responsibility for any valuable brought on site. Personal belongings are the exclusive responsibility of the individual seasonal staff member and are not covered by Council insurance.

39.12 Vehicles (Council)

Council vehicles may be driven only by designated seasonal staff members. The driver must have a current driver's license with the appropriate classification for the type of vehicle to be driven, and must be trained in the operation of that vehicle according to Council procedures.

39.13 Vehicles (Personal)

Seasonal staff members who bring personal vehicles must park in a designated area. Personal vehicles may not be used on Council business unless an automobile insurance form is on file and a specific request has been made by the Seasonal/Camp Site Director. Reimbursement for the use of a personal vehicle for Council business will be in accordance with current Council mileage reimbursement provisions.

40.0 EMPLOYEE ACKNOWLEDGEMENT

By my signature below, I certify and acknowledge the following:

I have received and read a copy of the Girl Scouts—Arizona Cactus-Pine Council’s Employee Manual, and I understand that the policies, procedures and benefits described in it are subject to change or may be varied from by the Council, depending on the particular circumstances of a given situation.

It is expressly understood that the contents of this manual do not constitute the terms of a contract of employment, but rather my employment with the Council is on an at-will basis, which means that the employment relationship may be terminated at any time by either the employee or the Council with or without cause and with or without notice.

My at-will employment relationship with the Council cannot be changed to a contract for a particular term, or otherwise modified, except by a written contract signed by myself and the Executive Director/CEO of the Council.

Name (please print) _____

Date _____

Title _____

Signature _____

ATTACHMENT A**WHISTLEBLOWER POLICY**

No employee will be retaliated against for reporting a violation of this policy based upon an honest perception of the events, or for cooperating in any investigation. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Employees who feel they have been retaliated against must file their complaint in writing with the Executive Director/CEO within five (5) calendar days of the alleged retaliation. The Executive Director/CEO will address this complaint within ten (10) working days. The decision of the Executive Director will be final. If the Executive Director/CEO is the subject of the complaint, the President of the Board of Directors will handle the investigation within ten (10) working days and the decision of the Board will be final.

Background

Girl Scouts–Arizona Cactus-Pine Council is committed to operating in furtherance of its tax-exempt purpose and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. Internal control systems are in place at Girl Scouts–Arizona Cactus-Pine Council that work to prevent and detect inappropriate activities. However, absolute protection of the Organization’s resources cannot be guaranteed. This whistleblower policy defines the Organization’s commitment to the investigation of allegations or improper activities and the protection policy of whistleblowers. This policy also outlines a procedure for employees to report actions that an employee reasonably believes violate a law or regulation, or that constitutes fraudulent accounting or other practices.

Scope of Policy

This policy applies to any matter which is related to Girl Scouts–Arizona Cactus-Pine Council’s business and does not relate to private acts of an individual not connected to the business of Girl Scouts–Arizona Cactus-Pine Council.

This policy applies to any irregularity or fraud, or suspected irregularity or suspected fraud, involving employees as well as board members, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or other parties with a business relationship with Girl Scouts–Arizona Cactus-Pine Council. (Issues involving volunteers are handled through the Volunteer Policies and Procedures.)

Policy

Fraud is defined as any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator achieving a gain.

Any reasonable suspicion of an irregularity or fraud must be reported immediately to a member of the Audit Committee. All reports will be followed up promptly, and an investigation conducted if necessary. In conducting its investigations, Girl Scouts–Arizona Cactus-Pine Council will strive to keep the identity of the reporting individual as confidential as possible, while conducting an adequate review and investigation.

Girl Scouts–Arizona Cactus-Pine Council will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the Executive Director/CEO, to the Board of Directors or to a federal, state or local agency what the employee believes in good faith to be a violation of

the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee’s rights.

Girl Scouts–Arizona Cactus-Pine Council may take disciplinary action (up to and including termination) against an employee who, in management’s assessment, has engaged in retaliatory conduct in violation of this policy.

Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, investments, supplies or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of company activities
- Disclosing confidential and propriety information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Organization. Exception: Gifts less than \$100 in value
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related irregularity

Investigation Responsibilities

The Audit Committee has the primary responsibility for the investigation of all reported suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Audit Committee will issue reports to appropriate designated personnel and to the Board of Directors.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation, as well as final decisions on the disposition of the case, will be made by the Board of Directors in conjunction with legal counsel and senior management.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Organization from potential civil liability.

Audit Committee Members

- | | | |
|----------------------|--------------|--------------------|
| • Bruce Thoeny | 602-943-7317 | bruce@dryfly.us |
| • Colette Kamps, CPA | 480-483-1170 | colettek@hhcpa.com |
| • Andrew Tetlow, CPA | 480-266-0973 | ATetlow@cox.net |

Authorization for Investigating Suspected Fraud

Members of the Audit Committee (and designated agents) will have:

- Free and unrestricted access to all Organizational records and premises, whether owned or rented, and
- The authority to examine, copy, and /or remove all or any portion of the contents of files, desks, cabinets and other storage facilities on the premises without prior knowledge or consent of any

individual who might use or have custody of any such items or facilities when it is within the scope of their investigation

Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

An employee who discovers or suspects fraudulent activity will contact the Audit Committee immediately. If the allegation involves the Audit Committee, the employee shall contact the Chair of the Board of Directors. The employee or other complainant may remain anonymous. No information concerning the status of an investigation will be given out. The proper response to any inquiries is, "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should understand the following:

- Report any suspicions in good faith. Good faith can be determined to be lacking when the employee does not have personal knowledge of a factual basis for the communication or where the employee knew or reasonably should have known that the communication about the suspicion is malicious, false, or frivolous
- Do not contact the suspected individual in an effort to determine facts or demand restitution
- Any employee who suspects dishonest or fraudulent activity should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Audit Committee (or its agents), or if the allegation involves the Audit Committee, then the Chair of the Board of Directors

Termination

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from Human Resources and, if necessary, by outside counsel, before any such action is taken. The Audit Committee does not have the authority to terminate an employee. The decision to terminate an employee is made by the employee's management and/or the Board of Directors. Should the Audit Committee believe the management decision inappropriate for the facts presented, the facts will be presented to the Board of Directors for a decision.

Administration

This policy is to be distributed to all employees and Board of Director members. The policy should be reviewed with employees on an annual basis to ensure their awareness.

Employee's Name _____

Employee's Signature _____

Date _____