



Employee Policy Manual  
Staunton-Augusta-Waynesboro  
Habitat for Humanity

*Mission Statement:*

*“Building and restoring homes, lives and communities through faith.”*

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## Welcome to Staunton-Augusta-Waynesboro Habitat for Humanity

Dear Team Member,

I would like to be one of the first people to welcome you to Staunton-Augusta-Waynesboro Habitat for Humanity and into its incredible mission of building houses with families in our community. The work we are called to do is genuinely transformational, not only for low-income families who need a decent place to live, but for volunteers, donors and entire communities. I am excited that you will be joining in and contributing to that transformation.

I invite you to review this handbook carefully as it explains the benefits and responsibilities of your role as a staff member. As a member of Staunton-Augusta-Waynesboro Habitat for Humanity, you will serve as an emissary of our mission. As such, please feel free to stop into my office at any time should you have any questions or wish to talk. My door is always open to you.

I am grateful that you have chosen to join us. I'm also confident you will find your work here personally and professionally challenging, stimulating, enjoyable and rewarding. Congratulations on your new position, and welcome to the Habitat family!

Very sincerely,

A handwritten signature in blue ink that reads "Lance Barton". The signature is fluid and cursive, with the first name "Lance" being more prominent than the last name "Barton".

Lance Barton  
Executive Director  
Staunton-Augusta-Waynesboro Habitat for Humanity

## Mission of SAW Habitat for Humanity

*"We build and restore homes, lives, and communities through faith."*

Habitat for Humanity works in partnership with people from all walks of life, to develop communities for people in need. By building and renovating houses in partnership with our families, we are able to help provide safe and affordable homes in which individuals and families can live and grow into all that God intended.

The purpose of Habitat for Humanity is to empower individuals and families by working with them on a path to home ownership. This work includes their partnership in the building of the home they will own and a series of classes to fully equip them to be successful homeowners. As staff members, we demonstrate our commitment to this mission and the value we put in human lives by treating each other and our family partners with dignity and respect. As a faith-based organization we believe this is one of the most important ways that we can demonstrate our faith in action.

- By working in cooperation with people in need to create a better habitat in which to live and work;
- By working in cooperation with other agencies and groups
- By demonstrating the teachings of Jesus Christ through action;
- By enabling an expanding number of persons from all walks of life to participate in this ministry.

*"Having faith, beliefs, and convictions is a great thing,  
but your life is measured by the actions you take based upon them."  
Nick Vujicic*

## **PURPOSE OF THE MANUAL**

The SAW Habitat for Humanity (SAW HFH) human resources policies and procedures contained in this manual have been developed to address staff issues. These include recruitment, development, performance appraisal, salaries and benefits, training, promotions, discipline and all other personnel administration issues. The manual therefore incorporates policies and procedures that are crucial to maintaining equity and transparency in the areas mentioned above to create a healthy working environment at SAW HFH.

The provisions of the manual will be applicable to all staff members of SAW HFH with retrospective effect from January 1, 2017 and in accordance with the laws of the Commonwealth of Virginia. This manual is applicable to all persons employed by SAW HFH on full-time or part-time contract basis.

SAW Habitat for Humanity is pleased to have you as part of its exciting team and hopes that your work here will be both stimulating and enjoyable.

A newly engaged employee is deemed to have read this manual before signing the Contract of Employment. Employment will be confirmed by signing a contract of employment within which the employee acknowledges the acceptance of regulations of this manual. The employee and an authorized representative of SAW HFH shall sign the Contract of Employment.

SAW HFH reserves the right to amend the regulations of this manual and shall notify the employee of such amendments. Any amendments made to this document will be binding and of effect only if approved by the SAW HFH Board of Directors.

Copies of the manual will be maintained in the Executive Office. A copy will be given to each employee on joining the organization.

## **NATURE OF EMPLOYMENT – AT WILL**

This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor SAW Habitat for Humanity is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time. No SAW Habitat representative is authorized to modify the employment at will policy for any employee or to enter any agreement, oral or written, that changes the at-will relationship.

## How We Work

### Welcome to SAW Habitat for Humanity

This handbook is intended to provide you with a general understanding of our personnel policies. However, this handbook cannot anticipate every situation or answer every question about your employment. If anything in this handbook is unclear, please contact your immediate supervisor or the Executive Director for clarification.

### The SAW Habitat for Humanity Goal:

Creating simple, decent, affordable housing in partnership with low-income families, volunteers and the communities of Staunton, Waynesboro, and Augusta County.

### Equal Opportunity

SAW Habitat shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of SAW Habitat will not discriminate against any employee or applicant in a manner that violates the law. SAW Habitat is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated based on personal skill and merit. SAW Habitat's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

SAW Habitat will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. Any employee who believes that any other employee of SAW Habitat may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If SAW Habitat determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which may include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, SAW Habitat will inform the employee who made the complaint of the results of the investigation.

SAW Habitat is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at SAW Habitat for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on SAW Habitat. Employees who believe they may require an accommodation should discuss those needs with the Executive Director.

If you have any questions regarding this policy, please contact the Executive Director.

## **Advertising, Recruitment and Interviewing**

SAW HFH's mission and position in the community demands that recruitment be conducted in an aggressive manner to attract the best possible individuals to all levels of the organization. Positions may be filled by transfer, promotion of existing employees, or by new employees who are recruited or apply. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals, or technical and trade referrals. The Executive Director, in consultation with the Executive Committee of the Board of Directors or the personnel committee, is the only person who is authorized to approve recruitment activities, place ads and respond to employment inquiries. All recruitment will be conducted in an ethical, professional, and non-discriminatory manner.

All vacant local positions will be advertised within SAW HFH for a period of ten business days, during which time no external applications will be considered. If no suitable internal applications are received within this period, the position will be advertised externally. All applications will be screened against the job description.

Interviews for senior positions will be conducted for all qualified candidates who have been short-listed. Before the interviewing process, an interview plan will be developed to ensure that all applicants are interviewed fairly and objectively, and that the same general aspects are covered in each interview. In circumstances where timing may be an issue, the Executive Director, with the approval and assistance of the Board President may interview candidates for senior positions. Interviews for all non-senior positions will be conducted by the Executive Director in conjunction with the Department Supervisor.

The panel interviews for senior positions must be conducted by a panel made up of a minimum of three and a maximum of five members and include the Executive Director and Board members. Members of the panel will take notes during the time each candidate is interviewed for future discussion and selection.

When all candidates have been interviewed, the panel shall recommend a final candidate and a runner-up.

All interviewed candidates will be notified when the selection is made and will be informed by phone or email whether they have been selected.

It is not imperative for the panel to select any of the interviewees, if they feel none is suitable. In such a case, the entire process, beginning with advertising, must be repeated.

## **Dress Guidelines**

SAW HFH prides itself on its informal atmosphere and hopes to provide employees with a relaxed place to work. However, recognizing that SAW HFH staff members regularly meet the public in the normal performance of their duties, it is expected that staff members will maintain a professional appearance in keeping with their job duties when they are working. ReStore employees are required to wear clothes displaying the Habitat logo and should wear affiliate nametags when working. Administrative staff is encouraged to wear nametags when working and required to do so when representing SAW HFH outside of the affiliate building. However, other than while participating in construction activities, employees must dress appropriately for a business office and maintain proper business decorum within a high-profile community organization. Unless a job requires otherwise, SAW HFH requires business casual dress. In particular:

- cut-offs, stained or ripped clothes, excessively faded clothes, and/or excessively wrinkled clothes are prohibited;
- clothes that are tight fitting or low cut, or which are sheer are prohibited; and skirts that are too short are prohibited.

In addition, SAW HFH wishes to ensure that its employees are not injured on the job. Shoes, excluding flip-flops and thongs, must be worn in the SAW HFH building always.

Employees who work in construction are expected to dress in clothes that are comfortable and do not pose a safety risk. Tennis shoes or steel toed shoes and long pants must be worn on work sites by employees and volunteers. Safety equipment, when appropriate, must also be worn, including hard hats, earplugs, gloves, safety glasses and dust masks. SAW HFH will provide employees and volunteers with this equipment when needed on the work site.

Supervisors have the authority and responsibility to counsel employees who do not conform to these guidelines. The second time an employee requires counseling will result in the employee leaving and returning in appropriate attire.

## **HARASSMENT POLICY AND INVESTIGATION PROCEDURE**

Harassment is defined as "engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known to be unwelcome." Harassment is determined per the experience of the person being harassed, not according to the intent or otherwise of the person doing the harassing. Refer to SAW Habitat's Harassment Policy for further information.

Employees have the right to be free of harassment in the workplace on the following grounds: race, gender, sex, ethnic or social origin, color, sexual orientation, age, disability, religion, conscience, belief, political opinion, culture, language, marital status or family responsibility.

All allegations of harassment against an employee will be investigated per this procedure.

Inquiries and/or complaints regarding harassment must be directed to the employee's manager and/or the Executive Director.

All parties involved in this procedure are expected to maintain confidentiality. SAW HFH recognizes two options in resolving a problem relating to harassment. A formal procedure can be invoked using SAW Habitat's Harassment Policy. The employee will not be put under any duress to accept one or other option. The decision to act either informally or formally will rest exclusively with the victim of the harassment.

### **Informal procedure**

The victim of the harassment may find it sufficient to explain to the person engaging in the unwanted conduct that the behavior in question is not welcome, that it offends them or makes them uncomfortable, and that it interferes with their work. If this approach does not resolve the matter to the satisfaction of the victim of the harassment, the victim may embark on the formal procedure.

### **Formal procedure**

An employee wishing to follow a formal procedure will:

- Report the incident of harassment to his or her manager or to any other manager with whom he or she feels comfortable discussing the issue.
- Complete a written letter stating the grievance.
- Submit one copy of the grievance letter to the manager or to any other manager and one copy to his or her personnel file.
- The manager, within three (3) days, will investigate the allegations and make recommendations to the Executive Director on the way the organization should deal with the allegations. Acting on the instructions of the Executive Director in communication with the Board of Directors, the appropriate manager will oversee the convening of a disciplinary inquiry if the allegations are found to have merit. The organization's disciplinary procedure as outlined in this manual will apply.

### **Drug Free Workplace**

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. Employees may not be under the influence of any illicit drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by SAW Habitat for Humanity.

SAW Habitat for Humanity is a drug-free workplace. The unlawful manufacture, possession, distribution, dispensation, transfer, purchase, sale, or use of alcoholic beverages or a controlled substance; or being under the influence of alcoholic beverages or a controlled substance; while on Habitat property, while attending to business-related activities, while on duty, or while operating a vehicle or machine leased or owned by Habitat is strictly prohibited. Drug abuse violations in the workplace will result in immediate termination or suspension. The duration of the suspension, termination, or mandatory participation in a drug abuse assistance or rehabilitation program will be determined upon review by the Executive Director in consultation with the employee's supervisor. Employees may use physician-prescribed medications, provided that the use of such drugs does not adversely affect employee's job performance or your safety or the safety of other individuals in the workplace.

As a condition of employment, employees must abide by the terms of this policy, and must notify Habitat for Humanity in writing if they are convicted for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

### **Substance Abuse**

The possession, use or being under the influence of alcohol or illegal drugs in the workplace is prohibited. Violations of the substance policy will result in immediate disciplinary action up to and including termination. Employees may be subjected to random drug testing. Refusing to be tested is grounds for immediate dismissal. The Executive Director is responsible for assisting any employee who has personal problems, which may be impacting his or her work performance or attendance at work. Such problems may include alcohol or drug abuse issues. Any employee with such problems is encouraged to seek assistance through the Executive Director.

### **Smoking**

In keeping with SAW Habitat's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace and at all worksites. Smoking is only permitted in the designated smoking area.

## **Hire Date**

An employee's hire date is defined as his or her first day on the job with the organization.

## **Probation**

A probationary period is a time for the new employee to adjust and learn the job. It is a time when managers are to train, teach and encourage the new employee in his or her new skills. A new hire is in the developing stage of his or her new job and therefore will need guidance from the manager and colleagues.

The first six months of employment, beginning on the Hire Date, shall be considered a probationary period. A written performance review of the employee will be conducted by his/her supervisor at the end of the probationary period. Also, see Performance Improvement and Performance Review sections.

## **Employment Procedures**

### **Employment**

The Executive Director or his/her designee is responsible for hiring new employees filling out all employment forms, benefit applications, and enrollment forms, and providing basic information on pay and leave policies, benefits, and working hours. SAW HFH is committed to complying with all immigration and right to work laws. To insure that individuals who join SAW HFH are well qualified and have a strong potential to be productive assets, it is the policy to check employment references, employment history and other credentials.

### **Rehire**

Applications received from former employees will be processed using the same procedures and standards that govern all direct applications. The hiring supervisor will review the former employee's performance records and the circumstances surrounding termination of previous employment with the organization. This information will be provided to the staff member(s) responsible for screening and interviewing applicants. The organization is under no obligation to rehire former employees.

### **Relatives**

The hiring of relatives of current employees is discouraged except in unusual circumstances and with approval of the Executive Director and the Board President. In no circumstances will a relative directly or indirectly supervise an employee who is related. A relative is defined as any person related to the employee by blood, marriage, adoption or is a living-together-partner.

### **Return to Work after Serious Injury or Illness**

As a joint protection to the employee and the organization, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. Please see Return-To-Work Policy vers.121716 below.

### **Disciplinary Policy**

This disciplinary policy has been drawn up to define the appropriate behavior of all employees in

the workplace.

Like any business or organization, SAW Habitat for Humanity needs to impose certain work rules in order to ensure that it is effective in carrying out its mission. SAW HFH seeks to keep its rules to the minimum based on the belief that mature employees know what conduct is expected of them. Generally, when a problem does occur, Habitat provides direct and specific guidance.

This guidance can range from a verbal communication to a written warning. At other times, discipline will take the form of discharge. Each employee must remember, at all times, that they may quit or that SAW HFH may ask them to leave its employ. Just as the employee can terminate employment at any time for any reason, likewise SAW HFH can terminate employment at any time for any reason.

Normally, SAW HFH will utilize five steps for discipline:

1. **Informal discussion.**
2. **Verbal warnings** – When infractions occur, a verbal warning may be issued. Verbal warnings, although by itself not a basis for discharge, will be recorded in the employee’s personnel file as part of his/her record for reference and review. It is the employee’s supervisor’s responsibility to send a written summary of any verbal warning to the Executive Director for placement in the employee’s personnel file. These reports remain part of the employee’s personnel records for one year. If no further infractions occur in that time, they will be removed from the employee’s record.
3. **Written warning** – Whenever there is a rule or policy infraction requiring more serious action than a verbal reprimand, the employee will receive written notice. The employee will have an opportunity to review the written statement and to acknowledge its appropriateness or to state his/her disagreement. These reports remain part of the employee’s personnel records for a minimum of two years. If no further infractions occur in that time, they will be removed from the employee’s record. Written warnings must be approved by the Executive Director.
4. **Suspension** – An employee may be suspended without pay for up to three days. Suspension may occur when an employee commits a serious violation of Habitat policies or fails to show improvement as a result of previously issued oral and written warnings. A suspension must be approved by the Executive Director and reported to the President of the Board of Directors.
5. **Discharge** – An employee may be discharged for many different reasons, including poor work performance, serious violation of Habitat policies, and repetitive infraction of the standards of conduct and service required by Habitat for Humanity. Discharge must be approved by the Executive Director, and must be reported immediately to the President of the Board of Directors.

Disciplinary actions taken in accordance with these five steps will be based on the principles of:

- equal treatment of all employees,
- full investigation of the facts surrounding the violation, and
- action consistent with the nature and level of offense.

Normally, if an employee receives three (3) formal written warnings in any six-month period, regardless of the relation of the offenses, the employee will be discharged.

The extent of any disciplinary action to be taken by SAW HFH for violations of its rules and policies will depend on the severity of the situation and the past work record of the employee.

Supervisors are not required to go through the entire five steps involved in the disciplinary procedure. Discipline may begin at any step in the procedure and the supervisor may repeat or omit any of the first four steps when he/she feels it is necessary. The Executive Director, in his/her sole discretion, in consultation with the Board President, may either warn or terminate any employee, whichever it chooses, and at any time.

Factors which may be considered in effecting the appropriate steps include: seriousness of conduct; employment record; employee's ability to correct conduct; action taken with respect to similar conduct by other employees; effect on volunteers, donors, or partner families; effect on co-workers; and surrounding circumstances. Some conduct may result in immediate dismissal.

### **GRIEVANCE PROCEDURE**

SAW HFH has a clear supervisory chain that all employees need to understand and respect, which is as follows:

1. The Board of Directors is the governing body of our organization.
2. The President of the Board of Directors is the direct supervisor of the Executive Director. The Executive Director is responsible for all other employees hired by the organization.
3. The Executive Director oversees all staff related issues.
4. Each employee's immediate supervisor oversees issues related to his/her work.
5. If an employee has a problem, it should first be brought to the attention of the employee's immediate supervisor.
6. If, after bringing the problem to his/her immediate supervisor, an employee feels that they have not been treated fairly, the employee should contact the Executive Director.
7. If, after bringing the problem to the Executive Director, an employee feels that they have not been treated fairly, the employee can make a written request for a meeting with the Executive Director and the current Board Chair in the role of intermediary. Employees may not contact other members of the Board of Directors with staff issues and the decision made between Executive Director and Board Chair will be considered final.

Failure to follow the above procedure may result in dismissal.

## **Resignation**

An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. The Executive Director must provide four weeks' notice. Two weeks or ten working days is sufficient notice for all other employees.

## **Termination**

An employee may be terminated for the following reasons.

### **Grounds for termination of employment**

- By mutual agreement between the employer and the worker.
- By the worker on grounds of ill-treatment or sexual harassment.
- By the employer on the death of the worker before the expiration of the period of employment.
- By the employer if the worker is found on medical examination to be unfit for employment.
- By the employer because of the inability of the worker to carry out his or her work due to:
  - (i) Sickness or accident.
  - (ii) The incompetence of the worker.
  - (iii) Proven misconduct of the worker:
- Expiration of a fixed-term contract: The expiration of a fixed-term contract with no commitment for renewal or extension
- Operational requirement: Where the operational requirements of the organization have changed to such an extent that the services of an employee are no longer required and no suitable alternative position exists within the organization or where the organization's financial circumstances warrant retrenchment.
- A decision of termination during the probationary period.
- Desertion: An employee who is absent for more than three (3) consecutive days, without advising his or her supervisor will be regarded as having deserted his or her employment and the employee's services may be terminated. Employees whose services have been terminated for desertion have the right to appeal.
- Dismissal: See Disciplinary Policy & Code Section 14 in this manual.
- Poor work performance: This is a failure to fulfill assigned work expectations and requirements in a timely manner.

## **Exit Interview**

Exit interviews will be offered to all employees that are departing service from SAW Habitat for Humanity. The purpose of the exit interview process is to obtain information, which can be used to help the organization operate more effectively and also to insure the proper return of SAW Habitat for Humanity property. Departing employees may have unique perspectives on skills needed to replace them, support needed in the department, policies and procedures that need to be reviewed by the organization and general feedback on their time within the organization. Information from the exit interview will be shared with the employee's supervisor, unless you request that it be kept confidential. The individual can choose whether to have the exit interview performed by the Executive Director or the current Board Chair.

## **Employee Compensation & Benefits**

### **Equal Pay**

Staunton-Augusta-Waynesboro Habitat for Humanity will not pay wages to any employee at a rate less than paid to employees of the opposite sex for work that is substantially equivalent requiring comparable skills

### **Workday, Payday, and Pay Advances**

For hourly office staff a workday normally begins at 8:30 AM and ends at 5:00 PM with one-half hour for lunch. Each workweek normally consists of 40 hours, and generally includes work performed Monday through Friday. For all other staff the workweek normally consists of 40 hours with work performed Monday through Saturday with advance scheduling. There are, however, other regular shifts and hours, including flex time that may be necessary, but only with the approval of the supervisor. The unpaid lunch period is normally 30 minutes, taken between 11:00 AM and 2:00 PM with the approval of your supervisor. Hourly employees also receive two paid 15-minute rest periods per worked day. If not taken, there is no extra compensation. If not taken separately, these 15 minute periods may be used to extend the employee's lunch period and occasionally used for other purposes with prior approval from the supervisor.

All employees are paid twice a month on the 5<sup>th</sup> and the 20<sup>th</sup> of the month through direct deposit. Pay is for the pay period including the payday.

All employees are required to work as scheduled and arrive at their assigned work area on time. Disciplinary action will be applied when an employee has unapproved/unscheduled absences, tardiness or leaves early without supervisory approval.

Hourly employees must use the time clock and supervisors are to submit time sheets by 10am on the 1<sup>st</sup> and 15<sup>th</sup> of the month. When these days fall on times when the affiliate is closed a schedule will be assigned by the Executive Director.

### **Overtime Compensation**

Hourly employees will be paid at the rate of one and one-half times their regular hourly rate of pay for all time worked more than 40 hours in any one workweek.

Overtime is never at the employee's discretion. It shall only be incurred with prior supervisory approval.

### **Performance Review and Salary Merit Increases**

SAW HFH has adopted a management by objective approach to performance appraisal. All employees have Duties and Responsibilities but are also given the opportunity to set individual written Goals. They will be evaluated based on how well their Duties, Responsibilities and Goals have been met. This is also an opportunity to discuss future career growth and opportunities for professional and personal development.

At three months, a preliminary, probationary performance will occur to give the employee and supervisor an opportunity to set goals and review job requirements. Six months after an employee joins the organization, the supervisor and employee will meet to discuss the results of the probationary period. They will complete the initial probationary performance review and then establish goals consistent with the business objectives of the organization, the department and the employee's professional growth. Future reviews will normally then be scheduled annually at a convenient time for the organization.

All performance reviews will be documented and both the employee and the supervisor will sign the documentation. This does not necessarily mean that the employee agrees with any or all of the review's content.

The supervisor will make merit increase recommendations after the annual review processes have been completed. Merit increases in pay are not automatic. They are reserved for employees who show skills improvement and higher than average performance. Information about rates of pay and increases, if any, are deemed to be confidential matters between the organization and each employee and are not to be discussed among employees.

## **Payroll Deductions**

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security FICA tax, and applicable city and state taxes.

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4 or other appropriate form, on or before his or her first day on the job. The employee may fill out a new form whenever his/her circumstances change. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Other optional deductions include IRA contributions and other voluntary contributions from each pay period.

Every employee will receive an annual Wage and Tax Statement, IRS Form W-2 or appropriate form, for the preceding year on or before January 31. Any employee, who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with the Executive Director.

## **Insurance**

SAW Habitat for Humanity does not provide Health Insurance.

## **Sick Leave**

In case of illness, the employee shall, at the soonest possible time, ensure that his or her immediate supervisor is aware of his or her absence. The employee must also keep his or her immediate supervisor continually informed of when he or she expects to return to work.

Sick leave benefits are earned on an accrued basis per hour worked. All employees accrue sick time based on the number of hours worked. For example, if you work an average of 30 hours per week, you will accrue 30 hours of sick time annually. The maximum amount of sick time you can accrue is 80 hours. Temporary employees are not eligible for paid sick leave benefits. Use of sick leave is subject to approval by the immediate supervisor and the Executive Director and must be requested in hourly increments. No sick leave benefits are paid upon separation of employment from SAW Habitat for any reason. A signed medical certificate must be provided by a registered medical doctor if an employee's illness or injury requires a consecutive absence of more than three (3) days or more.

## **Vacation**

### **Paid Vacation**

Eligible (full-time) employees shall receive one-week of vacation during the first and second year of employment, two-weeks after completion of two (2) years employment, three (3) weeks

after completion of seven (7) years of employment, and four (4) weeks after completion of (10) years of employment. Vacation may not be taken during the first six months of employment. All employees accrue vacation time based on the average number of hours worked per week. For example, an employee who averages 30 hours per week will receive 30 hours of vacation time. That same employee after 2 years of service will receive 60 hours of vacation time if they continue to average a 30 hour work week.

Years of service will be measured from the employees start date. One week of vacation may be carried over from one fiscal year to the next. The Executive Committee must be notified of the Executive Directors vacation. All other eligible employee vacations are subject to the approval of the Executive Director. All eligible employee vacations in excess of seven consecutive work-days must be approved by the Executive Director in advance. Unused vacation time will not be paid out upon termination (unless approved by the Executive Committee), but will be paid out upon resignation.

### **Employment Classifications**

**Full-time (eligible):** A full-time (eligible) employee is defined as a permanent employee who works a minimum of 40 hours a week. It is not meant to include contractors, subcontractors, and/or seasonally hourly staff.

**Part-time (eligible):** A part-time (eligible) employee is defined as an employee who works a minimum of 25 hours a week. It is not meant to include contractors, subcontractors, and/or seasonal hourly staff.

**Salary (exempt):** A salaried (exempt) employee is a full-time eligible employee that is paid a yearly salary. Employees making more than \$23,660 are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are expected to work more than 40 hours in a week due to unusual circumstances required to meet critical deadlines. Exempt employees are expected to attend required meetings and duties after normal operating hours when it is required of their position.

### **Holidays**

Full time (eligible) employees shall be paid for the same holidays as listed by Habitat for Humanity International in their holiday schedule. Part time (eligible) employees shall receive holiday pay for all office holidays at the hourly rate not to exceed the average hours worked by the part-time (eligible) employee per day for the 30 days prior to the Holiday period.

#### **Holidays are:**

- New Year's Day
- Martin Luther King Day (ReStore Open)
- Good Friday (ReStore Open)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Days (2)
- Christmas Days (2)

On days when the holiday is celebrated on a day that the office and/or the ReStore is closed, the Holiday will be observed on a designated day before the holiday. (For example, if Independence Day falls on a Saturday, July 4... then the office would be closed on the Friday before the Holiday.)

## **Retirement Plan**

After completion of one year of service, full time employees and part time employees regularly working 25 hours or more per week can participate in a SAW HFH established Simple IRA Plan (notice 98-4, 1998-2 IRB, 12/23/98-IRC Sec. 408). SAW HFH will match up to a maximum of 3% of the employee's annual income.

## **Compassionate Leave Policy**

Employees who have been in the employment of SAW Habitat for more than one (1) year are entitled to a maximum of five (5) days paid leave per annum in respect of the following only:

- The illness of a child.
- The death of a spouse/life partner.
- The death of a parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.
- Employees who require time off work to attend to the needs of immediate family members (partner, child, parent) who are terminally ill are entitled to 10 days' paid leave per year. The same leave provision applies to compassionate leave for the death of an immediate family member.

## **Military Leave of Absence**

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and SAW Habitat will request a copy of the employee's orders, which will be kept on record by SAW Habitat.

The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.

## **Medical Leave of Absence**

Upon written application by a Full or Part Time employee who has at least one year of continuous service, the organization will grant a medical leave of absence without pay for illness or pregnancy. This is subject to a physician's statement establishing the need for the leave of absence, the period of the need and anticipated return to work date. An employee returning to work from a medical leave must present a physician's statement indicating the ability to return to work. If the employee does not return to work at the end of their leave, they will be considered to have voluntarily resigned back to the beginning of the leave period. If the employee returns to work within 12 weeks after the leave of absence begins, the company will return the employee to employee's previous job, if still qualified and able to perform the work in such job. If the employee returns more than 12 weeks after the leave of absence begins, the organization shall not be required to return the employee to employment. Sick/PTO time does not accrue during the leave. Benefits will terminate if the employee does not return to work by the end of the leave. If the employee returns, benefits continue and the leave time will count as work time for all service purposes.

## **Family Leave**

The organization provides for Full and Part Time employees with at least one year of continuous service, an unpaid family medical leave for up to twelve weeks' subject to the following terms and conditions. Employees may use all accrued but untaken PTO but such use will not extend the 12-week period.

Employees taking a family medical leave of absence shall make a reasonable effort to schedule medical treatment or supervision so as to minimize any disruption to organization operations and to provide reasonable written notice, prior to taking leave, explaining the reason for the leave. Circumstances covered under this leave include a serious health condition of an immediate family member, birth of a child or the physical custody of a newly adopted child.

During the leave, the regular position of the employee shall be considered vacant for the period of the leave, and the employee will not be removed or discharged because of the leave. Benefits continue as long as the employee continues required employee contributions but sick/PTO time does not accrue during the leave period.

After the leave period, the employee shall be restored to his or her former position or an equivalent job without loss of seniority or service credits accruing under any benefit plan as of the date the leave commenced. If the organization is unable to restore the employee to his or her former job or an equivalent due to the business circumstances, the employee shall be reinstated to any suitable position that is available.

## **Jury Duty**

For time served on jury duty, SAW Habitat will pay employees the difference between his or her salary and any amount paid by the court, unless prohibited by law, up to a maximum of ten days. If an employee is required to serve more than ten days of jury duty, SAW Habitat will provide the employee with unpaid leave. The employee is expected to report for work when it does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor periodically informed about the amount of time required for jury duty or court appearances. Employees must provide SAW Habitat a copy of proof of service received by court in which they serve.

## **Business Expense Reimbursement**

Business expense reimbursement is defined in **SOP ExpenseV0;1116** (attached below).

## **Health and Safety Policy & Accident Reporting**

### **Introduction**

Safety is everybody's concern and is always an important consideration at any workplace. The policy is described in detail in **SOP H&SV0;1116** (attached below).

## **Code of Conduct**

SAW HFH is committed to promoting and maintaining a professional working environment and expects all its employees to abide by the working regulations set out below.

### **Attendance**

All employees are expected to be in full attendance at work. Normal office hours are from 8:30 a.m. to 5:00 p.m. (Affiliate opens at 9:00am), Monday - Friday. Additionally, the ReStore hours are from 9:00 a.m. to 5:00 p.m. Monday – Friday and from 9:00 a.m. – 3:00 p.m. on Saturdays. Managers are required to control attendance within their own departments, and working hours

for individual staff are at the discretion of the employee's manager. Employees who arrive consistently late or leave consistently early may be subject to disciplinary action.

### **Honoraria**

Any honoraria received for speaking on behalf of SAW HFH is the property of SAW HFH. These are to be turned in within ten business days of receipt.

### **Attention to duties**

Each employee will be given an accurate, up-to-date job description that outlines his or her major responsibilities. By accepting the job description as accurate to his or her duties, an employee is obliged to carry out the duties with commitment, attention and responsibility.

### **Compliance with policies and procedures**

Each employee will be given an up-to-date copy of the Employee Manual, containing all the HR Policies and procedures regulating his or her employment with SAW HFH. All employees are obliged to comply with the policies and procedures.

### **Courtesy**

SAW HFH expects all its employees to deal with their fellow colleagues and other people with whom they come into contact in a courteous and respectful manner. Gossip and rumor-mongering are activities in which employees are prohibited from engaging, as they create a climate of unease and suspicion that is not conducive to productive work.

### **Care of property**

Every employee has the responsibility to deal honestly and carefully with the organization's property. The organization is committed to ensuring good stewardship of all assets entrusted to it by its donors and expects its employees to do the same.

### **Responsibility for visitors**

Every employee is responsible for ensuring that any visitors received in the building are welcomed to the organization in a professional manner.

### **Conflict with co-workers**

Any employee who finds himself or herself in conflict with a colleague or manager has the responsibility of addressing the issue directly with the person as soon as it occurs. If the issue cannot be resolved between the two parties, it can then be referred to the next level of authority as explained in the Grievance Procedure. The organization is committed to ensuring that conflicts are resolved as close to the point of occurrence as is reasonably possible.

### **Smoke-free environment**

SAW HFH offices and work sites are strictly smoke-free, and smoking is not permitted anywhere inside the organization's premises outside of the designated smoking area.

### **Absenteeism**

Employees are required to phone in by 10 a.m. on the first day of any unscheduled absence and personally advise a member of management (preferably the person to whom they report) of such absence. Failure to comply with this provision may result in the absence being treated as unpaid leave.

### **Official errands**

Communication and security are an important part of our work. All staff are required to inform the designated individual when leaving the office and to indicate the place(s) they are going to and, when possible, the expected time to be back at the office. Personal business should not be conducted during official working hours.

### **Confidentiality Agreement**

As an employee of SAW Habitat for Humanity, personal, privileged and/or confidential information concerning partner families, affiliate issues, personnel, the organization's operations or other individuals and organizations with whom we are associated may be received. Employees are responsible to ensure that this information remains confidential and is not disclosed, whether currently employed or after termination of employment with SAW Habitat for Humanity has ended for any reason. This agreement is spelled out in a Confidentially Agreement which each employee is expected to sign on an annual basis. **EmpCnf120816** (attached below).

### **Conflict of Interest**

It is the policy of Staunton-Augusta-Waynesboro Habitat for Humanity, Inc. (SAW Habitat) to prohibit its employees from engaging in any activity or practice that conflicts with the interest of SAW Habitat or its partners. Please review the SAW Habitat conflict of interest policy (attached below). Examples of conflicts of interest that should always be avoided are as follows:

- No employee shall accept part-time or temporary employment in any organization that does business with SAW Habitat or is in similar business as SAW Habitat while a paid employee.
- No employee shall solicit for any help or favours from SAW Habitat donors and/or clients in any form for personal gain. All areas that present a conflict of interest in any relationship or dealings with donors and/or clients should be reported to the Executive Director, who will deal with the issue and later, if need be, report it to the Board of Directors.
- In the course of performing their duties, employees may receive information about HFH that, if known to the public, might affect the work or ministry of SAW Habitat in a detrimental way. Therefore, employees must not divulge any information to the regular public without clearance from their supervisor or the Executive Director.

### **Outside Employment**

Full Time employees are expected to be working primarily for SAW Habitat for Humanity. Any additional employment is expected to be scheduled during hours not scheduled for SAW HFH.

### **Emergency Closings**

Circumstances beyond our control, such as inclement weather, national crisis, or other emergencies, do occur. On such occasions, the Executive Director or appointee will determine if there is to be a delayed opening, early closing, or closing for the entire day. Inclement Weather closings will follow the City of Staunton School closing schedule. Employees are expected to work when the organization is open but are ultimately responsible for their personal safety. Because personal safety is ultimately the decision of the individual, employees may choose not to travel during inclement weather. The employee must contact their supervisor no later than their scheduled start-time and non-exempt employees will forfeit compensation nor will they be

guaranteed the opportunity to make up this lost time.

## **Parking**

Parking will be on the lower row of the ReStore parking area. This allows for snow and ice removal to take place. Contractor removal services for the office and ReStore parking lots do not engage unless there is more than 3" of accumulation. This means that capable scheduled staff will be expected to assist with clearing office and/or ReStore parking areas of snow and ice to allow for greater safety. Understanding that employees have varying abilities to report to work, the Executive Director may award administrative leave.

## **Employee Discounts**

Employees are entitled to a discount of no more than 35% off the current price. Employees must wait until the item has been on the sales floor for 48 hours and cannot be involved in the pricing of the item. Employees involved in the pricing of items must have their manager's approval before purchase is made.

## **Notes**

The policies and procedures outlined in this handbook are not intended to be contractual commitments by Staunton-Augusta-Waynesboro Habitat for Humanity. They are intended as a guide to employees. No policy is intended as a guarantee of continuity of benefits, rights or employment. To preserve the ability to meet changing needs, SAW HFH reserves the right to modify, delete or revoke any policy, procedure, benefit or practice at any time.

# Health and Safety Policy & Accident Reporting

## Policy: H&SV0;1116

### Purpose

Safety is everybody's concern and is always an important consideration at any workplace. Every individual should try to be conscious of the safety of others as well as themselves. An observer can often see danger better than the worker involved in the project. Be cautious always and ask questions. Do not go ahead with a task if you are uncertain how it is done, or if you are unable to do it. Safety is based on knowledge, skill and an attitude of care and concern. Supervisors should instruct each employee and volunteer regarding the correct and proper procedures for performing each task. This should familiarize the worker with the potential hazards of doing the tasks and advise him or her as to how such hazards can be minimized or eliminated. It is very important that we at Habitat know about safe work practices and follow them.

### Authority

Every individual has authority to identify and report unsafe or unhealthy situations to their supervisor.

### Procedures

#### **Guidelines for a safe attitude**

1. THINK before you do your work or task.
2. If you are uncertain about how to do a task or how to operate a power tool—ASK A SUPERVISOR.
3. Concentrate on your task and eliminate distractions.
4. Know where the first-aid kit is located and how to get emergency help.
5. Inspect all power tools, hand tools, ladders and any other equipment daily.
6. Advise your supervisor IMMEDIATELY of any unsafe or hazardous tool or other condition.

#### **Proper safety equipment**

Proper clothing is as essential to safety as the proper selection and use of tools. Wear clothes and gloves that are appropriate for the work and weather conditions. Loose clothing is dangerous around power tools. The following are essential in working with tools:

- **Work boots** or closed toe shoes shall be worn always when working at the ReStore or at worksites. Any worker wearing sandals or other types of inappropriate footwear shall not be permitted to remain on site.
- **Protective glasses** will be available. A worker must wear protective glasses any time he or she is operating a power tool or when instructed by a supervisor.
- **Dust masks** must be worn by workers when sanding or when instructed by a supervisor.
- **Earplugs** must be worn when using a power tool for a prolonged period or when instructed by a supervisor. Earplugs are always to be made available to workers on each job site.

#### **Power tools and other electrical equipment**

A power tool should not be used without proper instruction on its use and on what can happen if the tool is not used properly. The instruction should be done by a qualified person and should be given to all workers; even experienced do-it-yourselfers should receive instruction. The

trainee should use the power tool in the presence of the instructor, until the instructor is satisfied that the trainee knows how to use the power tool properly.

Never lower or carry a power tool by its cord. Clean tools daily. Power tools should be checked for defective switches, cords and plugs and proper grounding. Defective tools should not be used and should either be reported to the supervisor or labeled and brought to the tool room for repair **immediately**. To avoid electrical shock, the following rules must be obeyed:

1. A three-pronged plug must be used on all electric power tools.
2. Extension cords must not have frayed insulation or be fastened with staples, hung from nails or suspended from wires.

## Hand tools

Always select the correct type and size of tool for your work and be sure it is sharp and properly adjusted. Guard against using any tool if the handle is loose or in poor condition. Dull tools are hazardous to use because excessive force must be used to make them cut. Oil or dirt on a tool may cause it to slip and cause an injury. When using tools, hold them correctly. Most edged tools should be held in both hands with the cutting action away from yourself. Avoid using your hand or fingers as a guide to start a cut. Handle and carry tools with care. Keep edged and pointed tools turned downward. Carry only a few tools at one time unless they are mounted in a special holder or carried in a tool belt. Anyone working with a hammer at a height should wear a hammer loop or tool belt, and, when not in use, the hammer should be kept in the loop or belt and not placed on a sloping surface or in a precarious position. Do not carry sharp tools in your pockets. When not in use, tools should be kept in special boxes, chests or cabinets.

*A special word on saws:*

1. Don't bind the blade of any saw. When cutting long panels, the blade may bind, and the saw will catch and kick back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
2. Maintain the blade guard. A spring-actuated blade guard often can become bent and won't slide quickly, or the spring can become stretched so the return is slow. Repair any damage to the guard as soon as it happens, and **never** tie the guard back out of the way.
3. Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.

## Ladders

- **If the ladder is unsafe, don't use it.** Inspect a ladder before you use it. Look for wear and tear, loose rungs and defects.
- **Use a ladder that will reach the work. An extension ladder should reach 3 feet above the work level.** When using an extension ladder, use the "**4-to-1**" rule: For every 4 feet of height, move the bottom of the ladder 1 foot away from the wall.
- **Move your ladder with your work** rather than leaning out to reach the work. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far.
- **Place your ladder on solid footing.** If there is a danger of the ladder moving while you work, tie it down. If there is a danger that the ladder will be hit, barricade it. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than raise one foot with blocks.
- **Never** use an aluminum ladder near electrical lines and **never** use a ladder outdoors during inclement weather or on very windy days.

- **Keep your hands free for climbing.** Carry tools and materials in proper carrying devices. When climbing, always face the ladder.

### **Clean work place**

A clean work place is a safe work place. Maintaining good housekeeping contributes to the efficiency of the worker and is important in preventing accidents. Position building materials and supplies carefully to allow adequate space. Clean up all materials in work areas on a daily basis. Do not permit materials to accumulate as they interfere with work and can constitute a hazard. Keep tools and equipment that are not being used in chests, panels or toolboxes. This protects the tools and the workers. Never leave the work area unguarded unless all tools and materials have been properly secured.

### **Fire Safety**

Automatic alarms are installed and working at the Habitat office and ReStore. Fire suppression equipment is available to trained personnel only. **PLEASE EXIT THE BUILDING IMMEDIATELY FOR SAFETY!**

### **Poisons and toxic substances**

The toxic substances that can be found most often at critical home repair sites or in older building materials are asbestos, lead and solvents. Special care must be taken when you come in contact with any of these substances or any unfamiliar substance. If you discover asbestos fiber in a pipe, boiler or heating duct contact your supervisor immediately.

**DO NOT ATTEMPT TO REMOVE THE ASBESTOS FIBER ON YOUR OWN.** Scraping exterior woodwork, lead-painted items and old millwork are the principal ways that workers can be exposed to lead chips, dust and particles. Contact your supervisor immediately if you discover any lead-painted surfaces. Dust masks or respirators are the best protection against breathing harmful agents that can be borne in dust.

### **Heat Exhaustion/Sunstroke**

Excessive heat causes accidents in many ways. It becomes difficult to concentrate on your work; you sweat; you get tired, nervous and are likely to make more mistakes in judgment. When the temperature exceeds 90 degrees, the following rules on heat exhaustion and sunstroke should be reviewed.

#### **How to Recognize Heat Exhaustion**

- The person is dazed, staggers or becomes dizzy
- A feeling of nausea or vomiting
- Facial paleness
- The person feels chilly
- A weak pulse and body temperature below normal
- Loss of consciousness.

#### **What to do for Heat Exhaustion**

1. Call for emergency medical assistance
2. Keep the victim lying down with the head lower than the feet
3. Loosen the victims clothing
4. Keep the victim warm
5. Give fluids if possible. Avoid ice water and alcohol
6. Salt solutions are best.

#### **Prevention**

7. Avoid consuming alcohol and ice water while working
8. Drink plenty of cool fluids; citrus or fruit juices are best

9. Avoid heavy, fatty-type foods
10. Wear light, loose clothing
11. Avoid fatigue
12. Get plenty of rest
13. Replace lost body salts
14. See a doctor if you are not feeling well.

### **Emergency medical care**

If someone is injured on the job, contact your supervisor immediately and summon any needed medical help. You also should use the supplies located in the first-aid kit to stabilize the injury as much as possible until medical help arrives. Your supervisor is trained in accident response and can help.

### **Blood Bourne Pathogens**

The Occupational Health and Safety Administration (OSHA) has a rule in place to control exposure to Blood Bourne Pathogens such as hepatitis. This standard applies mainly to medical facilities, however, if a worker is injured and is bleeding it is important to be aware that exposure to blood has the potential to also expose one to any pathogens in the blood. Normally, unless the individual is bleeding profusely, washing ones hands thoroughly and using disposable gloves will alleviate any danger.

### **HIV/AIDS**

SAW Habitat will treat HIV (Human Immunodeficiency Virus) and AIDS (Acquired Immune Deficiency Syndrome) like any other life-threatening disease. HIV, is a blood borne virus that causes AIDS, knows no racial, class or geographical boundaries and is spread through intimate contact only. It is mentioned here only to assure employees that, if someone is bleeding because of an accident, there is no risk of infection if disposable gloves are worn as required by the OSHA Blood borne pathogens rule.

### **Detailed Accident Report Procedure**

1. Call 911 for an ambulance if hospital transport or medical attention is needed.
2. Notify the Supervisor immediately.
3. If medical attention is not needed, get the first-aid kit and offer assistance.
4. The person injured is to fill out an Accident Report Form as soon as possible but no later than 24 hours after the incident. (See Form attached to this SOP.)
5. A drug screen is required to be done within one hour of any accident needing medical aide or involving damage to the facility or any major equipment.

# Staunton-Augusta-Waynesboro Habitat for Humanity

## Accident Report Form

Please print clearly.

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position (circle one): Volunteer Staff

Date of injury \_\_\_\_\_ Time of injury \_\_\_\_\_

Habitat Location where injury occurred \_\_\_\_\_

Who was present at the time of injury?

How did the injury occur? Describe injury in detail.

Was first aid administered at the time of the injury? If so, describe.

Was professional medical treatment sought? If so, give name and address of treating practitioner/hospital. Describe treatment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **BUSINESS EXPENSES**

## **Policy: ExpenseV0;1116**

### **PURPOSE**

The purpose of the Policy and procedure is to ensure that the rules for reimbursement of expenses related to travel for business purposes are clearly defined.

### **POLICY**

All organization travel, conference and meeting expenses must be reasonable and clearly serve the objectives of the organization. Such business-related expenses incurred by employees are reimbursed according to the following procedure.

### **PROCEDURE**

- Expenditures are to be approved in advance by the employee's supervisor unless circumstances prevent advance approval. A receipt or evidence of expenditure must accompany all business-related expenditures more than \$20.00 to receive reimbursement.
- All non-travel miscellaneous items purchased or charged by the employee are to be itemized on the approved organization expense report in the appropriate section and must include the purpose of the expenditure.
- Expense reports must be signed and dated by the employee and initialed by the supervisor to show approval.
- Properly completed, signed and approved expense forms submitted for reimbursement by 5pm Friday will normally be reimbursed the following week.
- Expenses must be submitted no later than 15 days from the end of the month in which they were incurred or they will not be reimbursed.
- Travel mileage will be reimbursed at the current rate allowed by the IRS which is updated annually.
- Proof of liability insurance coverage will be required before a vehicle is used on SAW HFH business.
- All expenses are to be recorded using Form EXPv01116.

# Staunton Augusta Waynesboro Habitat for Humanity (SAW Habitat)

## Confidentiality Agreement

### Policy: EmpCnf120816

This policy applies to all SAW Habitat Board of Directors, staff members and volunteers with access to sensitive or confidential information.

Because SAW Habitat considers certain information to be sensitive, confidential and/or proprietary, all persons in the groups identified above are hereby provided with instructions on the confidentiality of information and records, and each person must sign this Confidentiality Agreement. All persons shall use good judgment in communicating sensitive information to persons not authorized or beyond the scope of this agreement, and should check with higher or appropriate authority should any uncertainty arise.

A partial list of restricted information can include but is not limited to the following:

- Business information such as financial data or plans and strategies.
- Personal information of our applicants and homeowners.
- Personal information of our staff or volunteers.
- Internal organizational issues or problems.
- Fundraising and donor proposals, data, and personal information.
- Computer access codes and passwords.
- Online account login information.
- Personnel actions, such as promotions, demotions, performance appraisals, etc.
- Legal advice, opinions, and documents.
- Any other information designated as Confidential.

When discussing or transmitting confidential information, the following guidelines should be followed:

- Do not reveal any confidential information unless you are authorized to do so.
- Be sure that confidential information is properly concealed or protected before transmittal.
- Ensure that the recipient has a legitimate need to know the confidential information.
- Avoid displaying confidential information where it can be easily observed.
- Immediately inform a responsible person of the loss of any confidential information.
- Do not reproduce or distribute confidential information without authorization from an appropriate authority.
- Secure confidential documents in locked storage.
- Properly dispose of all confidential information.

I have read, fully understand and agree to adhere to this SAW Habitat policy:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title of Function: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## Employee Conflict of interest Policy

An actual or potential conflict of interest occurs when you are able to influence a decision that may result in a direct or indirect personal gain to you or a relative as the result of Habitat Organization's ministry. If you cannot avoid the conflict or otherwise resolve it, then you must remove yourself from the conflict situation.

Unless you receive prior approval from the executive director, you cannot engage in any business transaction on behalf of Habitat Organization with a relative of yours or with a business where a relative is a principal officer, decision-maker or financial beneficiary.

If you have occasion to use company suppliers or contractors for personal business, you are expected to personally pay full market value for services rendered and materials provided.

You may not accept payment from another organization or individual for doing work that Habitat Organization pays you to do during your employment. For example, an honorarium or fee — either money or a gift — offered to you for the preparation or delivery of a presentation about Habitat Organization or any aspect of its operation should be either tactfully declined or paid to Habitat Organization. If you have questions about accepting outside gifts or fees for an activity or any situation that may raise a possibility of double compensation, consult your supervisor or the executive director.

You must obtain the executive director's approval before agreeing to serve on Habitat Organization's behalf on an outside board of directors. Approval must then be reported to the chief operating officer. Any fees for outside board service should either be declined or paid to Habitat Organization.

### Business gifts

Business-related gifts (including services, discounts, entertainment, travel, meals, promotional materials or samples) present situations that are inherently compromising. Every situation must be examined individually and with a bias against the activity.

You and members of your immediate family must not accept gifts from an actual or potential customer, supplier, business, or from professional people with whom you do or to whom you may refer business, or from anyone acting on their behalf, unless the following conditions are met:

The gift is sent to the workplace, not your home.

The gift is occasional and valued at no more than \$50; or, if valued at more than \$50, the gift is made available in a team space or common area for others to share (e.g., fruit baskets, boxes of candy).

Meals and other business entertainments are subject to the same standard: They must be modest, infrequent and, as far as possible, on a reciprocal basis.

### Outside financial interests and jobs

Outside business activities such as simultaneous employment, financial interests (including business ownership) and service on public bodies are usually acceptable provided that all of the following conditions are met:

The relationship between the business activity and your work at Habitat Organization is incidental.

Your ownership or participation in the business is incidental.

No competitive or other commercial relationship exists between the outside business concern and Habitat Organization.

Specifically, neither you nor your immediate family may have an ownership or other significant financial interest in or be employed by any supplier, contractor, customer or competitor with whom you deal in your job without prior full disclosure and written clearance from the executive director.

Similarly, Habitat Organization may not be involved in any transaction with a business in which a current employee has any such financial relationship without prior full disclosure and clearance from the chief operating officer.

In addition, any outside activity that interferes with or influences the performance of your Habitat Organization duties, divides your loyalty, allows for a possible conflict of interest, or results in a situation involving double compensation will be considered within this Covenant and may be considered unethical.

You are expected to render your best efforts to Habitat Organization's ministry. You should not engage in any outside business interest or employment that diverts your attention from your Habitat Organization responsibilities or that otherwise acts to the detriment of the organization.

For purposes of this Covenant, ownership of securities in a publicly traded company with which Habitat Organization does business will not be considered a conflict of interest provided your ownership interest is minimal.

# Staunton Augusta Waynesboro Habitat for Humanity

## Information Technology Policy

### Policy: TECH0;1116

#### Purpose

SAW Habitat's technology systems are provided for the use of SAW Habitat's staff and other authorized users in support of the activities of the organization. All users are responsible for using the technology systems in an ethical and lawful manner.

All employees and volunteers are required to sign agreement to this policy.

This policy may be occasionally reviewed and modified. Upon implementation of a new technology use policy, employees and volunteers will have to sign the new agreement.

#### Authority

Organization computers, programs, internet access and e-mail systems are organization property and shall be used solely for business purposes of SAW HFH. SAW HFH reserves the right to access computers and the e-mail system from time to time without notice. Employees acknowledge that the computer systems are not considered private and that by using the systems, employees consent to the organization's access. SAW Habitat for Humanity owns all of the data that resides in, is sent from, or is received by its resources.

#### Definitions

*PERSONNEL*: Refers to all of SAW Habitat for Humanity's employees, volunteers, Board of Directors, and members and program participants.

*INFORMATION TECHNOLOGY (IT) RESOURCES*: Refers to all the hardware, software, networks and data of this nonprofit organization.

#### **Rules for Use**

##### **1. Downloads and System Setting**

- Since audio, video, and picture files take a large amount of space and bandwidth on the server, they are not allowed to be downloaded unless they are business related.
- Unauthorized installation of software is prohibited.
- The organization's software may not be copied, altered, or transmitted.

##### **2. Use of Emails**

- Your email is not secure or private. Emails that you send can be viewed by people other than those you meant to send it to.
- Do not use your organization email when subscribing to personal mailing lists.
- Emails with attachments from unknown senders should be deleted without

opening.

- Use a filing system for organizing your emails.
- Never alter the “From:” line information on your email.
- Delete inactive email from your inbox after sixty days. These inactive emails can be stored in personal folders on your hard drive.

### **3. Security**

All employees have the responsibility to keep the organization’s technology secure.

- The technology administrator holds the right to change email passwords.
- No person shall access a computer, files, or applications belonging another employee without that individual’s consent.
- No unauthorized use of the server room or server is permitted.

### **4. Computer Use**

All computer users are to use those resources professionally, ethically, and lawfully. You are given access to these computers for use on your job. Any activity that falls outside of that scope is prohibited.

- Employees are responsible for keeping backups of work-related files on their local hard drive in case of any type of technology failure.
- Technology may not be used to access any material that may be seen as offensive by others.
- Use technology only for business purposes. Do not utilize the technology for personal use.

### **5. Privacy**

Technology systems are exclusively the property of the organization.

Employees should not maintain personal information on premises or store or transmit personal information using the organization’s network, equipment, or facilities. All data that the personnel of SAW Habitat for Humanity store, transmit or receive using the organization’s IT resources belong to the organization. All information owned by SAW Habitat for Humanity is to be accessible according to access permission/policies defined by management staff.

All confidential communication sent should include this notice at the bottom:

#### **Confidentiality Notice:**

This communication constitutes an electronic communication within the meaning of the Electronic Communications Privacy Act, 18 U.S.C. Section 2510, and its disclosure is strictly limited to the recipient intended by the sender of this message. This transmission, and any attachments, may contain confidential partner-client privileged information and SAW HfH work product. If you are not the intended recipient, any disclosure, copying, distribution or use of any of the information contained in or attached to this transmission is **STRICTLY PROHIBITED**. Please contact us immediately by return e-mail or at 540-886-1944, and destroy the original transmission and its attachments without reading or saving in any manner.

## Unacceptable Use Examples

The following are selected examples of unacceptable uses of SAW Habitat for Humanity's IT resources. These examples are not intended to be all inclusive.

- Personal or recreational use.
- Electioneering.
- Use for purposes that would threaten SAW Habitat for Humanity's tax-exempt status.
- Solicitation, other than approved requests for membership, fundraising or other resources on behalf of the organization.
- Harassment.
- Use for viewing or transmitting unacceptable material, including material of a pornographic, violent or hateful nature.
- Illegal purposes.
- Intentionally disrupting or "hacking" the IT systems of this or any other organization or individual.
- To perform work for other employers.

## Responsibilities

SAW Habitat for Humanity's IT resources will be used by all personnel in a responsible manner that reflects these and SAW Habitat for Humanity's other organizational policies.

- Ensure that the organization's data, including medical, client, financial and personnel records, is kept confidential according to the procedures defined in the organization's policy manual.
- Use only software and hardware that is provided and/or approved by the organization.
- Adhere to all software license provisions.
- Never transfer the organization's data to a computer that is not owned by the organization unless authorized to do so.
- Adhere to copyright restrictions on all materials obtained from sources outside of SAW Habitat for Humanity.
- Safeguard the organization's intellectual property including, but not limited to, publications and Web sites.
- Procure all software and hardware per SAW Habitat for Humanity's purchasing policy.
- Use their own identity and ids and passwords while using the organization's IT resources. A personal ID and password must not be shared with anyone else, either inside or outside the organization.
- Conduct their electronic communications in a professional manner according to the formats prescribed in this policy.

## **Integrity**

All of SAW Habitat for Humanity's data will be backed up on a continuous basis. SAW Habitat for Humanity's policies apply its data regardless on which computer system the data actually reside. Virus protection will be employed by SAW Habitat for Humanity's IT resources at all times and updated at least monthly.

## **Security**

No IT services shall be provided to external organizations or individuals without the express permission of SAW Habitat for Humanity. This includes file-sharing, Web services, and Internet access. Passwords that grant any access to SAW Habitat for Humanity's IT resources from outside the organization will be at least eight (8) characters in length and contain letters in upper and lower case, numbers and at least one symbol. All passwords granting any access to SAW Habitat for Humanity's IT resources will be changed regularly.

## **Policy Rule Enforcement**

- The executive director (or staff designated by the ED) may periodically monitor computer usage to ensure adherence to this policy.
- Staff and volunteers using an organization computer must inform their supervisor of any computer damage, virus, data loss, and equipment failure. Supervisory staff will work with the ED as appropriate to resolve the issue.

## **Consequences of Policy Violations**

- Failure to abide by any of the above guidelines and policies could result in action directed by SAW Habitat's current practice including dismissal from the organization.

# Staunton-Augusta-Waynesboro Habitat for Humanity

## Return-To-Work Policy vers.121716

*This document is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as Americans with Disabilities Act, The Rehabilitation Act of 1973, or other applicable laws.*

*To preserve the ability to meet company needs under changing conditions, Staunton-Augusta-Waynesboro Habitat for Humanity reserves the right to revoke, change, or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.*

### **Objectives**

Staunton-Augusta-Waynesboro Habitat for Humanity has developed a return-to-work policy. Its purpose is to return workers to employment at the earliest date following any injury or illness. We desire to speed recovery from injury or illness and reduce insurance costs. This policy applies to all workers and will be followed whenever appropriate.

Staunton-Augusta-Waynesboro Habitat for Humanity defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge, and skills.

Where feasible, transitional positions will be made available to injured employees to minimize or eliminate time loss.

For any business reason, at any time, we may elect to change the working shift of any employee based on the business needs of this company.

The physical requirements of transitional/temporary work will be provided to the attending physician. Transitional/temporary positions are then developed with consideration of the worker’s physical abilities, the business needs of Staunton-Augusta-Waynesboro Habitat for Humanity, and the availability of transitional work.

### **In case of an on-the-job accident**

If you have a work-related injury and are missing time from work, contact your supervisor or the Executive Director for details regarding time loss.

### **Transitional temporary work assignment**

Staunton-Augusta-Waynesboro Habitat for Humanity will determine appropriate work hours, shifts, duration, and locations of all work assignments. Staunton-Augusta-Waynesboro Habitat for Humanity reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers.

### **Communication**

It is the responsibility of the worker and/or supervisor to immediately notify Personnel of any changes concerning a transitional/temporary work assignment. Personnel will then communicate with the insurance carrier and attending physician as applicable.

## ***Employee responsibilities***

### **Accident reporting**

- An accident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to your supervisor or the Executive Director.
- If an accident occurs, but **does not** require professional medical treatment, the supervisor should immediately be informed so that an accident analysis can be completed. If first-aid treatment is needed, it should be sought on-site.
- If an accident occurs which **requires professional medical treatment**, the worker should follow the emergency response plan. The worker must fill out a workers' compensation form as soon as possible.

### **Worker's physical condition**

- If professional medical treatment is sought, the worker should inform the attending physician that Staunton-Augusta-Waynesboro Habitat for Humanity has a return-to-work program with light duty/modified assignments available.
- The worker should obtain a completed light duty/modified Job Description from their supervisor or the Executive Director. This should be provided to the treating physician and should be returned to their supervisor as soon as possible.

### **Worker able to return to work**

- If the attending physician releases the worker to return to work, as evidenced by completion of a light duty/modified Job Description, the form(s) must be returned to Personnel within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time.
- The **worker cannot return to work without a release** from the attending physician.
- If the worker returns to a transitional/temporary job, the worker must make sure that he or she does not go beyond either the duties of the job or the physician's restrictions. If the worker's restrictions change at any time, he or she must notify his or her supervisor at once and give the supervisor a copy of the new medical release.

### **Worker unable to return to work**

- If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.
- While off work, it is the responsibility of the worker to supply their supervisor with a current telephone number (listed or unlisted) and an address where the worker can be reached.
- The worker will notify Personnel within 24 hours of all changes in medical condition.

## ***Employer Responsibilities***

### **Supervisor**

#### **Accident reporting**

- The supervisor will conduct an accident analysis on all accidents, regardless of whether an injury occurs.
- When an accident occurs, which results in injury requiring **professional medical treatment**, Personnel will forward a completed workers' compensation form to the insurance carrier within five (5) calendar days of knowledge of the injury or illness.

- Other information will be forwarded as soon as developed, including:
  - Name of worker's attending physician
  - Completed **Release to Return-to-Work Form** from attending physician and medical documentation, if appropriate
  - Completed transitional/modified or regular **Job Description**
  - **Job Offer** letter and responses
- The supervisor will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.

#### **Medical treatment and temporary/transitional duty physical condition**

- A completed **Job Description** form will be provided to the worker to take to the attending physician for completion and/or approval.
- At the time of first medical treatment the **Release to Return-to-Work** form must be completed and returned to their supervisor. If one is not, the supervisor will request one from the attending physician.
- The completed **Release to Return-to-Work** form will be reviewed by the supervisor. A temporary/transitional **Job Description** form will be prepared from information obtained from the attending physician for review and approval.
- 

#### **Job Offer letter**

- Upon receipt of a signed temporary/transitional **Job Description** form from the attending physician, a written **Job Offer** letter will be prepared by the employer. It will be presented to the worker.
- The letter will note the doctor's approval and will explain the job duties, report date, wage, hours, report time duration of transitional work assignment, phone number, and location of the transitional assignment.
- The worker will be asked to sign the bottom of the **Job Offer** letter indicating acceptance or refusal of the offered work assignment.
- Copies of the **Job Description**, **Work Releases**, and **Job Offer** letters will be forwarded to the insurance carrier.
- The supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's physician release.
- The supervisor will monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the company's ability to adjust work assignments upon receipt of changes in physical capacities.

#### **Worker acknowledgment**

- The return-to-work policy and procedures have been explained to me.
- I have read and fully understand all procedures and responsibilities.
- I agree to observe and follow these procedures.
- I have received a copy of this policy and procedure.
- I understand failure to follow these procedures may affect my re-employment, reinstatement, and vocational assistance rights.

# Anti-Money Laundering Policy and Program Procedures

Updated: January 6, 2017

## Introduction

STAUNTON-AUGUSTA-WAYNESBORO HABITAT FOR HUMANITY (“SAW Habitat”) is committed to a comprehensive anti-money laundering (“AML”) program. It is the policy of Habitat to comply fully and completely with all applicable governmental requirements that have been designed to prohibit and prevent both actual and potential money laundering, as well as other activities that facilitate money laundering and the funding of terrorists and/or other criminal activity, including mortgage fraud.

## Money Laundering

“Money laundering” is generally defined as engaging in acts designed to conceal or disguise the nature, control, or true origin of criminally derived proceeds so that those proceeds appear to have been derived from legitimate activities or origins or otherwise constitute legitimate assets.

## Mortgage Fraud

Mortgage fraud is a crime in which the intent is to materially misrepresent or omit information on a mortgage loan application to obtain a loan or to obtain a larger loan, or a loan on different terms, than would have been obtained had the lender or borrower known the truth. Lenders or borrowers involved in mortgage fraud engage in conduct including the following: providing false financial information in the mortgage loan application, providing false information regarding occupancy, using nominees for the purchase of the property, falsifying documents (such as tax returns and verifications of income or deposits) and failing to disclose material information.

Government officials are increasingly focusing on mortgage fraud, and concerns regarding mortgage fraud contributed to the expansion of AML program requirements to RMLOs such as Habitat. The detection and prevention of mortgage fraud are important goals of Habitat’s AML program.

## Training

Under the leadership of the Executive Director, we will develop and provide ongoing training of our employees and any volunteers who perform administrative duties. Training will occur on at least an annual basis. The training offered will include, at a minimum, the following:

How to identify “red flags” and signs of money laundering;

What to do after the risk is identified;

The employee’s role in Habitat’s compliance efforts;

Habitat’s record retention policy related to AML compliance; and

Disciplinary consequences (including civil and criminal penalties) for non-compliance with the BSA.

The training program offered will include maintenance of records to indicate which persons received training, the dates of training, and the subject matter of the training.

Training may also include educational pamphlets, videos, intranet systems, in-person training, and explanatory memos, as necessary to effectuate full compliance with AML laws and regulations and Habitat policy.

New hire non-construction employees/volunteers shall receive AML training as part of their orientation with the SAW Habitat for Humanity organization but no later than 2 months after their start date of employment commencement.

Periodically, we will review our operations to see if certain employees or volunteers require specialized additional training. For example, we may offer additional or refresher training to employees returning from leaves of absence (including family medical, maternity, and military)

as needed upon their return to work. Our written procedures will be updated to reflect any such changes.

**Monitoring Employee Transactions**

Employee's transactions will be subject to the same AML policies and procedures as are applicable to non-employee customers.

**Additional Areas of Risk**

Habitat will periodically review all areas of its business to identify potential money laundering risks, terrorist activity or terrorism financing risks, and risks of other criminal activity, including mortgage fraud, that may not be covered in the program described above and will continually work to improve its AML compliance program.

I acknowledge that have read and understand the Employee Manual and the policies contained herein, including:

Business Expenses Policy: ExpenseV0;1116

Health and Safety Policy & Accident Reporting Policy: H&SV0;1116

Confidentiality Agreement Policy: EmpCnf120816

Employee Conflict of interest Policy

Information Technology Policy: TECH0;1116

Return-To-Work Policy vers.121716

Anti-Money Laundering Policy and Program Procedures

**ACKNOWLEDGEMENT**

By signing this document, you acknowledge that you have read and understand all policies and procedures in this employee manual. You also acknowledge that you have been given an opportunity to ask any questions you may have about the Employee Manual and those questions have been answered to your satisfaction.

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign Your Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Supervisor: The employee receives a copy of this signed document and the original signature is to be submitted with their employee documents.**