



GROWING TREES MAKES GREAT NEIGHBORHOODS

CALIFORNIA URBAN FOREST COUNCIL

Employee Handbook

Updated May 2014

The purpose of the California Urban Forests Council is to serve and expand the health, viability and condition of California's urban and community forests. The primary emphasis of CaUFC's work is on advocacy and education.

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FROM THE BOARD OF DIRECTORS



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Introduction

A Word about the Employee Handbook

The purpose of this Handbook is to provide employees of the California Urban Forests Council (“CaUFC”) with a written statement of the policies, practices and key information related to employment of personnel at CaUFC.

Employees are required to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with CAUFC. However, this handbook cannot anticipate every situation or answer every question about employment. With the exception of the employment at-will relationship policy, it is not an employment contract and is not intended to create contractual obligations of any kind.

In order to retain necessary flexibility in the administration of policies and procedures, CaUFC reserves the right to change, revise or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment at-will. The only recognized deviations from the stated policies are those authorized and signed by the Executive Director or the Board President of CaUFC.

At-Will Employment Relationship Policy

Employment with CaUFC is not for any specified period and may be terminated at any time for any reason, with or without cause or advanced notice, by the employee or CaUFC. In connection with this policy, CaUFC reserves the right to modify or alter an employees’ position, in its sole discretion, at any time for any reason, with or without cause or advanced notice, through actions other than termination, including demotion, promotion, transfer, re-classification or re-assignment. In addition, the company reserves the right to exercise its managerial discretion in the imposition of discipline short of termination when, in its sole discretion, it deems it appropriate. No persons other than the Executive Director or the Board President of CaUFC have the authority to enter into an agreement contrary to this statement. To be valid, such an agreement must be in writing, must expressly modify or delete the policy of at-will employment, and must be signed by the Board President and the employee. Nothing in this handbook is intended to or should be construed to modify or alter the policy of at-will employment.

Administration

Equal Employment Opportunity

It is the policy of CaUFC to provide equal employment opportunities to all employees and employment applicants without unlawful regard to race, religion (including religious dress and grooming practices), color, creed, national origin, sex (including pregnancy, childbirth, breastfeeding, and conditions related to breast feeding), gender (including gender identity and gender expression), sexual orientation, age, physical or mental disability, medical condition, marital status, veteran status, genetic information, or any other



classification protected by applicable local, state or federal employment discrimination laws. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training and termination.

CaUFC's Diversity Statement

Valuing individual diversity means reaching beyond stereotypical views of individuals and using the strengths and different perspectives that each person offers as a result of his or her culture, religion, ethnicity, gender, race, national origin, disability, sexual orientation, and age. CaUFC's Board, staff, volunteers and affiliates will reflect the individual diversity of the profession and the community at large. Even more important, we will embrace and derive value from the diverse views that each individual brings to a task at hand.

Employee Classification

The following terms are used to describe employees and their status:

Exempt: Exempt status is determined by federal and state law. In general, exempt employees are those engaged in executive, managerial, administrative, and professional and outside sales jobs that meet certain criteria. Exempt employees are paid a fixed salary regardless of the number of hours worked and are exempt from applicable minimum wage and overtime laws.

Non-exempt: All employees who are not considered exempt under federal or state law are considered non-exempt. Non-exempt employees are subject to applicable minimum wage and overtime laws. Employees working in non-exempt jobs are on an hourly basis and will be compensated for actual time worked under the provisions of the applicable laws.

Regular full-time employees: Employees who are regularly scheduled to work 32 hours or more per week. Regular full-time employees are eligible for full employee benefits.

Regular part-time employees: Employees who are regularly scheduled to work:

20 to 35 hours per week. Regular part-time employees will be eligible for prorated sick leave, vacation time, medical leave, family leave, leave for a death in the family, and jury duty.

Regular part-time employees will be eligible for health insurance and disability insurance if they work an average minimum of 28 hours or more per week each calendar year.

Volunteers: Volunteers are not eligible for any fringe benefits.

All employees may occasionally be required to work evenings and weekends.



Introductory Period

The first six months of an employee's tenure with CaUFC is an Introductory Period. During the Introductory Period an employee accrues but will not be eligible to take personal days, vacation or personal leave.

Evaluation Procedure

Every employee may be given a written evaluation by his or her supervisor on an annual basis. In addition to the regular performance evaluation, a supervisor may conduct additional oral or written evaluations at any time. The supervisor may also meet with the employee to discuss each written evaluation. The employee will be required to sign the evaluation and will have the opportunity to attach reasons for disagreeing with the evaluation.

Attendance and Punctuality

Absence

One of your greatest responsibilities is to come to work on time and as scheduled. We all depend on ourselves and our co-workers to be present for work as scheduled.

Sometimes circumstances arise which make being absent or late for work unavoidable. However, excessive or repeated absenteeism or tardiness is not fair to your co-workers, clients, and organization and will therefore not be accepted.

If you are absent for work and you fail to call in, unless a disability or illness prevents you from being able to call in, you will be disciplined, up to and including termination.

Tardiness

It is important that all Employees understand that it is their responsibility to be at their work site or station at their scheduled time. If you are going to be late, you must call your supervisor. Calling does not exempt you from responsibility to be on time, however. Repeated unexcused tardiness may lead to disciplinary action, up to and including termination of employment.

Reporting Absenteeism or Tardiness

All employees should call their supervisor by 9 a.m. or as soon as possible before their scheduled start time if they are going to be absent or late for any reason. Failure to report or call in to work will be considered a no call/no show and, if unexcused, considered a reason for disciplinary action up to and including termination.



Employee Discipline and Termination

Discipline

CaUFC may discipline any employee whose performance is unsatisfactory or whose attitude or other conduct related to job performance is unacceptable or has a detrimental effect on CaUFC or its goals. Depending upon the facts and circumstances involved in each situation, CaUFC management may choose to initiate whatever disciplinary action it deems appropriate, up to and including immediate termination. CaUFC reserves the right to modify or alter an employee's position through actions other than termination, such as demotion, transfer or reclassification, and can exercise its managerial discretion in imposing discipline short of termination when, in its sole discretion, it deems appropriate. Employee discipline may come in the form of verbal counseling, a written warning, suspension without pay, or termination. Any of these steps may be utilized at any time, and in any order, as CaUFC deems appropriate. Nothing in this section is intended to alter the employer's at-will policy. CaUFC continues to reserve the right to terminate an employee at any time for any reason, with or without cause or advance notice.

The following is an illustrative list (not intended to be comprehensive) of infractions that may result in disciplinary action, up to and including termination:

- I. Falsifying employment information;
- II. Unsatisfactory job performance;
- III. Failure to meet deadlines;
- IV. Unauthorized and/or repeated absenteeism or tardiness;
- V. Drinking alcohol or being under the influence of illicit drugs during the workday, including during breaks and meal periods;
- VI. Fighting, threatening another employee with violence, throwing things, horseplay, practical jokes, threatening another employee with violence, or other disorderly conduct that may endanger others on CaUFC's property;
- VII. Sexual or other harassment;
- VIII. Insubordination, failure to perform assigned duties, or failure to comply with CaUFC's rules;
- IX. Theft, fraud, gambling, carrying weapons or explosives, or violation of criminal laws while on company premises or on company time;
- X. Unauthorized disclosure of CaUFC confidential information (as defined in this handbook) about CaUFC or its customers;
- XI. Unauthorized use of company materials or equipment;



- XII. Falsification of company records;
- XIII. Repeated non-emergency personal telephone calls to or from CaUFC's telephones; or
- XIV. Misusing, destroying, or damaging property of CaUFC, a fellow employee, a customer, or a visitor.
- XV. Disrupting the workplace in a way that prevents others from doing their work.

This list is not exhaustive, and CaUFC may end the employment relationship with employee for other reasons or for no reason, at any time, with or without notice.

Resignation

A resignation is any voluntary termination by the employee for any reason. Employees are requested to give a minimum of two weeks' notice of their resignation so that an orderly transition can be made. In addition, employees will be deemed to have resigned if they fail to advise CaUFC of their whereabouts for three (3) consecutive workdays, or if they fail to return to work for three (3) consecutive days following the conclusion of any leave of absence.

Reduction in Force

The Reduction in Force is termination of one or more employees as a result of the elimination of one or more jobs or positions, and/or as a result of adverse economic circumstances.

Regardless of the reason for termination, all accrued and unused vacation will be paid to the terminated employee.

CaUFC Property

Upon termination or resignation, employees are required to immediately return all CaUFC property to their supervisor, including office keys, computers, company credit cards and so on.

Work Week/ Hours/Timesheets/ Pay

Work Week/Hours

The normal hours of operation for CaUFC are 8:00 a.m. to 5:00 p.m., Monday through Friday. Exempt employees will not have a set schedule but are expected to generally be available during the normal hours of operation. For non-exempt employees, your immediate Supervisor will advise you of your individual work schedule. All non-exempt employees who work five or more hours in a day are required by California law to be given the opportunity to take at least one thirty (30) minute unpaid off-duty meal period. The meal period must be taken so that it begins no later than the end of an employee's fifth (5th) hour of work.

Meal Period

If a non-exempt employee works more than five (5) consecutive hours, he/she is entitled to a full 30-minute meal period (unpaid) within the first five hours of the beginning of the shift. The meal period must begin no



later than the end of the 5th hour of work. If an employee is scheduled to work more than five (5) hours but less than six (6) hours, he/she may waive the meal period, however, it must be done in writing and in advance of the meal period. A non-exempt employee is also entitled to a second meal period if he/she works more than ten (10) hours in a workday. The second meal period must commence no later than the end of the 10th hour of work. If an employee is scheduled to work no more than 12 hours, he/she may waive the second meal period in writing and in advance of the meal period, but only if the first meal period was not waived. Employees must be relieved of all duties during their meal period(s) and are free to leave the work premises.

Non-exempt employees are required to record the beginning and end of their meal periods on their time clocks or other time records.

Rest Period

Non-exempt employees are entitled one, Company paid, fifteen minute rest period for every four hours worked or major fraction thereof, as follows:

Shifts from 3.5 hours to 6 hours = 1 fifteen minute break

Shifts from 6 hours up to 10 hours = 2 fifteen minute breaks

Shifts from 10 hours up to 14 hours = 3 fifteen minute breaks

The break normally will be given around the middle of the shift, subject to business needs.

In the unlikely event that a manager has to recall an employee from his/her 15-minute break to meet urgent business needs, a full 15-minute break will be provided at the next available opportunity. As set forth above, it is Company policy that employees are entitled to take all rest breaks to which they are entitled.

Lactation Accommodation

The Company will provide employees who wish to express breast milk while at the work location with a reasonable amount of break time. The break time will be required to run concurrently, if possible, with any paid break time already provided. In the event it is not possible for the break time for expressing milk to run concurrently with the paid break time already provided to the employee, the break time for expressing milk is unpaid.

The Company will provide employees desiring to express breast milk at work with reasonable accommodations. The employee will be provided with use of a room, or other location, other than a toilet stall, in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private.

Timesheets

Hours for non-exempt employees are reported via timesheets. Non-exempt employees should submit their timesheets to the CaUFC office by the last day of the pay period, either the 15th or the last day of the month



(unless weekend or holiday – then due the following business day). All timesheets need to be submitted by 5:00PM (Pacific Time). Timesheets must be submitted in order for a non-exempt employee’s pay to be processed.

Exempt employees may also have to keep timesheets because of certain requirements set by our funding sources. Exempt employee’s timesheets should be submitted [enter when want submitted (e.g. weekly, every two weeks)], but the number of hours worked will not affect exempt employee’s pay.

Pay

Employees are paid on the 5th and the 20th of each month. The hours for the 1st through the 15th will be paid on the 20th of the month. The hours for the 16th through the end of the month will be paid on the 5th of the following month. If a payday falls on a weekend or holiday when the CaUFC is closed, employees will be paid on the next business day. Direct or “automatic” deposit is available. It is possible pay distributed via “automatic deposit” will be deposited up to a day prior to the actual payday, but this is not guaranteed. All staff members will be notified via e-mail message from administrative staff prior to payday if pay will not be distributed by automatic deposit but instead by paper checks at the CaUFC office. Paystubs will reflect all deductions, including those for Social Security, federal, state and local taxes, disability insurance, any garnishments, the beginning and end dates of the pay period, gross wages earned, net wages earned, name of the employee and last four of SSN, CaUFC’s name and address, any authorized benefit deductions, and for non-exempt employees, hourly rate and hours worked.

Cost of Living Adjustment

An annual cost of living adjustment (COLA) equal to the annual adjustment issued by the Consumer Price Index may be provided to employees each year, subject to Board approval.

Merit Pay Increase

A merit pay increase may be given, if appropriate, based on annual review by Executive Director or Board President.

Ethics

Code of Ethics

CaUFC is firmly committed to complying with its legal and ethical obligations under all local, state, and federal laws. As a result, we expect all employees, at every level within the organization, to comply strictly with all legal and ethical obligations. Our philosophy can be implemented only if our employees recognize their responsibility to treat everyone in an honest and fair manner. Accordingly, an employee’s failure to fulfill their responsibilities under this policy may result in disciplinary action, up to and possibly including immediate termination.



CaUFC holds all employees responsible for carrying out and monitoring compliance with this commitment. If any employee becomes aware of any violation of a legal or ethical obligation, or any unfair or improper treatment of a client, the employee must immediately report the matter to Administrative Staff or Board President so that it can be investigated right away. In this manner, CaUFC will take all necessary steps to investigate any potential violations of this policy and will take appropriate action to correct any violations or incorrect perceptions that are found to exist. By making it the responsibility of all employees to police compliance with our strict ethical standards and commitment to complying with all legal responsibilities, we can continue to maintain our reputation in the community.

Employees are encouraged to report any suspected violations of this policy without fear of reprisal or retaliation of any kind. CaUFC will treat information reported to the Administrative Staff or Board President as confidential to the extent it can do so without failing to fulfill its legal obligations but cannot guarantee the employee's confidentiality. In addition, employees who do not wish to identify themselves can report information anonymously.

Client Relations

We appreciate and value our clients. The California Urban Forests Council is a service organization, and our clients are the recipients of this service. Employees are expected to work with our clients respectfully and to maintain a trusting atmosphere within all client relationships. Difficult situations with clients should be reported immediately to your Supervisor.

Company and Client Confidential Information and Trade Secrets

The protection of confidential and proprietary information is of critical importance to CaUFC, its work force, and its clients. Confidential information includes the names of donors, the amount donated, and credit card and/or bank information of our donors and clients. Proprietary information includes program design and implementation plans. It is essential that all employees take steps to safeguard such information. Employees must not use any confidential or proprietary information of CaUFC in any manner that is unauthorized or detrimental to the best interests of CaUFC. This obligation is ongoing and continues after the employment relationship has terminated.

Equipment and Furniture

All employees are to handle and maintain equipment in a careful and respectful manner. Employees should not use equipment located on the CaUFC premises for any purpose outside of the CaUFC job workload.

Decorum

We maintain a "clean environment" conducive to a professional decorum. A "clean environment" consists of proper language, modest dress, clean working areas, proper relations between office personnel, etc. We are a Drug Free and Non-Smoking workplace. Employees must conduct themselves in a manner consistent



with these guidelines. A violation of the code of decorum may result in disciplinary review and possible termination.

Prohibition against Drugs and Alcohol

Illegal drug and alcohol use is highly detrimental to the work place and to the efficiency and productivity the employer desires to promote. The use, possession, distribution or sale of illegal drugs or alcohol, or being under the influence of illegal drugs or alcohol, is strictly prohibited while on duty, while on the employer's premises or while operating a vehicle owned or leased by the employer. Prescription and/or "over-the-counter" drugs may also affect an employee's job performance. Employees who are using a prescription and/or "over-the-counter" drug that may affect their ability to safely perform their job duties or affect the safety of their coworkers should check with their physician to ensure they can perform their job safely, and may be required to submit a physician's statement ensuring they can safely work (the employee will not be required to identify the medication or the underlying illness). Violation of this policy will result in disciplinary action, possibly including discharge.

Unlawful Harassment

CaUFC believes that all employees have a right to work in an environment free of sexual or other unlawful harassment. Harassment against individuals on the basis of race, religion (including religious dress and grooming practices), color, creed, national origin, sex (including pregnancy, childbirth, breastfeeding, and conditions related to breast feeding), gender (including gender identity and gender expression), sexual orientation, age, physical or mental disability, medical condition, marital status, veteran status, genetic information, or any other classification protected by state or federal employment discrimination laws is illegal and a violation of CaUFC policy.

Sexual or other unlawful harassment includes any conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions concerning that individual; or
- (c) it creates a hostile or offensive working environment.

Unlawful harassment can take many forms and will vary with the particular circumstances. Examples of unlawful harassment prohibited by this policy include, but are not limited to: (i) unwanted flirtation, advances and/or propositions of a sexual nature; (ii) deprecating remarks, insults, humor, jokes and/or



anecdotes that belittle or demean an individual or group based on any of the protected categories listed above; (iii) unwelcome comments of a sexual nature about an individual's body or clothing or unwelcome comments about an individual's other protected status; (iv) unwelcome and offensive displays of sexually suggestive objects or pictures and/or offensive objects or pictures that target an individual's race or other protected status; (v) unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against the individual's body; (vi) sexual assault; and/or (vii) suggestions that submission to or rejection of sexual advances will effect decisions regarding such matters as an individual's work assignment, status, salary, benefits or other terms or conditions of employment.

CaUFC will take disciplinary action up to and including the immediate termination of any employee who violates this policy. Employees who feel they have been harassed, or employees who witness any harassment, should immediately report such conduct to their supervisor or the Board President. All complaints of harassment will be investigated by the Executive Director or Board President.

Any CaUFC employee, including any supervisor or manager, who is found to have engaged in prohibited harassment is subject to disciplinary action up to and including discharge from employment. An employee who engages in unlawful harassment may be held personally liable for monetary damages. The Company will not pay damages assessed personally against an employee.

In addition to the Company's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of harassment in employment. Employees who believe that they have been harassed may file a complaint with either of these agencies. For more information, contact the Executive Director or Board President. You may also contact the nearest office of the EEOC or DFEH, as listed on their websites.

Employees are protected by law from retaliation for opposing or reporting any good faith complaint of unlawful harassment or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by CaUFC or the Department of Fair Employment and Housing with respect to a complaint of unlawful harassment. CaUFC will take disciplinary action up to and including the immediate termination of any employee who retaliates against another employee for engaging in any of these protected activities.

Please contact the Executive Director or Board President if you have any questions about this policy or the subject of unlawful harassment.



Leave Benefits

VACATIONS

Vacations are provided with pay to regular full-time and regular part-time employees as a time for rest and renewal. Vacations are earned on the basis of continuous service and hire date. The vacation year is defined as a calendar year, beginning January 1st and ending December 31st.

Regular Full-Time Employees

Regular full-time employees with one year or less of service receive 10 days (or 80 hours) of paid vacation for the entire year. Regular full-time employees with 13 to 36 months of service receive 15 days (or 120 hours) of paid vacation per year. Regular full-time employees with 37 or more months of service receive 20 days (or 160 hours) of paid vacation per year. Requests for vacation time must be submitted to your Supervisor or Board President for approval at least one month in advance of the desired starting date for vacation. Vacation time will accrue from the date of hire.

Length of Service	Accrual Rate	Yearly Vacation Days Accrual
0 – 12 months	3.34 hours per pay period	10
13 – 36 months	5.0 hours per pay period	15
37 – or more months	6.67 hours per pay period	20

Any designated holiday falling within a scheduled vacation period will be paid as holiday pay. Any accrued but unused vacation pay is due and payable upon termination, regardless of reason for termination.

Regular Part-Time Employees (Who work a minimum of 20 Hours per Week)

Regular part-time employees scheduled to work 20 or more hours per week earn paid vacation time on a prorated basis based on the number of hours worked per week. (Example: an employee who has less than one year of service and is working 20 hours per week will accrue vacation time at 1.67 hours per pay period, which is half of 3.34 hours.) Vacation time will accrue from the date of hire.

Accrual Maximum

The Company encourages employees to use their vacation time in the calendar year in which it accrues; however, vacation that is accrued but not used in a calendar year will carry over and be available to the employee until used. Once vacation time accrues, subject to the cap described below, it will remain available for an employee until it is used or paid out upon termination of employment.

In order to encourage employees to use accrued vacation time, the Company “caps” the amount of unused vacation that an employee may accrue. Thus, no employee may accrue a balance of unused vacation time that is more than 1.5 times the amount of vacation time the employee can accrue annually. For example, a



salaried full-time employee with two years of service is eligible to accrue 15 days (or 120 hours) of vacation time annually; therefore, his or her unused vacation balance is capped at 22.5 days (or 180 hours). Once an employee reaches the applicable cap, he or she will stop accruing additional vacation time until he or she uses some of the accrued vacation time. Once an employee who has reached the cap uses some accrued vacation time, he or she will resume accruing vacation time until he or she reaches the cap again. An employee will not receive retroactive accrual or otherwise be compensated for vacation that did not accrue while his or her vacation balance was at the cap.

Any exceptions to this policy require the written approval of the executive director or Board President.

Scheduling

You are expected to exercise consideration and good judgment when requesting vacation days from your manager. If you request vacation during a particularly busy time, or at a time when many others have also requested time off, you may be required to postpone your vacation. We ask that you request vacation at least 30 days in advance to your Supervisor or Board President. We cannot guarantee you will be able to take your vacation during the time period you request.

HOLIDAYS

Regular full-time employees are eligible for paid holidays. The following are paid holidays for regular full-time employees: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve, and Christmas Day. Employees may substitute any other religious holidays for any of the above holidays. Employees must advise their supervisor in advance and obtain permission before substituting their holidays. If a designated holiday falls on a Saturday or Sunday, the preceding Friday, the following Monday, or another designated day will be observed as the holiday. Regular part-time employees are eligible for paid holidays provided the holiday falls on a day the employee works as part of their normal work schedule (part time employees will be paid holiday pay on a prorated basis depending on the numbers of hours they regularly work per day).

SICK LEAVE

All regular full-time and regular part-time employees who work a minimum of 28 hours per week are eligible for sick leave. Sick leave is to be used for personal medical, dental, or other health-related treatments or for care of a sick family member. An employee unable to report to work for any reason must notify their supervisor as soon as possible.

Regular full-time employees earn sick leave at the rate of four hours per month of work for a total of six days per year. Regular part-time employees accrue sick time on a prorated basis, based on the number of hours they regularly work per month.

Sick leave is accrued from the start of employment and may be carried over from one year to the next, but sick leave accrual caps at 30 days.



In cases where one employee may need to be out sick for an extended period such as a major operation, another employee may donate up to 5 days of accumulated sick leave to the employee who has insufficient time accumulated. The executive director or the Board President must approve all donations of sick leave.

Sick Time Use

Staff members who are ill or injured and anticipate being away from work for more than two weeks should speak with their health care provider or their supervisor for information about State Disability Income benefits.

Under some circumstances, we may require verification of a staff member's medical condition, especially if a pattern of frequently used sick time develops.

Accrued and unused sick leave is not payable or due upon termination.

Kin Care Use

Employees may use their accrued sick leave to attend to a child, parent, spouse, domestic partner or domestic partner's child or designated person who is ill. Leave for this purpose (as with all other purposes) may not be taken until it has actually accrued.

For purposes of kin care use, a "child" is defined as a biological, foster, or adopted child, a stepchild, or a legal ward. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising even if he or she is not your legal child.

A "parent" is your biological, foster, or adoptive parent, stepparent, or legal guardian. Mothers-in-law, fathers-in-law, and grandparents are not legally considered "parents" for these purposes.

A "spouse" is your legal spouse according to the laws of California as applicable by law.

A "domestic partner" applies to two adults who have chosen to share one another's lives in an intimate and committed relationship of mutual caring" and who file a Declaration of Domestic Partnership with the Secretary of State in California.

A "domestic partner child" is a biological, foster, or adopted child; stepchild; or legal ward of your domestic partner. A "domestic partner's child" also may be someone for whom your domestic partner has accepted the duties and responsibilities of raising, even if he or she is not your domestic partner's legal child.

All conditions and restrictions placed on an employee's use of accrued sick leave also apply to accrued sick leave used towards the care of a child, a parent, a spouse, a domestic partner, a designated person, or the child of a spouse or domestic partner.

PERSONAL LEAVE OF ABSENCE

All regular full-time employees who have completed the Introductory Period with CaUFC are eligible for personal leave. Some regular part-time employees who have completed the Introductory Period with



CaUFC are eligible for personal leave as well if stipulated in writing by CaUFC's Executive Director or Board President. Eligible employees may request a personal leave of absence without pay for a reasonable period of time of up to a maximum of 12 weeks. Employees may use vacation, personal days, and sick leave, if applicable, concurrently with the leave of absence.

Personal leaves of absence are not guaranteed. Requests for such leaves of absence will be considered on the basis of a combination of factors, including the employee's length of service, performance, position, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the employer.

Requests for leaves must be submitted in writing and approved in writing by Executive Director or Board President before the leave begins. The employer is not able to guarantee reinstatement from a leave in all circumstances but will make a reasonable effort to return an employee to his or her former position or a comparable position for which the employee is qualified. It is the employee's responsibility to be available and report to work at the end of the approved leave. An employee who fails to report to work for three (3) consecutive days following the conclusion of a personal leave will be considered to have voluntarily resigned.

Employees do not earn or accrue any benefits during the period of a personal leave of absence. While on personal leaves of absences not exceeding 30 days, CaUFC will continue the employer paid insurance benefits in effect. After 30 days, employees will be fully responsible to pay the costs of any insurance benefits during a personal leave of absence. Arrangements should be made for the payment of any premiums before the leave begins to avoid the possibility of a loss or interruption in coverage.

Return to work following a personal leave is not guaranteed.

PREGNANCY DISABILITY LEAVE

If CaUFC employs five (5) or more employees at the time of leave, it will fully comply with the California Pregnancy Disability Act, which requires the Company to give each California employee a reasonable unpaid leave of absence of up to four (4) months, as needed, for the period(s) of time the employee is actually disabled by pregnancy, childbirth, or related medical conditions. Employees are eligible for California Pregnancy Disability Leave, regardless of length of service or any other criteria.

The four-month California Pregnancy Disability Leave allowance includes any time taken (with or without pay) because of a disability caused by pregnancy, childbirth or related medical conditions or for prenatal care. California Pregnancy Disability Leave may be taken in one or more periods but may not exceed four months total for any pregnancy.



Notice and Certification Requirements

If you need to take a pregnancy disability leave, you must provide the Company with reasonable advance notice. In addition, you must provide the Company with a health-care provider's statement certifying the last day you can work and the expected date of return.

Compensation During Leave

Pregnancy disability leaves are without pay. However, you may take accrued vacation during the leave. All such payments will be integrated with any state disability or other wage reimbursement benefits that you may receive. At no time will you receive a greater total payment than your regular compensation.

Benefits During Leave

While you are on an approved pregnancy disability leave, the Company will maintain, for the duration of your leave, any group health insurance coverage that you were provided before the leave was taken and on the same terms as if you had continued to work. In some instances, the Company may recover premiums it paid to maintain health coverage if you fail to return to work following your pregnancy disability leave.

If you are not entitled to continued paid group health insurance coverage, you may continue your coverage through the Company in conjunction with federal COBRA guidelines by making monthly payments to the Company for the amount of the relevant premium. You should contact the CaUFC Executive Director for further information.

Reinstatement

In most circumstances, upon the submission of a medical certification that you are able to return to work, you will be offered the same position held at the time of the leave or an equivalent position. However, you will not be entitled to any greater right to reinstatement than if you had been employed continuously rather than on leave. For example, if you would have been laid off if you had not gone on leave, then you will not be entitled to reinstatement. Similarly, if your position is filled during the leave in order to avoid undermining the Company's ability to operate safely and efficiently, and there is no equivalent position available, then reinstatement will be denied.

WORKERS' COMPENSATION DISABILITY LEAVE

The Company will grant a workers' compensation disability leave if you have an occupational illness or injury in accordance with state law. As an alternative, the Company may offer you modified work.

Notice and Certification Requirements

You must report all workplace accidents, injuries and illnesses no matter how minor to your supervisor. In addition, you must provide the Company with a certification of your workplace injury or illness, your inability to work, and/or your work restrictions, and the expected duration of your restrictions and/or inability to work, from a health-care provider.



Compensation During Leave

Workers' compensation disability leaves are without pay. However, you may take accrued vacation time during the leave. All such payments will be integrated with any state disability, workers' compensation, or other wage reimbursement benefits for which you may be eligible. At no time will you receive a greater total payment than your regular compensation.

Benefits During Leave

If you are taking a workers' compensation disability leave, the Company will maintain your group health coverage if such insurance was provided before the leave was taken and on the same terms as if you had continued to work.

Under certain circumstances, an employee's workers' compensation disability leave may end, but the employee may still be entitled to the remaining portion of his or her family and medical leave under federal or state law. In these circumstances, the Company will maintain the employee's group health insurance coverage for the remaining portion of the employee's family and medical leave—up to a maximum of 12 workweeks per 12-month period as required by law—if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Company may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work following the family and medical leave.

FUNERAL LEAVE

Funeral leave is available to regular full-time and part-time employees: up to five days off with pay in the event of a death of an immediate family member and one day in the event of the death of a relative that is not an immediate family member. Employees may be required to provide some form of proof noting date of death and relationship of employee to the deceased.

(Immediate Family Member means any relative by blood or marriage, or foster and adopted children, living under the same roof and in the same household with a CaUFC employee as well as parents and siblings.)

JURY/WITNESS DUTY

We feel that employees should fulfill their civic responsibility of being available for jury and witness duty. If an employee is summoned to jury or witness duty, CaUFC will continue the employee's wages less any compensation received from the court, up to a maximum of fifteen days per year. (Jury pay receipts must be forwarded to the Supervisor before pay will be issued.)

Employees must make an effort to return to work on any day that jury responsibilities end early. Additionally, employees may be asked to make up their missed hours so scheduled work may be completed.



Exempt employees who are required to serve longer than the fifteen days, and who are substantially able to fulfill their job responsibilities, will continue to receive full pay while on jury duty.

For witness duty, time off is granted if summoned to appear in court as a witness. This time is generally unpaid, but an exempt employee who takes less than a week off or takes more than a week but is able to substantially complete his or her duties, will continue to receive full pay while on witness duty. A copy of the summons to serve must be submitted to the supervisor as soon as received, and proof of service submitted when duty is completed.

VOTING TIME OFF

If you cannot vote before or after working hours in statewide public elections, then you will be allowed sufficient time off to go to the polls. The Company will pay you for up to the first two hours of absence from regularly scheduled work which is necessary to vote in a statewide public election. Any additional time off will be without pay. You must give reasonable notice of the need to have time off to vote and must give at least two working days' notice when two working days' notice is possible.

MILITARY LEAVE

CaUFC complies fully with all federal and state laws regarding employee leaves for service in the uniformed services of the United States, including the National Guard and the Commissioned Corps of the Public Health Service, or the state military forces, or the reserve components of the same, to participate in active or inactive duty or training. If you believe you qualify for such a leave, please see the Executive Director or Board President.

TIME OFF FOR VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS OR EMERGENCY RESCUE PERSONNEL

If you are a registered volunteer firefighter, reserve peace officer, or emergency rescue personnel who intends to perform emergency duty during work hours, please alert a representative of the Company so that we are aware of the fact that you may have to take time off to perform emergency duty. In the event you need to take time off for this type of emergency duty, please alert your supervisor before leaving the Company premises. All time off for these purposes is unpaid.

TIME OFF FOR DOMESTIC VIOLENCE OR SEXUAL ASSAULT VICTIMS

The Company recognizes and values the importance of a healthy and safe home environment for all its employees and their families. CaUFC prohibits discrimination or retaliation against an employee if he or she is the victim of domestic violence or sexual assault and if he or she takes time off from work for: medical attention, legal assistance, services from a shelter, program or rape crisis center, psychological counseling, safety planning, including temporary or permanent relocation.

If you wish to take time off under this policy, you must give reasonable notice of the need for time off for one of the above listed activities unless advance notice is not feasible. In the event that an unscheduled



event or emergency occurs, which requires your immediate absence, please alert your supervisor before leaving the Company premises. The Company may require that you provide verification that the absence from work was due to domestic violence or sexual assault. The types of verification the Company may require include: police reports, court orders or other evidence that the employee appeared in court, other documentation from a medical professional, domestic violence advocate, health care provider, counselor. Confidentiality of the situation will be maintained to the greatest extent possible if you request time off for these reasons.

Employees may use accrued benefits, such as existing vacation time, in order to receive compensation during the leave of absence.

TIME OFF FOR CRIME VICTIMS AND FAMILY MEMBERS OF CRIME VICTIMS

CaUFC prohibits discrimination against an employee who wishes to take time off from work for the purpose of attending judicial proceedings related to certain crimes committed against the employee, the employee's immediate family member, the employee's registered domestic partner, or the domestic partner of the employee's parent. Employees are eligible to take time off for crimes including: a violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code; a serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; and a felony provision of law proscribing theft or embezzlement.

Before an employee may be absent from work for this purpose, the employee must provide his or her supervisor with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. In the event that an unscheduled judicial proceeding occurs, which requires your immediate absence, please alert your supervisor before leaving Company premises. CaUFC may require that the employee provide verification that the absence from work was due to attendance at the unscheduled judicial proceeding. The types of verification the Company may require include documentation evidencing the judicial proceeding from any of the following entities: the court or government agency setting the hearing; the district attorney or prosecuting attorney's office; or the victim/witness office that is advocating on behalf of the victim. Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible if an employee requests time off for these reasons.

Employees may use accrued benefits, such as existing vacation time or sick time, in order to receive compensation during the time taken off from work.

Under this policy, "immediate family member" is defined as an employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

LACTATION ACCOMMODATION

CaUFC will make all legal and reasonable accommodations, including breaks and privacy, for employees wishing to express breast milk while at work. See your Executive Director for more details.



Insurance

Medical, Dental, and Vision Insurance

Regular full-time and regular part-time employees who work a minimum of 30 hours per week are eligible to participate in CaUFC's insurance program. For regular full-time employees and regular part-time employees working a minimum of 30 hours per week, CaUFC will cover 75% of the cost of health, dental and vision insurance premiums under the CaUFC medical plan, excluding the cost of co-payments, deductibles and services covered by such insurance, for each full-time employee, based on an annual review. Employees may elect higher cost plans and contribute the difference in premium cost. Spouse, domestic partners and dependents are eligible for coverage, but premiums are paid by the employee, not CaUFC. Continuing medical Coverage (Cal-Cobra) is available at the employees' expense, upon termination you other triggering event, for any employee who has been covered under the CaUFC medical plan.

In the event that the employee elects not to accept coverage, CaUFC will contribute the equivalent of the cost of coverage to a simple IRA or other pre-tax account.

Workers' Compensation

All employees are protected (at no cost to you) by workers' compensation insurance for all illness or injury arising from and occurring within the scope of their employment. If you are injured on the job, notify your Supervisor immediately, no matter how minor the injury may seem.

It is our goal to assist an employee's return to work in a partial or regular capacity as soon as it is safe and possible.

State Disability Insurance

Each of our staff members contributes to California State Disability Insurance. Contributions are made through payroll deductions. California State Disability Insurance is payable when you cannot work because of illness or injury not related to employment, when you are disabled due to pregnancy, or when you are entitled to workers' compensation at a rate that is less than your daily disability benefit amount.

Coverage begins on your first day of employment and ends on your last. For more information about California State Disability Insurance, please speak with the Executive Director.

Family Temporary Disability insurance/Paid Family Leave ("PFL")

Each of our staff members also participates in a state-approved voluntary plan to contribute to California's Paid Family Leave/ Family Temporary Disability Insurance fund. The PFL fund will be administered by the California Employment Development Department ("EDD"), not the Company. Through the PFL fund, the EDD will provide eligible employees with a wage supplement for a maximum of six weeks within a rolling 12-month period. PFL benefits may be available from the EDD for a leave of absence:



1. For the birth or placement of a child, as defined by the PFL law, for adoption or foster care within one year of the birth or placement of the child; or
2. To care for an immediate family member (spouse, registered domestic partner, child or parent, as defined by the PFL law) who is seriously ill and requires care.

Employee Contributions

Like State Disability Insurance (“SDI”) contributions, employee PFL contributions are deducted automatically from each employee’s paycheck. The amount of the contributions is fixed by the EDD, not the Company.

Employee Eligibility

The EDD decides whether an employee is eligible for PFL benefits, not the Company, and employees must apply for PFL benefits through the EDD. Requests to take time off from work will be evaluated in accordance with company policies and applicable law.

Waiting Period

The EDD mandates a seven (7) day waiting period before an eligible employee may receive PFL benefits. Accrued sick leave may be used during the waiting period to the extent permitted by law. If sick leave is unavailable, or the available accrual is less than a full week, employees may use accrued vacation.

The EDD does not mandate a seven (7) day waiting period before an eligible employee receives PFL benefits for the purpose of bonding with a newborn child if the employee applies for PFL benefits immediately after recovering from a pregnancy-related disability and SDI benefits have ended.

After PFL Wage Period Ends

As noted, the EDD will provide eligible employees with PFL wages for a maximum of six weeks within a rolling 12-month period. Employees who remain on an authorized leave of absence after the PFL wage period ends may use accrued sick leave to the extent permitted by law.

Additional Information About PFL

Information about PFL leave will be maintained in confidence and not reflected in your personnel file.

Employees may use PFL benefits in increments, rather than all at once. For further information, contact the Executive Director.

Financial Benefits

Retirement

CaUFC participates in a 403(b) plan. Employees working 30 hours per week or more are eligible to participate. There is no Employer Contribution associated with this plan.



Education and Professional Development

CaUFC supports employees who wish to enhance their professional development and job-related skills through related external education programs and conferences. In addition, employees may be asked to attend conferences and training forums as participants or presenters.

CaUFC covers the costs of limited outside training and conferences based on organizational benefit and annual budget and at the discretion of the Executive Director and the Board of Directors. Employees shall prepare an Annual Event and Professional Development Calendar request that shall be submitted to the Executive Director or Board President for approval. All agency-covered trainings and conferences require prior approval as specified above and are subject to change based on budgetary constraints.

Miscellaneous Provisions

Telecommuting

CaUFC may allow employees to telecommute (work remotely or work from home). Employees permitted to telecommute must continue to abide by this Handbook, and any other employee policies, including CaUFC's Equal Employment Opportunity and Unlawful Harassment, Ethics and Social Media Usage and Workplace Safety policies. Failure to follow CaUFC's policies may result in discipline and/or termination of the telecommuting arrangement.

Names and Addresses

CaUFC is required by law to keep current all employees' names and addresses. Employees are responsible for immediately notifying the Company in the event of a name or address change.

Personnel Records

As a current or former employee of the Company, you have a legal right to inspect and the right to a copy of certain documents in your personnel file. If you wish to inspect and/or receive a copy of your personnel file, please contact the Executive Director for the appropriate form requests. You may also add your comments to any disputed item in the file.

CaUFC will generally limit disclosure of your personnel file only to authorized individuals within the Company. However, you should know that CaUFC will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and will disclose your personnel file as legally required.

For confidentiality reasons, and because it is required by law, the Company will keep any health/medical records it receives from you in a file separate from your personnel file. The Company will divulge such information only (1) as allowed by law; (2) to your personal physician upon written request with your written permission; or (3) as required for workers' compensation cases.



The Company also considers your wages to be your private information and will only disclose your wage information to persons within the company who have a need to know. The Company will disclose your wage information to persons outside the Company only with your express permission.

Dress Code

Whether we are in the public eye or not, we should always maintain a professional appearance. Employees should always be neat and clean and in proper attire whenever on Company premises. Your supervisor will clarify what is appropriate attire for your position or department.

Your clothing or accessories should not contain lettering or images that may offend other employees or customers.

Company Property (Tools, Vehicles, Computers)

Everyone contributes time and money to the success of our organization. It is important we remain focused on this goal using our time, materials and equipment in an efficient manner. Furthermore, we must discourage the use of company equipment, including software, for personal use.

Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are the property of CaUFC. They are to be used only for the Organization's business. Employees are not permitted to access or copy any computer files, or retrieve any stored communication that the employee is not authorized to see or use or that the employee does not need to see or use for business purposes.

The Company prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

CaUFC purchases and licenses the use of computer software for business purposes. Employees may use software only in accordance with the CaUFC's software license agreements. The Company prohibits the illegal duplication of software and its related documentation.

To ensure compliance with this policy, computer and e-mail usage may be monitored. Employees should notify their immediate supervisors upon learning of any violation of this policy. Employees who violate this policy are subject to discipline, up to and including termination.

SOCIAL MEDIA USAGE

Introduction

CaUFC acknowledges the growing popularity of social media as a means for sharing experiences, ideas, and opinions. However, the Company also strives to protect itself, its employees, and third parties such as customers, subsidiaries, affiliates, vendors, and business partners from the improper or unlawful use of social media.



For purposes of this policy, “Social Media” refers to any websites or mobile device applications that allow users to create, post, upload, comment on, interact with, or share content with other users (including the user’s own network, networks of other users, or members of the public). Examples of Social Media include: social and professional networking websites (Facebook, MySpace, LinkedIn), blogs (Twitter, industry blogs), video and image sharing websites (YouTube, Flickr, Pinterest, SnapChat), location-sharing websites (foursquare), consumer review websites (Yelp), virtual worlds (Second Life), and social bookmarking websites (Reddit). The lack of reference to a specific Social Media website in this policy does not limit the extent or application of this policy.

Applicability

This policy applies to all employees of the Company during both working and non-working hours, and regardless of whether the employee is using the Company’s or the employees’ computers, network, internet access, equipment, or technology. Employees must understand that the Company’s other employee relations policies – including its Equal Employment Opportunity, BHPCL’s Diversity Statement, Policy Regarding Workplace Violence, Unlawful Harassment, Code of Ethics, Client Relations, Company and Client Confidential Information, Decorum, and Computer and Email Usage policies – apply to online conduct, including use of Social Media.

Keep in mind that any of your online conduct that violates Company policy, adversely affects your or your fellow employees’ job performance, adversely affects the reputation or brand of the Company’s customers, vendors, affiliates, or business partners, or adversely affects the Company’s legitimate business interests may result in disciplinary action, up to and including termination.

That being said, nothing in this Social Media policy is intended to prohibit employees from complying with or exercising their rights under any applicable federal state, or local law, or from communicating about wages, hours, or other terms and conditions of their or their co-worker’s employment. If you have any questions about this policy or its applicability, please contact the Executive Director at 415-479-8733.

Guidelines

Employees who choose to use Social Media must adhere to the following guidelines:

- Use caution and your best personal and professional judgment when contributing content about or related to the Company, or third parties such as customers, subsidiaries, vendors, affiliates, or business partners. Do not disparage the Company’s products or services.
- Do not engage in behavior or contribute content that could be considered an act or threat of violence, bullying, or unlawful discrimination or harassment.
- Do not intentionally or negligently contribute content that could damage the reputation or brand of the Company or interfere with the Company’s business relationships with its customers, subsidiaries, vendors, affiliates, or business partners.



- Employees may not contribute content in the name of the Company, on behalf of the Company, or in a manner that could reasonably be attributed to the Company without prior written authorization from the Executive Director.
- Employees may not contribute content that could be considered an endorsement of the Company's goods or services without prior authorization from the Executive Director. If you do contribute content that could be considered an endorsement of the Company's goods or services, you must disclose your employment relationship with the Company.
- Do not contribute or disclose any content or information about or related to the Company, its employees, customers, subsidiaries, vendors, affiliates or business partners that you know to be false. Do not defame the Company's customers, vendors, affiliates, or business partners.
- Do not contribute content that could identify Company customers, vendors, affiliates, or business partners without prior consent from the Company.
- As a Company employee, you have access to proprietary information about the Company and its customers, subsidiaries, vendors, affiliates, or business partners. The Company trusts and expects you to keep this information confidential; you may not disclose it in Social Media. Note that "proprietary" includes the Company's: patents, copyrights, trade secrets, and inventions; internal processes, policies, and reports; source code and computer programs in various stages of development; competitive analysis and strategy; marketing and development plans; potential or actual mergers and acquisitions; customer and client lists; and names of vendors and suppliers.
- Do not use Company logos or trademarks for commercial gain without prior consent from the Company.
- Do not use your Company email address to register for Social Media. If you indicate that you are an employee of the Company on any Social Media, you must include a disclaimer indicating that the content you contribute is your own and does not represent the opinion of the Company.
- Do not allow Social Media use to interfere with your work commitments, performance, or productivity.
- Employees should not speak to the media on the Company's behalf without prior approval from the Executive Director. All media inquiries should be directed to the Executive Director.
- Consider whether connecting to the Company's customers, business partners, vendors, or competitors via Social Media is appropriate for your level, position, responsibilities within the Company, and relationship with the person at issue. To the extent that you do connect to Company customers, business partners, vendors, or competitors via Social Media, consider using available privacy filters or settings to block any inappropriate, unprofessional, or personal content from such people.
- Requests for employment references or recommendations through Social Media, such as LinkedIn, should be referred to the Company's Human Resources Department.



Company management, supervisors, or Human Resources representatives may not request access to or the user names or passwords for employees' personal Social Media, unless it is necessary for an internal investigation into employee misconduct.

Use of Social Media for the Company's Business Purposes

CaUFC has and will continue to expand the promotion of its brand via Social Media, including through its official pages on Facebook, Twitter, and LinkedIn.

[The Company encourages employee participation in its effort to promote its brand via Social Media. Such participation may include commenting on the Company's official Facebook, Twitter, and LinkedIn pages, providing internal suggestions and input for the content of such pages, and submitting your photos of the Company's promotions, locations, and events for inclusion on such pages. Suggestions, input, and photo submissions should be sent to the Executive Director.]

Employees who create content or use Social Media for the Company's business purposes—as part of their job responsibilities and/or at the direction of the Company—must understand that they are contributing content on behalf of the Company (and, therefore, representing the Company). Employees who create or contribute content to Company-created, sponsored, sanctioned, or assigned Social Media accounts or pages must understand that the Company (and not the employee) is the owner of all content contributed and connections made through these pages or accounts. These employees must adhere to the following guidelines:

- Only contribute or moderate content on Company-created, sponsored, sanctioned, or assigned Social Media pages. Use your best professional judgment when creating and contributing content, and when linking to third party websites or videos. Use proper grammar and spelling.
- Time spent using Social Media for the Company's business purposes should be limited exclusively to those business purposes (for example, to moderating designated fan pages or communities).
- Do not download any applications, games, or otherwise engage in any other activities that are irrelevant to your job responsibilities or the Company's business purposes on any Company-created, sponsored, sanctioned, or assigned Social Media pages.
- Be respectful to the Company, its employees, and third parties such as customers, subsidiaries, vendors, affiliates, business partners, and competitors.
- Do not contribute any confidential, proprietary, libelous, or defamatory content about or related to the Company, its employees, or third parties such as customers, subsidiaries, vendors, competitors, affiliates, or business partners.
- Do not contribute content regarding or relating to the Company's current, future, or pending legal matters, including mergers or acquisitions, negotiations, internal investigations, and litigation.



- Do not specifically mention a Company employee, customer, or vendor in Social Media without their prior express consent.
- Comply with all applicable intellectual property, trademark, copyright, and fair use laws.
- Make sure that you are not the only person who knows the usernames and passwords to Company Social Media accounts. Usernames and passwords for each Company Social Media account should be known to Executive Director and Financial Manager. Do not change the usernames or passwords to any Company Social Media account without informing Executive Director and Financial Manager of the new username and/or password.

Workplace Searches and Monitoring

An employee's office, desk, files, locker, computer, telephone, etc. are CaUFC's property and are issued for the employee's use during employment. CaUFC reserves the right to conduct inspections at any time. CaUFC also reserves the right to monitor employees' use of its property.

Solicitation

During work time, we expect all employees to be focused on their position. Therefore, we would appreciate you not use work time to solicit raffles, charity drives, collections, etc. Employees are free to discuss anything they wish during break or lunch periods.

Soliciting or accepting a gift, gratuity, favor, entertainment or any other kind of monetary value from any persons who are otherwise in a position to benefit from the actions of any employee or Board Member is prohibited. Acceptance of nominal gifts in keeping with special occasions, food, or refreshments in the ordinary course of business, unsolicited advertisement or promotional materials is permitted.

TELEPHONE USE

Personal Use of Phones

Except in cases of emergency, please keep personal phone calls brief and infrequent. Abuse or inappropriate use of CaUFC's electronic mail (email), telephone and/or voicemail systems may result in disciplinary action, up to and including termination.

Cellular Phones

Full-time CaUFC employees whose jobs require the use of a cellular phone to conduct CaUFC business are eligible to receive reimbursement for official business calls placed on personal cellular equipment in accordance with the Cellular Phone Reimbursement Policy.



Cellular Phone Reimbursement Policy

The CaUFC Executive Director will determine whether a cellular phone is required to conduct CaUFC business for each CaUFC exempt employee. If you are required to use your personal cell phone for business purposes, CaUFC will reimburse you \$100.00 per month for such use. CaUFC will reimburse this amount regardless of actual usage charges. If you believe your cost exceeds \$100 due to business calls, texts or data use, please immediately notify the CaUFC Executive Director. Appropriate documentation and supervisor approval will be required in order for you to receive reimbursement above \$100.

Non-exempt employees should not use their personal phone for business purposes.

NOTE: Rate plans must be managed and monitored consistent with CaUFC business needs. The Executive Director or Board President has the authority to determine the appropriate rate plan. Employees should maintain cellular records, and CaUFC reserves the right to request such records at any time in order to ensure employees who receive reimbursement use their personal phone for business reasons.

Visitors and Vendors

You may not receive personal visitors during your work time. You are welcome to meet friends and relatives for lunch or an after-work function off company property.

Vendors are not permitted in any work area to sell their products or to consult employees. All vendors should be referred to your Supervisor.

Safety

Every employee is responsible for safety. To achieve our goal of providing a safe workplace, everyone must be safety-conscious. Employees are required to know and comply with CaUFC's general safety rules and to follow safe and healthy work practices at all times. Employees using company vehicles must wear seat belts. Employees may be subject to discipline for engaging in any unsafe or hazardous condition directly to your supervisor. Every effort will be made to remedy known safety problems as quickly as possible.

CaUFC is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, CaUFC has instituted an illness and injury prevention program designed to protect the health and safety of all personnel. Every employee will receive a copy of CaUFC's general safety rules and will receive health and safety training as part of the injury and illness prevention program. A complete copy of the illness and injury prevention program is kept by the administrative staff and is available for your review, upon request.

In case of an accident involving a personal injury, regardless of how minor, please notify your supervisor or company president immediately. Failure to report accidents may result in disciplinary action.



Policy Regarding Workplace Violence

Statement of Policy

CaUFC recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. Therefore, the Company has adopted this policy regarding workplace violence.

The safety and security of CaUFC employees is of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the Company, or which occur on Company property, will not be tolerated.

This prohibition against threats and acts of violence applies to all persons involved in the operation of the Company, including, but not limited to, CaUFC personnel, contract and temporary workers and anyone else on CaUFC property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

Definitions

Workplace violence is any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several CaUFC employees. Examples of workplace violence include, but are not limited to, the following:

- Threats or acts of violence occurring on Company premises, regardless of the relationship between the Company and the parties involved in the incident.
- Threats or acts of violence occurring off Company premises involving someone who is acting in the capacity of a representative of CaUFC.
- Threats or acts of violence occurring off Company premises involving an employee of the Company if the threats or acts affect the business interests of CaUFC.
- Threats or acts of violence occurring off Company premises of which an employee of the Company is a victim if the Company determines that the incident may lead to an incident of violence on Company premises.
- Threats or acts resulting in the conviction of an employee or agent of CaUFC, or of an individual performing services for CaUFC on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate business interests of CaUFC.



Specific examples of conduct which may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual.
- Threatening an individual or his/her family, friends, associates or property with physical harm.
- The intentional destruction or threat of destruction of Company property or another's property.
- Harassing or threatening phone calls, letter or e-mails.
- Surveillance.
- Stalking.
- Veiled threats of physical harm or like intimidation.

Workplace violence does not refer to occasional comments of a socially acceptable nature. Such comments may include references to legitimate sporting activities, popular entertainment or current events. Rather, it refers to behavior that is personally offensive, threatening or intimidating.

Enforcement

Employees who believe threats or acts of violence have been made against them or others should report the details of the incident(s) to their supervisor and/or the Executive Director or Board President as soon as possible. All incidents of violence and threats of violence that are reported will be investigated.

Any person who engages in a threat or violent action on Company property may be removed from the premises as quickly as safety permits and may be required, at the Company's discretion, to remain off Company premises pending the outcome of an investigation into the incident.

When threats are made, or an employee commits acts of violence, a judgment will be made by the Company as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action.

Once a threat has been substantiated, it is CaUFC's policy to put the threat maker on notice that he/she will be held accountable for his/her actions and then follow through with the implementation of a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing Company policy or procedure should be interpreted in a manner that prevents the above from occurring.

Important Note: CaUFC will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the Company. In making this determination, the Company may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at CaUFC.



Personal Automobile Use

Employees who use their own automobiles for travel on authorized agency business will be reimbursed for mileage at the rate established by the IRS. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

Expense Reimbursement

Employees shall be compensated for reasonable expenses directly related to work and consistent with CaUFC's travel policy. Reimbursements are subject to approval by your supervisor and/or Board President. Some examples of on the job expenses are: mileage, parking fees and meals when representing CaUFC. Receipts must be attached to all expense reports.

All expense reports must be submitted to and approved by your Supervisor by the third day of each month or the first Monday immediately following the 3rd if it falls on a weekend or holiday.

First Aid/Fire

The CaUFC office will have a first aid kit and emergency instructions related to fire safety.

No Smoking Policy

The CaUFC office is a smoke-free environment.

Travel Policy

1. Employees will be reimbursed for travel and other related organizational expenses. The Executive Director must approve employee travel prior to the occurrence. The organization will reimburse no more than the standard mileage rate for the business use of a personal car as established by the IRS.
2. Each employee must complete an expense report if any traveling is done. The report must be submitted within 30 days for payment and must be signed by the employee and authorized for payment by the Executive Director.
3. Reimbursement will be based upon current travel policies. Receipts must be attached to the expense report for lodging, transportation, meals, and other related expenses. Incomplete expense reports will be returned to the employee to complete and resubmit.



Separation of Employment Procedures

If it is your intent to resign from employment, Company requests that you provide two-weeks' notice. The Company will appreciate the opportunity to make arrangements to cover the vacancy created by your leaving.

Employee References

All requests for references must be directed to the Executive Director. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, CaUFC discloses only the dates of employment and the title of the last position held of former employees. If you authorize disclosure in writing, the Company will also provide a prospective employer with information on the amount of the salary or wage you last earned.

Return of Company Property

Before leaving CaUFC, you must return all Company properties such as keys, uniforms, credit cards, vault combination cards and Company records.

Exit Interviews

In most cases, an interview with any employee who is leaving CaUFC will be conducted by someone other than the employee's immediate supervisor.

Vacation Benefits

All unused, earned vacation will be paid through the effective date of termination.

Continuation of Health Insurance (COBRA)

If you have become eligible for health insurance coverage before your employment terminates, you will have the option to continue your coverage at your expense under COBRA. Further information on this benefit is provided to you in your benefits packet and at the time of your termination.



At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

I acknowledge that I have received a copy of CaUFC's Employee Handbook, which contains important information on the organization's general personnel policies and on my privileges, benefits and obligations as an employee. I understand that I am responsible for familiarizing myself with this Handbook and complying with its contents.

I understand and agree that the policies described in this Handbook are not intended to create any contractual obligations that in any way conflict with CaUFC's policy of at-will employment. I specifically understand and agree that the employment relationship between CaUFC and me can be terminated at any time, for any reason, with or without cause or advance notice, at the option of either myself or CaUFC. I also understand and agree that CaUFC has the right to modify or alter my position at any time, for any reason, with or without cause or advance notice, through actions other than termination, such as demotion, transfer or reclassification, and can exercise its managerial discretion in imposing discipline short of termination when, in its sole discretion, it deems it appropriate.

I understand and agree that no CaUFC representative has the authority to agree to anything contrary to employment at will, unless it is in writing, expressly modifies or deletes the policy of at-will employment and must be signed by the Board President and the employee. I further understand and agree that any prior agreements about the nature of my employment relationship with CaUFC, whether written or oral, are superseded by this Handbook, and that this Handbook is the entire agreement between the parties on this subject.

I understand that, except for the policy of at-will employment, CaUFC reserves the right to make changes to its policies, procedures or benefits at any time without advance notice.

Dated: _____

Employee's Signature

Employee's Name (typed or printed)