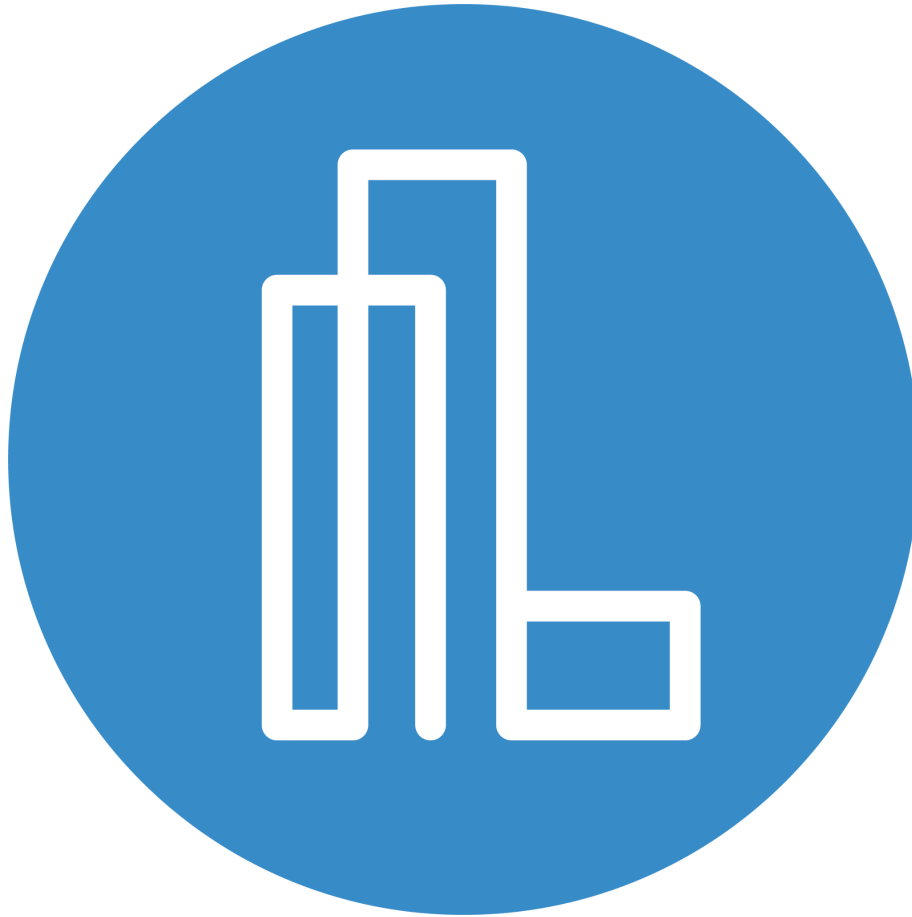


Lafayette Urban Ministry



LUM Employee Handbook

January 01, 2025

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with Lafayette Urban Ministry will be rewarding and challenging. We take pride in our staff members as well as in the programs and services we provide.

The Organization complies with all federal and state employment laws, and this handbook generally reflects those laws. The Organization also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all staff members. Please take the time now to read this handbook carefully. Sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Organization reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact Leanna Giltmier.

We wish you success in your employment here at Lafayette Urban Ministry!

All the best,

Wes Tillett, Executive Director
Lafayette Urban Ministry

1.2 At-Will Employment

Your employment with Lafayette Urban Ministry is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Organization at any time, with or without notice and

with or without cause.

Nothing in this handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director.

If a written contract between you and the Organization is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 Ethics Code

Lafayette Urban Ministry will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and staff members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Organization.

We expect that officers, directors, and staff members will not knowingly misrepresent the Organization and will not speak on behalf of the Organization unless specifically authorized. The confidentiality of client information, trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Organization or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

In addition, Lafayette Urban Ministry expects staff members and volunteers to follow the National Association of Social Workers Code of Ethics. To view, click [HERE](#).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.2 About the Company

Lafayette Urban Ministry is an organization of [more than 45 churches](#) that serves as a social safety net for individuals, children and families in Tippecanoe County.

For more than 50 years, LUM has worked to give back the hope, the future, and the self-respect to our neighbors in need. LUM takes an active role in trying to change social injustices and improve the quality of life for the individuals, children and families in our community.

Loving neighbors, seeking justice, empowering the least among us, and renewing the social ministry through food programs, financial assistance, youth programs, immigration services and emergency shelter.

2.3 Mission Statement

Poverty is the greatest thief. More than depriving a neighbor of food or shelter or warmth, it steals away hope. While other thieves may take away the past, poverty steals the future and self-respect. Lafayette Urban Ministry is in the business of restoring human dignity. Through voluntary efforts and contributions we give back the hope, the future, the self-respect, which all God's people need and deserve. Ours is a Christian ministry that welcomes congregations and people of all faiths. We give witness to God's saving love and prophetic power by loving neighbors, seeking justice, empowering the least among us, and renewing the Church's social ministry.

2.4 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Lafayette Urban Ministry policies and procedures. The handbook is not a contract. The Organization reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. Changes in this handbook are presented to staff members for their review and to the Board of Directors for their approval. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Accommodations for Pregnant Employees

Lafayette Urban Ministry will provide reasonable accommodation to pregnant staff members for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating;
- Closer parking;
- Flexible hours;
- Appropriately sized uniforms and safety apparel;
- Additional break time to use the bathroom, eat, and rest;
- Leave or time off to recover from childbirth;
- Limitations on strenuous activities; and
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify your Director. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

The Organization will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The Organization is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Organization.

If leave is provided as a reasonable accommodation, it may run concurrently with any other leave where permitted by law.

The Organization will comply with state or local laws that provide additional protections beyond the PWFA.

The Organization will not retaliate against staff members who request or receive an accommodation under this policy.

3.2 Affirmative Action (Federal Contractors)

It is the policy of Lafayette Urban Ministry to take affirmative action including when it is called for by applicable laws and executive orders to:

- Provide equal employment opportunities to all qualified persons and recruit, hire, train, terminate, promote, and compensate persons in all jobs without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information or characteristics, protected veteran status, or other protected classifications in accordance with federal law.
- Administer personnel actions in areas such as compensation, benefits, transfers, layoffs and recalls, Organization-sponsored education training, tuition assistance, and social and recreational programs to ensure that no staff members are discriminated against.
- Ensure employment decisions are made in furtherance of the objective of equal employment including, but not limited to:
 - **Recruitment and selection** – Recruitment and hiring of all personnel is accomplished without discrimination against any individual whose status is protected by applicable state or local law.
 - **Promotion** – Individuals will be upgraded and promoted on the basis of their abilities, skills, and experience. The Organization will undertake good faith efforts to ensure that minority and women staff members, disabled individuals, and covered veterans, who are qualified, as well as those who become qualified through training, are considered for promotion.
 - **Transfers** – When vacancies occur, the Organization will make every good faith effort to effect transfers of qualified minority and women staff members, disabled individuals, and covered veterans, into areas where such staff members may have been or may now be underutilized.
 - **Terminations** – When reductions in Organization work force occur, they will be based on nondiscriminatory factors and make every good faith effort to ensure that minorities and women, disabled individuals, and covered veterans are treated in a nondiscriminatory manner.

Applicants and staff members will not be subjected to harassment, intimidation, or any type of retaliation because they have:

- Filed a complaint;
- Assisted or participated in an investigation, compliance review, or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity;
- Opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or
- Exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

3.3 Conflicts of Interest

Lafayette Urban Ministry is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Organization, you must disclose it to your Director. If an actual or potential conflict of interest is determined to exist, the Organization will take such steps as it deems necessary to reduce or eliminate this conflict. To view the LUM Conflicts of Interest Policy, click [HERE](#).

3.4 Disability Accommodation

Lafayette Urban Ministry complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Organization will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Director. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Organization will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Organization in connection with a request for accommodation will be treated as confidential.

The Organization encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

Where state or local law provides greater protections to staff members than federal law, the Organization will apply the law that provides the greatest benefit to staff members.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any

other leave where permitted by state and federal law.

The Organization will not discriminate or retaliate against staff members for requesting an accommodation.

3.5 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Lafayette Urban Ministry.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Organization.

3.6 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Lafayette Urban Ministry. It is your obligation to inform the Organization of any such potential conflict so the Organization can determine how best to respond to the particular situation.

3.7 Job Descriptions

Lafayette Urban Ministry attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Director.

Job descriptions prepared by the Organization serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Organization may have to revise, add to, or delete from your job duties per business needs. On occasion, the Organization may need to revise job descriptions with or without advance notice to staff members.

If you have any questions regarding your job description or the scope of your duties, please speak with your Director.

3.8 Religious Accommodation

Lafayette Urban Ministry recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all staff members, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Organization

complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Organization will reasonably accommodate the sincerely held religious beliefs of staff members if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Director. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Organization will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Organization encourages you to suggest specific reasonable accommodations. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

The Organization will not discriminate or retaliate against staff members who, in good faith, request a religious accommodation under this policy.

3.9 Training Program

In most cases, and for most departments, training staff members is done on an individual basis by the Director. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Director.

All employees will be issued this handbook when hired. All employees receive an orientation that includes overview of the policies and procedures. All employees sign a document that indicates that they have reviewed the policies and will act in accordance with them. Supervisors issue reminders to employees and volunteers about crucial policies as needed. All supervisors themselves act in accordance with the policies. Any violation of terms of the policies is immediately addressed with reprimand or termination of the employee or volunteer, depending on the nature of the violation.

4.0 Wage and Hour Policies

4.1 Attendance

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Director. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

Lafayette Urban Ministry reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

4.2 Business Expenses

The purpose of this policy is to define approved non-travel business expenses and the authority for incurring and approving such expenses at Lafayette Urban Ministry.

Approved business expenses are the reasonable and necessary expenses incurred by staff members to achieve legitimate business purposes that are not covered by normal Organization procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The Organization pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Organization staff members. The most senior Organization individual present is to pay for and report all expenses.

The Organization will make every effort to have a master account set up for Organization-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The Organization pays for entertainment expenses only when they clearly benefit the Organization and include customers and are promotional in nature. The most senior individual present is to pay for and report all expenses.

Technical and Training Seminars

The Organization pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your Director.

Gifts

You may present gifts only under exceptional circumstances and with prior approval of the appropriate Company officer. The Organization does not reimburse cost over \$25 for business gifts.

Employees may not accept gifts or gratuities for activities performed as part of their employment with LUM (i.e., speaking, Christmas gifts from companies and organizations with whom LUM does business, etc.). Cash gifts and gratuities shall be placed in LUM's general operating fund. Non-cash gifts and gratuities should be reported to the executive director in a timely manner. The executive director shall designate such gifts for the use and benefit of LUM.

Other Expenses

The Organization will pay for postage and telephone expenses that are for business purposes.

Reporting

Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants.

4.3 Direct Deposit

Lafayette Urban Ministry encourages all staff members to enroll in direct deposit. New staff members are enrolled in direct deposit during the onboarding process. If, for some reason, a direct deposit is not possible, a paper check will be issued. If you would like to make any changes to your direct deposit, ask the Finance Director for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, an electronic notice with an explanation of your deductions will be provided to you on paydays in lieu of a check.

4.4 Employment Classifications

The Organization designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt Employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

The Organization also assigns each employee to one of the following categories: program aide, coordinator, assistant, director (part-time), director, and executive. You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact the Executive Director. These classifications do not alter your employment at-will status.

4.5 Introduction to Wage and Hour Policies

At Lafayette Urban Ministry, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Director.

4.6 Job Abandonment

Lafayette Urban Ministry expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time in accordance with the sick leave policy. Employees who fail to report to work for three consecutive scheduled work days without notifying Lafayette Urban Ministry of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact Lafayette Urban Ministry for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact Lafayette Urban Ministry due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the company within three days), the employee or his or her representative must contact Lafayette Urban Ministry as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

4.7 Paycheck Deductions

Lafayette Urban Ministry is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state and county income tax, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt staff members may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you

have any questions about deductions from your pay, contact your Director.

The Organization will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Director.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Organization will not retaliate against employees who report erroneous deductions in accordance with this policy.

4.8 Recording Time

Lafayette Urban Ministry is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain staff members. To ensure that the Organization has complete and accurate time records and that staff members are paid for all hours worked including mandatory meetings and training sessions, nonexempt staff members are required to record all working time using the Organization time clock. Speak with your Director for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Organization procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work.
- Immediately before and after any other time away from work.
- Immediately before and after any mandatory meeting or training sessions.

If you are required to clock in, you should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working.

Notify your Director of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the Executive Director any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Employees should work with their supervisor to understand what meal periods they are entitled to and able to take according to the duties of the position. If an employee has an approved meal period and chooses to leave the building for a break greater than 30 minutes, employee must clock in and out.

4.9 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Lafayette Urban Ministry.

Travel expenses are the reasonable and necessary expenses incurred by staff members when traveling on approved Lafayette Urban Ministry business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your Director and Executive Director has been received.

Advances

The Organization does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

The Organization pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Family Members

The Organization will pay the travel expenses of spouses or other family members only when their presence is necessary to the business purpose of the trip and when approved in advance in writing by the Board President or Executive Director.

Air Travel

Use economy or tourist class airfares when traveling on Organization business. Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved Organization expenses.

Insurance

The Organization does not pay for personal travel insurance for staff members.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 2 points on your driving record. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The Board President or Executive Director must authorize any deviation from this policy.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

4.10 Use of Employer Credit Cards

All staff members in the possession of a credit card issued by Lafayette Urban Ministry will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Use of the credit card must follow the current policy for purchasing approval.

Submit all sales receipts generated by use of the Organization credit card as soon as possible to your Director and the Business Office. Your Organization credit card may not be used for personal reasons. Use of the Organization credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Organization will be the cardholder's responsibility. You must reimburse any such purchase to the Organization within seven days.

Immediately report lost or stolen Organization cards to your Director. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

Lafayette Urban Ministry will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Organization, whether on or off Organization property, may result in disciplinary action including suspension or termination of employment.

5.2 Disciplinary Process

Violation of Lafayette Urban Ministry's policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The Organization encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Organization is not required to engage in progressive discipline and may discipline or terminate staff members who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis consistent with applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings with a performance improvement plan, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Director will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Organization is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and, depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure. Some causes are included but not limited to the following:

- Violation of or noncompliance with LUM policies, procedures, guidelines or directives, including those set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs, narcotics, intoxicants, or other controlled substances.
- Being under the influence of alcohol, narcotics, or intoxicants during working hours on Organization property (including in Organization vehicles), or on Organization business.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Organization or in the preparation of any employment-related documents

including, but not limited to, records, time worked, job applications, personnel files, employment review documents, intra-company communications, or expense records.

- Taking or destroying Organization property (including in Organization vehicles) or the personal property of other staff members, clients or volunteers.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, volunteer, client, vendor, or customer – including sexual harassment, inappropriate behavior (verbal or physical), derogatory jokes or insults, inappropriate touching, sexual advances, sexual solicitation, requests for sexual favors, and other verbal, written, electronic, or physical contact of a sexual nature.
- Disorderly conduct or fighting on Organization property (including in Organization vehicles).
- Engaging in physical contact with clients including touching, embracing, cradling or caressing.
- Disclosure of Organization trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Organization or its customers, contractors, suppliers, or vendors.
- Insubordination, refusal or failure to follow directions, perform duties assigned, requested or required job tasks, or satisfy the conditions of employment. Unsatisfactory work performance. Gross negligence of duty.
- Refusal or failure to follow safety rules and procedures.
- Inaccurate reporting of the hours worked by you or any other staff members. Repeated failure to properly clock-in or clock-out, if required. Working unauthorized overtime.
- Excessive or habitual tardiness or absences.
- Smoking on Organization property (including Organization vehicle) or in nondesignated areas.
- Solicitation of fellow employees on Organization premises during working hours. Soliciting or accepting gratuities.
- Failure to dress according to Organization policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Discrimination against anyone associated with the Organization because of race, national origin, gender, age, marital status, physical handicap, sexual orientation, political association or belief, or union affiliation or activity.
- Intimidating, threatening, intimidating, or coercing others, including employees, volunteers, and clients – including bullying, abuse, or blackmail.
- Engaging in outside employment that interferes with your ability to perform your job at this Organization.
- Gambling on Organization premises.
- Lending keys or keycards to Organization property to unauthorized persons.
- Theft, pilfering, fraud, or other forms of dishonesty.

Reconciliation & Grievance Procedures

- The expectation is that all parties involved will exhibit the utmost of professional discretion during this process.
- If employees have a grievance, they shall first discuss it with their supervisor and attempt to resolve it within a reasonable amount of time. The supervisor shall report all substantive grievances to the executive director and record in the employees' personnel file. The executive director will report all substantive issues to the Board Personnel Liaison and President.
- If employees or supervisors are unable to resolve the issue within a reasonable amount of time, the parties may meet with the executive director in an informal attempt to resolve the issue.
- If employees, supervisors, or the executive director are unable to resolve the issue within a reasonable amount of time, the Board President will appoint two unbiased Board representatives to the Reconciliation Group. The Reconciliation Group members shall meet with the employee in an informal attempt to resolve the issue.
- If a grievance cannot be resolved by the Reconciliation Group within a reasonable amount of time, either the executive director, supervisors, or employees may bring the grievance to the Executive Council, who will attempt to resolve it within a reasonable amount of time. All grievances which the Executive Council cannot resolve may be brought by the Executive Council, executive director, supervisors or the employees to the Board of Directors for resolution.
- When hearing a grievance, the Executive Council and the Board of Directors shall permit the employee with the grievance, supervisor and executive director to speak directly to the Executive Council or Board of Directors.

5.3 Exit Interview

You may be asked to participate in an exit interview when you leave Lafayette Urban Ministry. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Organization in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.4 Open Door/Conflict Resolution Process

Lafayette Urban Ministry strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your Director and, if necessary, to the Executive Director or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Organization,

management, its staff members, vendors, customers, or any other persons or entities related to the Organization, bring your concerns to the attention of your Director at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Director. If you have already brought this matter to the attention of your Director before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to the Executive Director or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.5 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Lafayette Urban Ministry is prohibited. The Organization recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Organization should be reported to your Director. Failure to adhere to this policy may result in discipline up to and including termination.

5.6 Pay Raises

Depending on financial health and other Organization factors, efforts will be made to give pay raises consistent with Lafayette Urban Ministry profitability, job performance, and the consumer price index. The Organization may also make individual pay raises based on merit or due to a change of job position. All pay raises are subject to the approval of the Executive Director and the Board of Directors.

5.7 Performance Improvement

Lafayette Urban Ministry will make efforts to periodically review your work performance. The performance improvement process will take place annually or as business needs dictate. You may specifically request that your Director assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.8 Post-Employment References

Lafayette Urban Ministry policy is to confirm dates of employment and job title. With written authorization, the Organization will confirm compensation. Forward any requests for employment verification to the Business Office.

5.9 Promotions

To match you with the job for which you are best suited and to meet the business needs of Lafayette Urban Ministry, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to staff members possessing the needed skills, education, experience, and other qualifications that are required for the job.

5.10 Resignation Policy

Lafayette Urban Ministry hopes that your employment with the Organization will be a mutually rewarding experience; however, the Organization acknowledges that varying circumstances can cause you to resign employment. The Organization intends to handle any resignation in a professional manner with minimal disruption to the workplace. A voluntary termination of employment occurs when employees submit a written or verbal notice of their resignation to their supervisor, including the intent to retire, or as specified in the Job Abandonment Policy.

Notice

The Organization requests that you provide a minimum of two weeks' notice of your resignation. If you are a Director, you are requested to provide a minimum of four weeks' notice. Provide a written resignation letter to your Director. If you provide less notice than requested, the Organization may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Organization reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The Organization will pay separated staff members in accordance with applicable laws and other sections of this handbook.

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

Return of Property

Return all Organization property at the time of separation, including but not limited to uniforms, identification cards, cellphones, keys/key fobs, tools, computer equipment (desktops, tablets, and laptops), and credit cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Organization may pursue criminal charges for failure to return Organization property.

Eligibility for Rehire

Employees who leave LUM in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position, including any required qualifying exam. Rehired employees will not retain previous tenure when calculating longevity, leave accruals or any other benefits, unless required by law.

Employees who are involuntarily terminated by LUM for cause, or who resign in lieu of termination, are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.

Job Abandonment Policy

LUM expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time, in accordance with the sick leave policy.

Employees who fail to report to work for three consecutive scheduled work days without notifying LUM of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact LUM for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact LUM due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting LUM within three days), the employee or his or her representative must contact LUM as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

5.11 Standards of Conduct

Lafayette Urban Ministry wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our staff members, clients, customers, and

other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. The Standards of Conduct are not intended to limit our right to discipline or discharge staff members for any reason permitted by law.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

Professional Standards

To ensure that high standards of professional conduct are adhered to when working, engaging, and communicating with clients.

- LUM staff members and volunteers must adhere to the LUM Employee Handbook.
- LUM employees and volunteers must adhere to the National Association of Social Workers Code of Ethics as a guide for everyday conduct.
- All LUM staff members and volunteers must not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as cradling or caressing clients). Staff members and volunteers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.
- LUM staff members and volunteers should not use derogatory language in their written, verbal, or electronic communications to or about clients. Staff members and volunteers should use accurate and respectful language in all communications to and about clients.
- LUM staff members and volunteers must not sexually harass clients. Sexual harassment includes sexual advances; sexual solicitation; requests for sexual favors; and other verbal, written, electronic, or physical contact of a sexual nature.
- LUM staff members and volunteers must not use alcohol or illegal substances during work hours nor come to work under the influence of these substances.
- LUM staff members and volunteers should exhibit a faith consistent with the LUM mission.

5.12 Transfers

Lafayette Urban Ministry may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your rate of pay and benefits may be changed to be consistent with your new pay scale.

6.0 General Policies

6.1 Authorization for Use of Personal Vehicle

All staff members required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Lafayette Urban Ministry may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Organization.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

6.2 Computer Security and Copying of Software

Software programs purchased and provided by Lafayette Urban Ministry are to be used only for creating, researching, and processing materials for Organization use. By using Organization hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Organization policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Organization, or developed by Organization staff members or contract personnel on behalf of the Organization, is and will be deemed Organization property. It is the policy of the Organization to respect all computer software rights and to adhere to the terms of all software licenses to which the Organization is a party. The Director of Informational Technology is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Organization to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Organization must be purchased through the LUM IT director.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Organization.

6.3 Employer Sponsored Social Events

Lafayette Urban Ministry holds periodic social events for staff members. Your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Director prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.4 Employer-Provided Cell Phones/Mobile Devices

Lafayette Urban Ministry may issue certain staff members an Organization cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the Organization, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.

The Organization owns and remains entitled to all cell phone/mobile devices issued to staff members, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Organization in operable condition.

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

6.5 Mail Use

You are required to limit usage of the Lafayette Urban Ministry mail service to business purposes only. You may not use the Organization address to receive personal mail. Do not use the Organization postage meter for your personal mail. Report any suspicious packages or envelopes to the Office Manager immediately.

6.6 Nonsolicitation/Nondistribution Policy

Lafayette Urban Ministry prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of staff members, visitors, and others. Our

nonsolicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other staff members is prohibited. **Working hours** refers to periods when either you or the staff members you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Organization's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Nonemployees are not permitted to distribute materials on company premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your Director.

We appreciate your cooperation in maintaining a respectful and focused work environment.

6.7 Off-Duty Use of Employer Property or Premises

You may not use Lafayette Urban Ministry property for personal use during working time. You are responsible for returning Organization property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Organization products, or office supplies for personal use without prior authorization.

It is Organization policy to control off duty and nonworking hour use of Organization facilities either for business or personal reasons. You are prohibited from using Organization facilities during off duty or nonworking hours without the written consent of your Director. If you use Organization facilities during your off-duty hours or Organization off-hours, you may be required to sign a log-in and log-out sheet maintained by the Organization or Office Manager.

6.8 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Lafayette Urban Ministry. All staff members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Organization, in accordance with applicable law, will reasonably accommodate staff members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Organization. Contact your Director to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.9 Personal Cell Phone/Mobile Device Use

While Lafayette Urban Ministry permits staff members to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Organization property unless authorized in advance by management or when they are used in a manner

consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

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

While operating a vehicle on work time, the Organization requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may not connect your personal device to the Organization network or to Organization equipment (computers, printers, etc.).

You may have the opportunity to use your personal devices for work purposes. Before using a personal device for work-related purposes, you must obtain written authorization from the IT director. The use of personal devices is limited to certain staff members and may be limited based on compatibility of technology.

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

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.10 Personal Data Changes

It is your obligation to provide Lafayette Urban Ministry with your current contact information, including current mailing address and telephone number. You should also inform the Organization of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Business Office.

6.11 Security

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

Immediately advise your Director of any known or potential security risks and/or suspicious

conduct of staff members, customers, or guests of the Organization. Safety and security is the responsibility of all staff members and we rely on you to help us keep our premises secure.

6.12 Social Media

Lafayette Urban Ministry acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate staff members that their social media use can:

- Pose risks to the Organization's confidential and proprietary information, reputation, and brand;
- Expose the Organization to discrimination, harassment, and other claims; and
- Jeopardize the Organization's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Organization's IT resources and communications systems are used appropriately, all staff members must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, **social media** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Organization or not.

Use Good Judgment

While the Organization respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Organization as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the Organization.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the Organization as an official source.
- Respect copyright, trademark, and third-party rights.

- Do not use the Organization's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of Lafayette Urban Ministry on your personal account and are posting about the Organization, make it clear that your views are your own and that you are not speaking on behalf of the Organization.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your Director or consistent with policies that cover equipment owned by the Organization.

Media Contacts

If you are not authorized to speak on behalf of the Organization, do not speak to the media on behalf of the Organization. Direct all media inquiries for official Organization responses to [[Human Resources or appropriate department]].

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

This policy does not limit staff members' rights to discuss wages, hours, or other terms and conditions of employment. All staff members have the right to engage in or refrain from such activities.

6.13 Telecommuting

Telecommuting is defined as regularly working a full or partial workday from home or some other alternate work site.

Lafayette Urban Ministry will make telecommuting available to staff members when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs. Each department manager will determine, in his or her discretion, the positions within the department that may be suitable for telecommuting.

When telecommuting is approved by your supervisor and the executive director, you must work out a Telecommuting Agreement with your immediate supervisor and submit a Telecommuting Agreement form to your immediate Director for departmental approval. If you are granted a telecommuting arrangement, you will be subject to the same performance standards as prior to

telecommuting. Telecommuting work areas may be evaluated to ensure that appropriate safety standards are met. Telecommuting may be a reasonable accommodation; consult the Business Office if you are requesting telecommuting as a reasonable accommodation.

6.14 Telephone Use

Lafayette Urban Ministry phones are principally for work-related communications. Unless there is an emergency, limit long distance telephone calls to business purposes only. Limit personal use of Organization telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Use of Company Technology Policy.

6.15 Third Party Disclosures

From time to time, Lafayette Urban Ministry may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former staff members, newspapers, law enforcement agencies, and other outside persons may contact our staff members to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Organization and should refer any call requesting the position of the Organization to Communications or Executive Director. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Communications director.

6.16 Use of Company Technology

This policy is intended to provide Lafayette Urban Ministry staff members with the guidelines associated with the use of the Organization information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Organization, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts
- Internet and intranet access
- Telephones and voicemail systems, including wired and mobile phones, smartphones, tablets, and pagers
- Printers, photocopiers, and scanners
- Fax machines, e-fax systems, and modems
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices

television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

General Provisions

Organization IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Organization IT resources and communications systems are the property of the Organization. Therefore, staff members should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Organization electronic information and communications systems.

The Organization reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Organization IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Organization will exercise this right periodically, without prior notice and without prior consent.

The interests of the Organization in monitoring and intercepting data include, but are not limited to: protection of Organization trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting staff members in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Organization IT resources and communications systems.

Do not use Organization IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Organization will also advise law enforcement officials of any illegal conduct.

6.17 Workplace Privacy and Right to Inspect

Lafayette Urban Ministry property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Organization and is subject to inspection at any time, without notice to any staff members, and without their presence.

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

7.0 Benefits

7.1 Bereavement Leave

Lafayette Urban Ministry recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Organization will provide bereavement leave of two days for immediate family members. Please refer to the Pay Structure matrix for more specific details.

You may use accrued but unused vacation, sick leave, or paid time off, if additional time is needed. Additional unpaid time off may be granted at the discretion of the Organization on a case-by-case basis.

For purposes of this policy, *immediate family member* includes the following and applies both to the family of the employee and the employee's spouse: child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), grandparents.

You must provide notice of your need for bereavement leave as far in advance as possible. The Organization may require documentation supporting your need for bereavement leave.

7.2 Holidays

Eligibility for holiday pay is determined according to each employee's job classification. The specific days that these holidays are observed are published in November of the prior year. You will be compensated for holidays in accordance with federal and state law.

An employee will be paid their base rate of pay if:

- The employee's job classification makes them eligible for Paid Time Off for published holidays.

- The employee is not in an out-of-pay status or in a layoff status.
- The employee is not on an unpaid leave of absence when the holiday occurs.
- The employee has:
 - Worked a full shift on the employee's last scheduled work shift prior to the paid holiday.
 - Worked a full shift on the employee's first scheduled work shift following the holiday.
 - Should the employee be unable to work either of these two days because of illness, proof of illness will be required to qualify for the paid holiday.

An employee will be paid time and a half times their regular rate of pay for their actual hours worked if

- The employee's job classification makes them eligible for Holiday Pay for Hours Worked.
- The employee is scheduled to work on a LUM holiday as published.

7.3 Military Leave (USERRA)

Lafayette Urban Ministry complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to the Business Office. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Director of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Business Office.

7.4 Personal Leave of Absence

Lafayette Urban Ministry recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Eligibility

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

Requesting Leave

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

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

You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence/You may substitute any applicable and available paid leave for all or a portion of your unpaid personal leave.

Sick leave, PTO, vacation time, seniority, or other benefits will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

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

Extension of Leave

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

Return to Work

In advance of your scheduled return date, your Director or appropriate department will arrange for you to resume your previous position, if available. However, the Organization's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. The Organization retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Failure to Return from Leave

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

Alternative Employment

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

7.5 Sick Pay

Notify your Director as far in advance as possible if you are going to take sick time off. There may be occasions, such as sudden illness, when you cannot notify your Director in advance. In those situations, provide notification of your circumstances as soon as possible. An employee who has a sick leave absence in excess of three consecutive work days must present medical documentation for the absence.

Staff members may accrue paid sick time based on their job classification.

You may use sick leave benefits for dental or doctor visits or to care for immediate family members who are sick. There may also be state mandated use of sick time. Sick leave may be accrued to a maximum of 75 days. Unused sick days may not be converted to a cash payment. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

Sick leave may not be used prior to accrual. If sick leave is exhausted, vacation time will be used in its place.

7.6 Vacation

Staff members may accrue paid vacation time based on their job classification.

Eligibility

If the employee is eligible, paid vacation time accrues immediately upon hire.

Deposits Into Your Leave Account

Vacation is calculated according to the calendar year which begins on January 1 and ends on December 31.

If eligible, staff members will accrue vacation time each pay period in accordance with their job classification.

Leave Usage and Requests for Leave

The Organization encourages you to use your vacation time. You are eligible to begin using vacation immediately upon hire.

All vacation time must be approved in advance by your Director. You must request vacation as far in advance as possible. For vacations that are five or more days in length, staff members must submit their request at least two weeks in advance. The Organization will generally grant requests for vacation when possible, taking business needs into consideration. When multiple staff members request the same time off, their length of employment may determine priority in scheduling vacation times.

You must take vacation in increments of at least one half-day. Staff members may not take more than eight days in the month of December.

During a Leave of Absence

The Organization may require you to use any unused vacation during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

You will not accrue vacation during unpaid leaves of absence, or other periods of inactive service, unless vacation accrual is required by applicable federal, state, or local law.

Carryover

Employees may carry over up to five unused vacation days to the following calendar year. These days must be used no later than March 31 of the following calendar year.

Separation of Employment

Upon separation of employment for any reason, you will be paid at the employee's base rate of pay for unused vacation leave that has been earned through the last day of active employment.

In the event of the employee's death, earned, unused vacation time will be paid to the employee's estate or designated beneficiary.

7.7 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all staff members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Lafayette Urban Ministry, no matter how slight, you are to report the incident immediately to

your Director. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Director immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

8.0 Safety and Loss Prevention

8.1 Drug and Alcohol Policy

Lafayette Urban Ministry is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Organization to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The Organization expressly prohibits staff members from engaging in the following activities when they are on duty or conducting Organization business or on Organization premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Organization does not discriminate against staff members solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Organization Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Director if you believe the medication may impair your job

performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Organization may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Violations

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

8.2 Drug-Free Workplace

Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, the Organization must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Drug-Free Workplace Policy

The Organization, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.
- Any staff members convicted of a criminal drug statute violation occurring in the workplace must notify their Director of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, the Organization must inform contracting or granting agencies of such convictions within 10 days after receiving notification or otherwise receiving notice of a conviction.
- Upon receiving such notification, the Organization, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected individual to continue employment with the Organization, the individual must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

The Organization will evaluate its obligations in accordance with state and other applicable laws where required, on a case by case basis.

8.3 Workplace Tobacco Usage

Lafayette Urban Ministry is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in the following:

- Organization facilities, buildings, outdoor spaces, and indoor spaces, including offices, client areas and restrooms.
- Organization vehicles.
- Areas where signs are posted prohibiting smoking.
- Other areas defined by the employer.

The Organization also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in such areas. The Organization will not discriminate against staff members based on their off-premises, off-duty tobacco usage.

8.4 General Safety

It is the responsibility of all Lafayette Urban Ministry staff members to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Organization health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Organization also requires that all occupational illnesses or injuries be reported to your Director as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.5 Workplace Violence

As the safety and security of our staff members, vendors, contractors, and the general public is in the best interests of Lafayette Urban Ministry, we are committed to working with our staff members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Organization has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, staff members, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that

communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

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

Reporting Incidents of Violence

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

Violations

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

Retaliation

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

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

If you believe you have been wrongfully retaliated against, immediately report the matter to the Executive Director.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Lafayette Urban Ministry staff members are required to protect the confidentiality of Organization client information, trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Organization. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that staff members are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Director or the Executive Director.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

9.2 Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Lafayette Urban Ministry, is a "work for hire" and is the property of the Organization.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Organization, you are required to obtain a written waiver of this policy, signed by both you, the Executive Director, and Board President.

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

Lafayette Urban Ministry strives to provide the best programs and services possible to our guests, volunteers, donors, families, and clients. Our guests, volunteers, donors, families, and clients support this agency and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your Director immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding

our products or services, inform your Director or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Organization as a leader in its field.

10.2 Products and Services Knowledge

As a representative of Lafayette Urban Ministry, you are expected to be familiar with the program, services, and events we offer. Take every opportunity to learn the interrelationship between your department or division and the others of the Organization. We consider our staff members to be the best reflection of our business brand and company success.

Indiana Policies

11.0 Hiring and Orientation Policies

11.1 EEO Statement and Nonharassment Policy

Equal Opportunity Statement

Lafayette Urban Ministry is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against staff members who provide information about, complain about, or assist in the investigation of any complaint of

discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Director or any other designated member of management.

Policy Against Workplace Harassment

Lafayette Urban Ministry has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, staff members, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the Executive Director or Board President.

The Organization prohibits retaliation against staff members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

12.0 Wage and Hour Policies

12.1 Accommodations for Nursing Mothers

Lafayette Urban Ministry will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid confusion for other staff members who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock in and out for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts to not disrupt Organization operations.

You are encouraged to discuss the length and frequency of these breaks with your Director.

The Organization will not discriminate or retaliate against staff members who express breast milk in the workplace in accordance with this policy.

The Organization is not required to provide the above benefits if doing so would impose an undue hardship on the Organization.

12.2 Meal and Rest Periods

All staff members under the age of 18 will receive one or two rest periods totaling 30 minutes if scheduled to work six or more consecutive hours.

12.3 Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Director.

At certain times Lafayette Urban Ministry may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be

possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

12.4 Pay Period

At Lafayette Urban Ministry, the standard pay period is biweekly for all staff members. Pay dates are Fridays. If a pay date falls on a holiday, you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your Director if this type of date arises.

Review your paycheck for accuracy. If you find an issue, report it to your Director immediately.

12.5 Travel Time Pay

Some nonexempt positions within Lafayette Urban Ministry require travel. The Organization pays nonexempt staff members for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is 8:00 a.m. – 4:30 p.m., Monday – Friday.

12.6 Home to Work Travel

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

12.7 Home to Work on a Special One Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that the Organization may deduct/not count that time you would normally spend commuting to the regular work site.

12.8 Travel That Is All in a Day's Work

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

12.9 Travel Away from Home Community

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked

on regular working days during normal working hours but also during corresponding hours on nonworking days. The Organization will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

12.10 Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked.

12.11 Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

13.0 General Policies

13.1 Access to Personnel and Medical Records Files

Lafayette Urban Ministry maintains separate medical records files and personnel files for all staff members. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Organization reasonable notice. Inspection must occur in the presence of an Organization representative.

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

14.0 Benefits

14.1 Court Attendance and Witness Leave

Lafayette Urban Ministry realizes that, on occasion, staff members may be subpoenaed to testify as a witness in a criminal proceeding. In such cases, you will be provided unpaid leave to attend. Notify your Director as soon as possible to make scheduling arrangements.

The Organization reserves the right to require staff members to provide proof of the need for leave to the extent authorized by law.

The Organization will not retaliate against staff members who request or take leave in accordance with this policy.

14.2 Employment Protections for Civil Air Patrol Members

If you are a member of the Civil Air Patrol, Lafayette Urban Ministry will not discipline you for:

- Being absent from work due to responding to an emergency service operation that began before you were scheduled to report to work; or
- Leaving work with permission from your Director to respond to an emergency service operation that began after you reported to work.

To be eligible for these protections, you must notify the Organization in writing that you are a member of the Civil Air Patrol. The Organization may reject the notification on the grounds that you are an essential employee.

If your notification is rejected, you:

- Must promptly notify the commander or other officer in charge of the Civil Air Patrol of the rejection of your notification; and
- Will not be entitled to the protections provided above.

If your notification is accepted, work missed will be considered unpaid leave. The Organization may require you to present a written statement from the commander or other officer in charge of the Civil Air Patrol indicating that you were engaged in an emergency service operation at the time of your absence.

14.3 Jury Duty Leave

Lafayette Urban Ministry encourages staff members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Director as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. If available, you may opt to use vacation, personal leave, or study leave in place of unpaid leave.

The Organization reserves the right to require staff members to provide proof of jury duty service to the extent authorized by law.

The Organization will not retaliate against staff members who request or take leave in accordance with this policy.

14.4 Voting Leave

If your work schedule prevents you from voting on Election Day, Lafayette Urban Ministry will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Director, consistent with applicable legal requirements.

Election Board

All employees volunteering to work on election boards shall be given the day off without pay. Vacation days, sick leave, other paid time off, or flex time may be used for this purpose.

Custom Policies

15.0 Conflicts of Interest Policy

*Adopted by the Board of Directors of LAFAYETTE URBAN MINISTRY
on this 16th day of December, 2020.*

A. Purpose.

The purpose of this Conflicts of Interest Policy is to protect the interest of Lafayette Urban Ministry (hereinafter referred to as LUM) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, board member or committee member of LUM. Such transactions may include services provided by LUM; purchase of services and/or tangibles from a vendor; and/or access to specialized or privileged information which can be used for personal gain. This policy is intended to supplement but not replace any Indiana laws governing conflicts of interest applicable to nonprofit and charitable corporations.

B. Applicability.

This policy applies to any transaction or arrangement between LUM and any "interested person."

An "interested person" is a board representative, officer or member of a committee with

board-delegated powers who has a direct or indirect "financial interest,"

A "financial interest" is:

1. An ownership or investment interest in any entity with which LUM has a transaction or arrangement;
2. A compensation arrangement with LUM or with any entity or individual with which LUM has a transaction or arrangement; or
3. Being an officer, director, employee or agent of any entity or individual with which LUM has a transaction or arrangement.

Compensation includes direct and indirect remuneration and gifts or favors which are substantial in nature.

C. Determination of a Conflict of Interest.

With respect to any proposed transaction or arrangement between LUM and any entity or individual being considered by the board representatives or any committee with board-delegated powers:

1. Any interested person shall disclose any financial interest and all material facts relating thereto to the board or committee as soon as the interested person becomes aware of a possible conflict of interest.
2. Upon the disclosure by an interested person of a financial interest and all material facts relating thereto and discussion with the interested person, he or she shall leave the meeting while the remaining members of the board or committee discuss the matter and determine, by majority vote without the interested person voting, whether or not the financial interest of the interested person constitutes a conflict of interest.

D. Addressing a Conflict of Interest.

If a conflict of interest is determined to exist, then the board or committee shall;

1. Require the interested person to leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest; provided, however, that the interested person may make a presentation at the meeting prior to leaving;
2. Appoint, if it deems appropriate, a non-interested person or committee to investigate alternatives to the proposed transaction or arrangement; and Determine, by a majority vote without the interested person voting, that the transaction or arrangement is in LUM's best interest and for its own benefit; is fair and reasonable to LUM; and, after exercising due diligence, determine that LUM cannot obtain a more advantageous transaction or arrangement with reasonable efforts under the circumstances, Any interested person who violates this Conflict of Interest Policy shall be subject to appropriate discipline, including removal from office.

E. Recording Conflicts of Interest.

The minutes of all board meetings and the meetings of all committees with board-delegated powers shall include:

1. The names of the persons who disclose financial interests, the nature of the financial interests and whether the board or committee determined that there was a conflict of interest; and
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of these discussions, including any alternatives to the proposed transaction or arrangement; and a record of the vote.

F. Distribution of Conflict of Interest Policy.

1. At the first board meeting following the annual board meeting, a copy of the Corporation's current Conflicts of Interest Policy shall be distributed to all board representatives.
2. On or before the date of the second board meeting following the annual board meeting, each director shall sign and return, or verify via email, to the secretary of the board a written statement that he or she:
 - a. Has received a copy of the Conflicts of Interest Policy,
 - b. Has read and understands the Policy;
 - c. Agrees to comply with the Policy;
 - d. Understands that the Policy applies to all committees and subcommittees having board-delegated powers; and
 - e. Understands that LUM is a charitable organization and that in order to maintain its tax-exempt status, it must continuously engage primarily in activities which accomplish one or more of its tax-exempt purposes.

G. Periodic Reviews.

At the first Executive Council meeting following the annual board meeting, and at such other times as the board may deem appropriate, the Executive Council shall conduct a review of LUM activities to ensure that LUM is operating in a manner consistent with accomplishing its charitable purposes and that its operations do not result in private inurement or impermissible benefit to private interests.

16.0 Communications Protocols

[Communications Protocols](#)

17.0 Sexual Abuse & Misduct - Safe Children Policy

The primary purpose of this policy is to prevent sexual misconduct involving any child while participating in any LUM sponsored activity. Because Lafayette Urban Ministry believes in safeguarding all of God's children, sexual misconduct is strictly prohibited and will not be condoned by this organization. This policy is also a means for establishing and maintaining the community's trust that LUM does not condone and will not tolerate sexual misconduct. This policy is designed to provide guidance on how LUM will work to prevent and respond to allegations of such abuse. To view the entire policy, click [HERE](#).

18.0 Whistleblower Policy

[Whistleblower Policy](#)

19.0 Inclement Weather & Outages

[Inclement Weather & Outages](#)

20.0 Telecommuting Agreement

[Telecommuting Agreement & Checklist](#)

21.0 Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Organization and a safe, productive, and pleasant workplace.

Wes Tillett
Executive Director
Lafayette Urban Ministry

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Lafayette Urban Ministry Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Executive Director of the Organization. I also understand that any delay or failure by the Organization to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Organization or affect the right of the Organization to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Organization representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Lafayette Urban Ministry.

If I have any questions about the content or interpretation of this handbook, I will contact Leanna Giltmier.

[sig|req|signer1]

Signature

[date|req|signer1]

Date

[text|req|signer1]

Print Name