



ENABLE MADISON COUNTY

Employee Handbook

**Approved by Board of Directors
February 2024**

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ABOUT THIS HANDBOOK

In order to help you understand how we work together; Enable Madison County has prepared this Employee Handbook. It will help answer any questions you may have out our operations and benefits, workplace practices, and communications.

This Handbook supersedes any prior handbook, policy manual, benefits, or practices of Enable Madison County. These policies contain summaries of our benefits, work rules, and policies, as we cannot explain every policy and benefit in this Handbook.

From time to time, we may unilaterally revise, amend, supplement, modify, eliminate, or add to these policies and benefits. These policies may be changed at any time at the sole discretion of Enable Madison County, without prior notice.

THIS HANDBOOK IS NOT AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN Enable Madison County AND YOU, THE EMPLOYEE, NOR IS IT A GUARANTEE OF ANY BENEFITS DESCRIBED IN THIS HANDBOOK. ENABLE OR YOU CAN TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON, OR FOR NO REASON. EMPLOYMENT AT ENABLE IS A VOLUNTARY, EMPLOYMENT AT-WILL RELATIONSHIP FOR NO SPECIFIED PERIOD OF TIME.

Only the Executive Director has the authority to enter into agreements with employees. Only the Executive Director can bind Enable Madison County to agreements that are inconsistent with the policies, procedures, and benefits stated in this Handbook. All agreements must be in writing and signed by the Executive Director and the employee or they are not valid. If you believe you have made an agreement, you must get it in writing.

WELCOME

Employment with Enable Madison County is a privilege and opportunity to serve as well as grow personally and professionally. Let me extend a warm and sincere welcome. We are glad to have you with us.

I extend to you my personal best wishes for your success and happiness here at Enable Madison County.

Enable understands that it is our employees who provide the services that our clients rely upon and who will grow and enable us to create new opportunities in the years to come.

ENABLE MISSION STATEMENT

Enable Madison County has served our neighbors proudly for more than 40 years. Our staff works alongside our trusted volunteers to deliver our mission to enable the aging and home bound to live at home independently, safely, and with dignity. Our joint efforts with our community have created an organization that is well-known and trusted in our community.

Enable Madison County is committed to following the guiding principles of the Standards for Excellence code promulgated by the Standards for Excellence Institute, a set of established benchmarks and procedures used to measure management and ethical accountability in nonprofit organizations. These benchmarks can be found under the section entitled Code of Ethics in this Handbook. Enable Madison County earned the Standards for Excellence Accreditation Seal.

We look forward to your shared enthusiasm and desire to deliver our mission with dedication and professionalism. Thank you for joining our team.

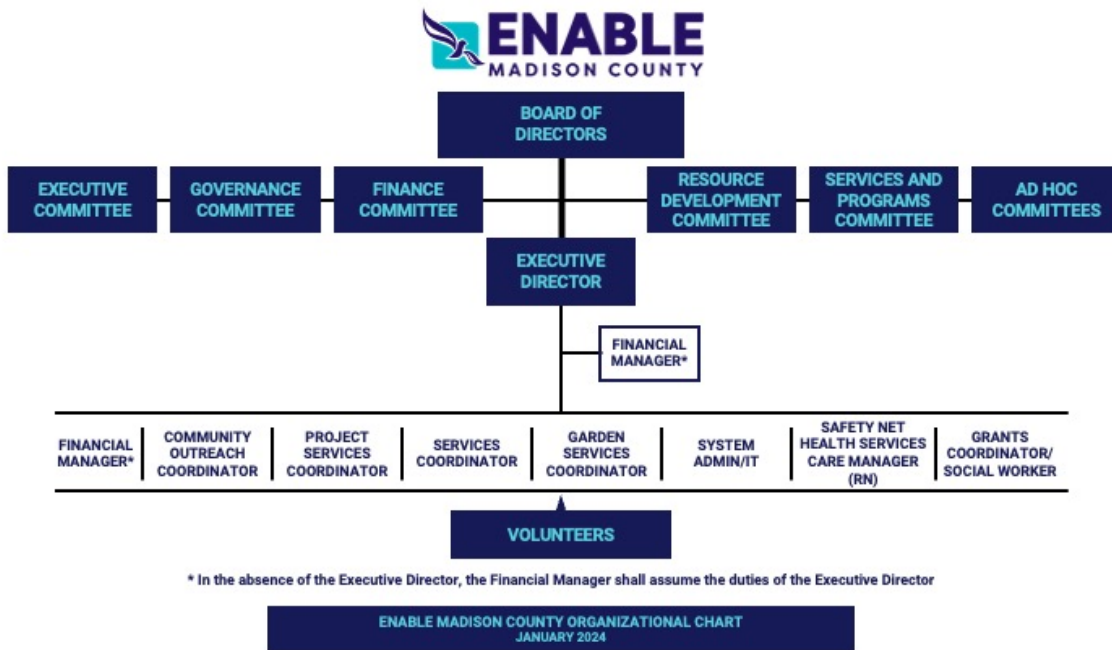
Sincerely,
Ann Anderson
Executive Director

INTRODUCTION

ORGANIZATIONAL AND MANAGEMENT STRUCTURE

The management and administering of all programs, policies, and budget of Enable Madison County falls under the direction of the Executive Director. The budgeted work and financial processes are the responsibility of the Director of Operations. The coordination of client services are the responsibility of Health Services and Service Coordinators. See the organizational chart below.

The board of directors also plays a crucial role in the governance of our governance of Enable Madison County. Our elected, volunteer Board consists of individuals who are committed to the mission of the organization. Our board members determine the mission of our organization, establish management policies and procedures, assure that adequate human resources and financial resources are available, and actively monitor the organization’s management, financial, and programmatic performance.



DEPARTMENT DESCRIPTIONS

EXECUTIVE DIRECTOR

The Enable Executive Director oversees administration of Enable Madison County. The Executive Director works closely with community and governmental organizations, provides outreach to elderly and homebound individuals, promotes Enable’s mission, manages office staff and coordinates with Enable’s Board of Directors and Executive Committee on agency programs and operations. This work is done in support of Enable’s mission, and within the guidelines of Enable’s policies and procedures.

FINANCIAL MANAGER

The Financial Manager at Enable Madison County is a pivotal role reporting to the Executive Director. Responsibilities encompass financial oversight, including accounting, reporting, payroll, and budget planning. The role involves coordinating audits, managing personnel records, and supervising office volunteers. Additionally, the Manager supports various programs, maintains compliance with tax and regulatory requirements, manages office assets, and assists with grant proposals. In the absence of the Executive Director, the Financial Manager shall assume the duties of the Executive Director.

SAFETY NET - HEALTH SERVICES CARE MANAGER

The Health Services Care Manager carries out the care management process with clients by completing assessments, care planning, plan implementation, and monitoring. This requires that the Care Manager visits clients, communicates with clients and family members, and works collaboratively with resource providers, both inter- and intra-agency. This work is done in support of Enable's mission, and within the guidelines of Enable's policies and procedures. Health Services Care Manager collaborates with Health Services Care Coordinator to ensure that clients' needs are addressed, and supportive documentation is completed in a timely manner.

GRANTS COORDINATOR

The Grants Coordinator carries out a large-scale program supporting seniors' ability to age in place. The Grants Coordinator works with the Executive Director to identify grant opportunities. The Grant Coordinator writes grant proposals, submits grants and maintains documentation required by the grantor. The employee performs these duties by communicating effectively with volunteers, donors, and other staff members, by being attentive to client needs, and by managing time and resources efficiently. This work is done in support of Enable's mission, and within the guidelines of Enable's policies and procedures.

SERVICES AND VOLUNTEER COORDINATOR

The Services and Volunteer Coordinator carries out a large-scale program supporting seniors' ability to age in place. The Services and Volunteer Coordinator is responsible for recruiting volunteers for assigned services to maintain this program. The employee performs these duties by communicating effectively with volunteers, donors and other staff members, by being attentive to client needs, and by managing time and resources efficiently. This work is done in support of Enable's mission, and within the guidelines of Enable's policies and procedures.

SERVICES COORDINATORS

The Services Coordinator carries out a large-scale program supporting seniors' ability to age in place. The Service Coordinator is responsible for coordinating the activities of volunteers for assigned services to maintain this program. The employee performs these duties by communicating effectively with volunteers, donors, and other staff members, by being attentive to client needs, and by managing time and resources efficiently. This work is done in support of Enable's mission, and within the guidelines of Enable's policies and procedures.

SYSTEM ADMINISTRATOR/IT MANAGER

The Systems Administrator/IT Manager is responsible for technology-related tasks crucial for Enable's operations. The role involves overseeing security for websites, databases, and emails. Management of centralized password tracking for all company and staff accounts, handle email assignments and archives, manage database user access and reporting, ensure database security, and maintain website domain information. Additionally, the role includes managing technology hardware distribution, upgrades, training staff, and maintaining data accuracy across systems to support Enable's mission effectively.

GARDEN COORDINATORS

The Garden Service Coordinator is responsible for managing the Community Vegetable Garden activities, including coordinating garden volunteers, delivery volunteers, donors, vendors, and documentation. The Garden Service Coordinator performs these duties by communicating effectively with volunteers and with other staff members, by being attentive to client needs, and by managing time and resources effectively. This work is done in support of Enable's mission, and within the guidelines of Enable's policies and procedures.

SECTION 1 WORKPLACE PRACTICES

NATURE OF EMPLOYMENT

Policies and procedures, and as included in this handbook, provide transparency to every employee, regarding the management of human resources by Enable Madison County. The Enable Employee Handbook is a document for all human resources, providing a reference, for employees to be aware of the Enable standards and understand how the organization operates with regard to employment at Enable. Policies and procedures herein provide a guide to the Enable's purpose and philosophy as an agency and for workplace practices, everyday expectations of the employee, benefits provided and insurance coverage.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should be considered to be, an agreement, contract of employment, expressed or implied, or a promise of treatment in any particular manner in any given situation.

Employment with Enable Madison County is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Enable may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

The policies and procedures set forth in this Enable Employee Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Enable and any of its employees. The information provided herein is developed at the discretion of the Board of Directors and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Board of Directors' sole discretion.

No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by the Board of Directors and Executive Director.

This Employee Handbook supersedes all prior existing policies, procedures and handbooks and may not be amended or added to without the express written approval of the Board of Directors.

DRUG AND ALCOHOL USE AND WORKPLACE POLICIES AND PROCEDURES

Drug-using or intoxicated employees are a threat to co-workers, themselves, our clients and may make costly errors. For these reasons, Enable is a Drug and Alcohol-Free workplace and will comply with the Drug-Free Workplace Act of 1988 and all applicable State Drug-Free Workplace Guidelines and DOT Guidelines.

This policy will be enforced to provide a safe workplace for all employees and to protect our clients. Enable reserves the right to conduct pre-employment, random, post-accident, periodic, and fitness for duty drug/alcohol testing with or without notice.

All employees must report to work without any detectable presence of alcohol and/or any detectable drug metabolite, unless used as prescribed by a physician. The proper use of medication prescribed by a physician is not prohibited; however, Enable does prohibit the misuse

of prescribed or over the counter medications and requires all employees using drugs at the direction of a physician to notify the Executive Director prior to beginning any work where these drugs may potentially create a safety hazard in any way. Enable will verify the effects of any substance through drug testing conducted under Enable's Workers Compensation Plan and Enable's employers' liability insurance. The executive director's first response is to complete the State of Alabama Employer's First Report of Injury or Occupational Disease (WCC Form 2) form.

All employees are prohibited from possessing, distributing, manufacturing, or having a detectable presence of any drug substance, abused prescription drugs or any other mind-altering or intoxicating substances in their system while at work or on duty.

"Drugs" mean any substance taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance.

"Abuses" means any use of any illegal drug, or use of any drug, including alcohol, over-the-counter, or prescription drugs when use is not in conformance with prescription requirements or in circumstances where use is not permitted.

Off-duty use of drugs, alcohol or any other prohibited substances that results in impaired work performance, which may include absenteeism, tardiness, poor work performance, damage to the employer's reputation, or inferior quality of work, is prohibited.

Any person with a non-definitive test result may be required to undergo immediate repeat testing. If the second test results are non-definitive without legitimate cause, it will be considered a positive test result.

An employee's refusal to submit to a lawful security check or inspection of their personal property located on Enable premises, worksites or facilities, including, but not limited to, Enable parking lots. Refusal to submit to Drug or Alcohol testing or knowingly alter a sample or attempt to falsify results of testing (e.g. urine sample, hair sample, saliva sample, blood sample, physical examination, sobriety examination) is ground for a discharge for the first offense.

If use of drugs or alcohol is suspected, the employee will be transported to the collection site for testing. Under no circumstance shall the employee be permitted to drive if the employee appears to be impaired, disoriented, or confused. The employee has five days to contest or explain a confirmed positive test after written notification of such result from Enable.

Enable offers resource information on various means of employee assistance including, but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource (see the Executive Director) for details. In addition, Enable will distribute this information to employees in confidence and in keeping with Drug Free workplace and/or DOT guidelines when applicable. An available location to find more information on substance abuse and to combat drug and alcohol abuse is the Substance Abuse and Mental Health Services Administration (SAMHSA). On the web, go to <http://www.samhsa.gov>. Employees can also call SAMHSA's Toll-Free Referral Helpline at 1.800.662.4357.

As a condition of employment, employees must abide by the terms of Enable policy and must notify Enable in writing of any convictions or violations of a criminal drug statute no later than five calendar dates after such conviction.

Employees are required to promptly report all injury or damage related accidents involving Enable property or personnel or during Enable -related activities and may be required to submit to alcohol screening within two (2) hours and drug screening within twenty-four (24) hours of a reportable accident. Delay in reporting of an accident will not remove this requirement.

Employees who return to work following suspension or rehabilitation may be required to undergo return to duty and periodic random follow-up testing, in addition to the general Enable testing requirements.

Enable reserves the right to depart from this policy and procedures where management deems it is appropriate, and all employees are at will employees. Except where specifically prohibited by law, the guidelines contained within the policy and management at any time may change procedures. Employees covered by Enable's policy and procedures will be informed of any changes.

EQUAL EMPLOYMENT OPPORTUNITY

Because Enable has less than the required number of employees, it is exempt from federal antidiscrimination laws such as Title VII claims. Nevertheless, Enable does not authorize and will not tolerate any form of discrimination or harassment of or by any employee (whether supervisory or nonsupervisory) or non-employee (such as customers, suppliers, and contractors) based on race, sex, religion, color, national origin, age, disability, citizenship status, or any other factor protected by law.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Enable will be based on merit, qualifications, and abilities. Enable does not discriminate in employment opportunities or practices and provides equal employment opportunities to all employees and applicants for advancement or employment without regard to race, color, religion, sex (including pregnancy), nationality, disability, a Vietnam- era veteran, special disabled veteran or other veteran who served on active duty during a war, campaign or expedition for which a campaign badge has been authorized, genetic information, and any other protected category under applicable federal, state or local law.

Hiring of Relatives -- The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Therefore, Enable prohibits the hiring of relatives of existing employees. The purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Reasonable Accommodations Policy -- Enable is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-

discriminatory basis. Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. Enable will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Individuals who need accommodations to perform the essential functions of a job should submit a written request to Executive Director and, if able, propose accommodations that they believe will be effective. The organization will explore whether the proposed or other reasonable accommodations can be made without undue hardship. The availability of these or any other accommodation will depend on the circumstances. Medical documentation may be required as part of this interactive process.

The organization will also endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship for the organization. If you wish to request such an accommodation, please submit a written request to Executive Director.

Requests for accommodation will be evaluated and an effort will be made to provide reasonable accommodations. The organization may, in some cases, agree to an accommodation on a trial basis and, in all cases, reserves the right to re-evaluate accommodations if, in practice, they result in undue hardship on the organization or, in the case of accommodations for a disability, give rise to demonstrated safety risks.

This policy governs all aspects of employment and practices and procedures related to Equal Opportunity, including but not limited to, selection and hiring, job assignment, compensation, discipline, termination, layoff, recall, transfer, leave of absence, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace, including hiring of relatives and/or qualified persons with disabilities, is encouraged to bring these issues to the attention of the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

CONTRACTS AND CONSULTANTS

All contracts generated by **Enable Madison County** must be approved by the Board of Directors. Contracts should be signed by the Executive Director and President of the Board of Directors when applicable. The Executive Director has authority to be sole signature on any contract with prior approval from the Board of Directors.

Before entering into a contract on behalf of Enable or if you are presenting a potential contract for approval, you must adhere to the following standards:

- Do not participate in the selection, award, or administration of a contract if you or a member of your immediate family has a financial or other interest in the firm selected for the award;
- Do not solicit or accept any gratuity or favor from a contractor or potential contractor;
- Ensure that all procurement transactions are conducted in an open and free competition;

- Conduct a financial analysis of all Enable’s purchases, the potential benefits and detriments of the proposed contract, which includes an analysis of a purchase versus a lease, quality of the goods, maintenance cost, cost of repairs of old equipment versus the cost of new equipment, need for the product, and reasonableness of cost;
- Make your best effort to use small, minority-owned, and women-owned businesses whenever possible;
- Consider the contractor’s integrity, past performance, financial and technical resources; and
- Make sure that the type of contract is appropriate for the particular procurement.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Enable is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, disability, veteran’s status, genetic information, or any other legally protected characteristic will not be tolerated. No employee or anyone associated with Enable should be subjected to harassment or discrimination by another employee, manager, client, or visitor and all employees should be aware that harassment, both sexual and non- sexual, and discrimination are and what steps to take if harassment or discrimination occurs.

This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Enable’s property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Enable’s policy against harassment covers employees and other individuals who have a relationship with Enable Madison County which enables the organization to exercise some control over the individual’s conduct in places and activities that relate Enable’s work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Discrimination: Discrimination includes unfavorable treatment of an individual with regard to employment actions such as hiring, promotion, termination, compensation, and other terms and conditions of employment based on race, national origin, color, religion, age, disability, sex (including pregnancy), veterans’ status, genetic information, or any other factor protected by federal, state, or local law.

Prohibition of Sexual Harassment: Enable’s policy against sexual harassment prohibits unwanted sexual advances or requests for sexual favors and other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances – whether they involve physical

touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment:

(1) use of sexual derogatory epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comments on an individual's body, about an individual's sexual activity, deficiencies, or prowess;

(3) displaying sexually suggestive objects, pictures, and/or cartoons; (4) unwelcome leering, whistling, or deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

Prohibition of Other Types of Discriminatory Harassment: It is also against Enable's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, national origin, color, religion, age, disability, sex (including pregnancy), veterans status, genetic information, or any other factor protected by federal, state, or local law that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to a protected characteristic; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of a protected characteristic and that is circulated in the workplace, or placed anywhere in Enable's premises such as on an employee's desk or workspace or on the organization's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

In determining whether alleged conduct constitutes sexual harassment, Enable will consider factors, such as the nature of the conduct and the context in which it occurred.

HARASSMENT/DISCRIMINATION REPORTING

An individual who believes he or she has been subjected to harassment should report the harassment immediately so that the matter can be investigated and prompt remedial action can be taken. A regular employee of Enable must report any complaint of harassment to one of the

members of management listed below. If the employee making the report is a temporary employee, he or she should report the conduct to one of the supervisors listed below and report it to the Agency who assigned the temporary employee. If at any time an employee is not comfortable with the order of reporting, the regular or temporary employee can report incidence directly to Executive Director.

1. Executive Director
2. Executive Director and Board President

Enable will investigate each complaint or report of sexual harassment and, if warranted by the circumstances, take prompt remedial action. As explained below, such complaints will be treated in a confidential manner and Enable prohibits any retaliation against an employee who, in good faith, has made a complaint under this procedure.

Nothing stated herein supersedes every employee's rights guaranteed in Section 1-7 Addressing an Employee's Grievance.

CONFIDENTIALITY

Reasonable efforts will be made to keep the investigation of the complaint confidential to the fullest extent possible except as necessary to investigate the incident. Employees who are responsible for receiving or investigating reports of sexual harassment, as well as those who participate in such investigations, shall maintain the confidentiality of information received, except where disclosure is required by law or is reasonably necessary to conduct Enable processes. This includes any investigation of, or response to, a complaint or report of sexual or other unlawful harassment.

If the complaint involves the Executive Director these issues should be reported to the Board President and Chairperson of the Governance Committee. An investigation will take place in regards to the complaint and determine a course of action.

NO RETALIATION

The law prohibits retaliation against individuals who engage in protected activity related to sexual harassment. An individual is protected from retaliation when he or she files a sexual harassment complaint or testifies, assists, or participates in any manner in an investigation or other proceeding related to such a complaint; or opposes conduct reasonably believed to constitute sexual harassment to oneself or to others.

Allegations of retaliation will be investigated and if, substantiated, will result in appropriate disciplinary action.

QUALITY STANDARDS

Enable Madison County is focused on delivering excellence in performance, flexibility and the technology to exceed customer expectations in quality, delivery and service with respect to all individuals.

Beliefs

- Customer Success
- Professional Integrity
- Respect for Individuals
- Flexibility and Responsiveness
- Employee Empowerment

Values

- Exceed Customer Expectations
- Superior Technology and Performance
- Supplier Partnership
- Business Ethics
- Customer improvement
- Corporate Citizenship

As an employee of Enable, it is each person's responsibility to understand the requirements and responsibilities of the assigned job. If an employee believes he or she requires additional training in order to better perform the responsibilities of the position, the employee should seek immediate assistance from the Executive Director. It is understood, however, that at the time of employment, basic job qualifications must be met.

CONFLICT OF INTEREST AND BUSINESS ETHICS

Enable Madison County is a publicly supported charitable nonprofit serving Madison County, Alabama and is dedicated to its mission of providing services to aging and homebound individual that enable them to remain the aging and home bound to live at home independently, safely, and with dignity. Enable operates within public trust and strives to maintain current and nationally recognized standards of conduct in all its operations.

Enable recognizes that it can best accomplish its mission when the Board of Directors, its officers, volunteers, and staff associated with Enable represent the diverse interests, cultures, occupations and expertise of the community. Thus, Enable recognizes that members of the Board of Directors and others representing or affiliated with Enable will from time to time face potential conflicts of interest or situations in which the appearance of a conflict of interest could be detrimental to Enable and the clients it serves. Enable adopts this policy in recognition of its responsibility to the public trust, in recognition of the importance of fairness and objectivity in its conduct of business, as a means of assuring that every decision of Enable is made in the interest of Enable and the communities it serves and as a means of publicly codifying its expectations of Board, staff and volunteers, and others serving Enable.

This policy applies to all persons holding positions of responsibility and trust on behalf of Enable, including but not limited to members of the Board of Directors, volunteers serving in Enable's name and Enable staff (hereinafter "Members"). This Code of Conduct shall be provided to each Member at the time he or she is asked to serve Enable.

Annually, all Board directors and employees will be required to complete a Conflict of Interest Disclosure Statement identifying any positions held personally or any immediate family member (parent, spouse, or child) having affiliations with any organization using the following guidelines:

General Policies and Procedures

The purpose of the Conflict of Interest Policy is to protect Enable's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Member. Members of Enable, including employees, volunteers and the Board of Directors are expected to commit themselves to ethical and professional conduct. This includes the proper use of authority and appropriate decorum.

Any director, officer, or member of a committee with board delegated powers or employee who has a direct or indirect private or financial interest, as defined below, is an **interested party**. This could include any position held presently or in the recent past, investment or ownership in any business, avocation or other activity that may result in a possible impartial opinion.

This policy is intended to supplement, but not replace, any applicable state laws governing conflicts of interest applicable to nonprofit and charitable foundations. This policy is not intended as a substitute for the "disqualified persons" or "self-dealing" prohibitions established by Federal law and the Internal Revenue Service Code. In addition, Members must represent unconflicted loyalty to the interest of Enable. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, business interests, personal interests or paid or volunteer service to other organizations. It also supersedes the personal interest of any staff or volunteer member acting as a consumer or client of Enable's services.

It is the policy of Enable that no Member shall derive any personal profit or gain, directly or indirectly, by reason of his or her service to Enable. There may be no self-dealing or any conduct of private business or personal service between any Member and Enable except those conducted in an open and objective manner to ensure equal competitive opportunity and equal access to information. Board members or volunteer committee members must not use their positions to obtain employment in Enable for themselves, family members or close associates. Should a Board or volunteer committee member desire employment, he or she must first resign.

Conflict of Interest Definition

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the organization. There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following:

Financial Interests – A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits because of a decision made or transaction entered into by Enable. Examples include situations where:

- Any role (significant donor, board member, volunteer, advocate, or advisor) held personally or by an immediate family member with any nonprofit or community organization currently or within the past three years.
- Any ownership or investment interest held personally or by an immediate family member with any entity currently or within the past year, which Enable has or is negotiating a transaction, contract, grant or arrangement.
- Any potential ownership or investment interest held personally or by an immediate family member in any entity or with any individual with which Enable is negotiating a transaction, contract or arrangement.
- Any visible leadership position in a community-wide fund-raising campaign engaged by an employee of Enable in which Enable is not the beneficiary.

- Enable contracts to purchase or lease goods, services, or properties from an interested party, or by a relative or business associate of an interested party;
- Enable purchases an ownership interest or invests in a business entity owned by an interested party, or by a relative or business associate of an interested party;
- Enable offers employment to an interested party, or a relative, or business associate of an interested party, other than a person who is already employed by the organization;
- An interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity or favor, or a substantial nature, from a person or entity which does business, or seeks to do business, with Enable; and
- An interested party, or a relative or business associate of an interested party, is gratuitously provided use of Enable facilities, property, or services.

Other Interests – A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial or advantage that he would not have obtained absent his/her relationship with the organization, or where their duty or responsibility owed to Enable conflicts with a duty or responsibility owed to some other organization. Examples include where:

- An interested party seeks to obtain preferential treatment by Enable for themselves or relative or business associate;
 - Due to the nature Enable’s work, it is possible and even probable that board members or staff members may be in a position where their family members receive services from Enable.
 - All employees should exercise care to ensure that they are not using their position to improperly influence or intervene to advocate for a member of their family that is receiving services (or on a waiting list to receive services).
- An interested party seeks to make use of confidential information obtained from Enable for their own benefit, or for the benefit of a relative, business associate, or other organization.
- An interested party seeks to take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, where they have reason to believe would be of interest to Enable.

PROCEDURES

Disclosure of Actual or Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known, or reasonably should be known.

An interested party shall complete a questionnaire to disclose the material facts completely upon

any actual or potential conflicts of interest. The disclosure statement shall be completed upon their association with the organization and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For board members, the disclosure statements shall be provided to the President of the Board, or in the case of the President's disclosure statement shall be provided to the Secretary of the Board. Copies shall also be provided to the Executive Director of Enable.

In the case of staff or volunteers with significant decision-making authority, the disclosure statements shall be provided to the Executive Director of Enable, or in the case of the Executive Director's disclosure statement shall be provided to the President of the Board.

The Secretary of the board of directors shall file copies of all disclosure statements with Enable's official corporate records.

Determination Whether a Conflict of Interest Exists

Whenever there is reason to believe that an actual or potential conflict of interest exists between Enable and an interested party, the Board of Directors shall determine the appropriate organizational response.

Where the actual or potential conflict involves an employee Enable other than the Executive Director, the Executive Director shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of Enable. The Executive Director shall report to the President of the Board the results of the review and the action taken. The President of the Board, in consultation with the Executive Committee, shall determine if any further board review or action is required.

The interested person has the primary responsibility to determine the existence of a conflict of interest. If the interested person determines that there is a conflict of interest, he or she must disclose it, and must disqualify him or herself. If the person is uncertain as to existence of an actual or possible conflict of interest, that person must disclose it, and request adjudication by the Board.

After disclosure of the private interest, the interested person shall leave the Board or committee meeting while the private interest is discussed. The remaining Board members shall decide if a conflict of interest exists.

Addressing the Conflict of Interest

Where an actual or potential conflict exists between the interests of Enable and an interested party with respect to a specific proposed action or transaction, Enable shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the board of directors. The following procedures shall apply:

- The President of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of Enable shall not participate in any way in, or be present during, the deliberations and decision making of Enable with respect to the action or transaction. The interested party may, upon request, be available to answer question or provide material information about the proposed action or transaction.
- After exercising due diligence, the Board or shall determine whether Enable can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- Approval by the disinterested members of the board of directors shall by a vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote of directors in attendance.
- If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board shall determine whether the transaction or arrangement is in Enable's best interest and for its own benefit, and whether the transaction is fair and reasonable to Enable, and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

Violations of the Conflict of Interest Policy

If the Board President has reasonable cause to believe that a Member has failed to disclose actual or possible conflict of interest, they shall inform the Member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board President shall determine if the member has in fact failed to disclose an actual or possible conflict of interest, and shall direct the issue to the Governance Committee for further action.

Records of Proceedings

Any possible conflicts shall be disclosed before discussions begin. The minutes of the meeting shall reflect this disclosure. After acknowledging the potential conflict, the interested person may briefly address the other members regarding this matter. The interested person may also answer pertinent questions since personal knowledge on the issue may be of assistance to the other members in reaching their decisions. The interested person will leave the meeting during additional discussion and abstain from voting on this issue.

The minutes of the Board and all committees with board delegated powers shall contain the following:

- The names of the persons who disclosed or otherwise were found to have a private interest in connection with an actual or possible conflict of interest, the nature of the

private interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed, and

- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

SECTION 2 About Your Job

CONFIDENTIALITY

Enable Madison County has an ethical and legal obligation to respect the privacy of donors, grantees and applicants, and to protect and maintain the confidentiality of all information it acquires concerning these parties.

Confidentiality includes information that should be held in the strictest confidence and trust whether disclosed orally or in writing, to directors, volunteers, staff, donors, prospective donors, vendors, or others holding a business relationship with Enable.

Confidentiality of Records

Enable has an obligation to protect the information about its sources of funding, donors, staff, volunteers, and clientele. The following is a list of information whose confidentiality must be respected unless specifically released by the appropriate individual (note: the list is a sample; it is not all inclusive):

- Grants: source and amount
- Donors: names, addresses, amounts of donation
- Volunteers: names, addresses, interests, and areas of expertise
- Board of Directors: names, addresses, titles, functions
- Clientele: names, addresses, specific needs, previous support provided by Enable
- Employees: names, addresses, salary, job title
- Fund Raising: status of any fund drives, potential sources of funding
- Budget: status of Enable's budget, both current, year to date, annual
- Board of Director meetings: minutes, positions of individual members on specific topics

Enable Directors, staff and volunteers shall be responsible for maintaining the confidentiality of donor and prospect records, fund information, and all Enable information and communication. There are possible exceptions to the principle of protecting confidential information. At the discretion of the Executive Director, staff may make all or part of any record available to Enable volunteers to assist them in executing their specific responsibilities. Enable's auditors, legal counsel and other contractors are authorized to review donor/prospect and fund records as required specifically for the areas of their purview.

All persons accessing donor/prospect or fund records in the conduct of Enable business shall maintain the confidentiality of said records. This applies donor gifts and the various types of fund agreements. Staff may share information with donors, fund beneficiaries, and grantees pertaining to their own gifts, funds, grants, etc. Except in those instances, any copies of confidential information held outside Enable office shall not be maintained other than for the specific period its information is needed and then returned to the Enable offices or destroyed.

Directors, staff and volunteers will consider all Enable information and communication confidential. They may not delegate their responsibility for maintaining confidentiality to anyone else including but not limited to subordinates, co-workers, or family members.

Staff, volunteers, and the Board of Directors will sign a Confidentiality Agreement when they first begin work with or for Enable, and annually thereafter.

Disposal of Records

Unless otherwise directed, all records will be disposed in accordance with the schedule published in the Document Retention and Destruction policy.

Confidentiality of Enable Business

Discussions that take place in the context of Enable's operations require discretion, including discussions pertaining to grants or scholarships, personnel issues, development activities, operational fundraising, investment management, etc. The positions or statements of individual board members regarding all Enable business will not be shared or discussed with volunteers or employees other than the Executive Director. The only persons who may speak for the Board outside of its official written resolutions and actions shall be the President of the Board or their designated spokesperson.

Public Disclosure

Enable will comply with both the letter and spirit of all public disclosure requirements, including the open availability of its Form 990 tax returns and annual audit. This Confidentiality Policy shall not be construed in any manner to prevent Enable from disclosing information to taxing authorities or other governmental agencies or courts having regulatory control or jurisdiction over Enable. However, all board members, staff, volunteers, agents and contractors must hold strictly confidential all information of a private nature, including, but not limited to, all items explicitly discussed in this policy.

Enable employees, volunteers, and board members must especially be cognizant of the pervasive nature of social media. Confidential information, as listed above, once exposed on social media is irretrievable. Therefore, it is incumbent upon all individuals supporting Enable that they refrain from using social media when conducting Enable business, particularly when it comes to interacting with sources of funding or clientele.

Consequences of Policy Violation

Violations of the Confidentiality Policy are considered serious. Such violations may result in:

- Disciplinary action, up to and including dismissal for employees, agents or contractors; or
- Removal from the Board of Directors; or
- Separation of any volunteer from a committee or other representative role on behalf of Enable.

Violations of this policy are to be reported to the Executive Director or the President of the Board. If there is some question or ambiguity as to whether there was a violation or whether the violation was intentional, an internal investigation will be conducted by the Governance Committee of the Board of Directors. The results of the investigation and recommended follow-up action(s) shall be reported to the Executive Director and to the Board of Directors for their approval or adjustment to the final recommended disposition.

OWNERSHIP OF MATERIALS

All information that you write, develop, receive or compile, including but not limited to publications, articles, speeches, reports, manuals, etc., during the performance of your duties at Enable Madison County automatically becomes our property, whether or not it is written, developed, or compiled in your home or in our offices, and whether done during business hours or during other time.

CONSULTING AND HONORARIA

If you are asked to consult with others or to speak at a conference as a representative of Enable Madison County, you must obtain prior approval from the Executive Director. All monetary compensation you earn as a representative of Enable shall be paid to Enable Madison County. This includes, but is not limited to, compensation paid for speaking engagements, written work, and attendance at events.

OTHER EMPLOYMENT

Enable does not intend to impose restrictions on employees' time outside working hours. As a result, there are no restrictions on having another job during anyone's off-duty hours. However, Enable strongly discourages any work that may interfere with Enable job performance or attendance. Poor performance and/or attendance will result in disciplinary actions up to and including termination of employment.

Further, if the work could create a conflict of interest or embarrassment to Enable, then the employee must discontinue questionable outside employment or terminate one's employment with Enable.

PERSONAL BELIEFS AND PARTISAN POLITICAL ACTIVITY

Enable Madison County recognizes that you may hold a wide range of personal beliefs, values, and commitments. These beliefs, values, and commitments are a conflict of interest only when they prevent you from fulfilling your job responsibilities, if you attempt to use Enable's time and facilities for furthering them, or if you continue to attempt to convince others of your personal beliefs after you have been asked to stop.

As an employee of a 501(c)(3) tax-exempt organization, you may not use your organizational authority to coerce or attempt to command or advise another employee to pay or contribute anything of value for political purposes. You may not directly or indirectly use, or allow any other person to use, any of the resources of Enable for political purposes nor may the organization attempt to influence elections by promoting a specific party or candidate.

Employees may not use Enable Madison County's name to imply in any way that the organization supports a candidate or party.

WHISTLEBLOWING

Enable Madison County is committed to lawful and ethical behavior in all of its activities and requires directors, officers, volunteers, employees, consultants, agents, business partners, collaborators, or other representatives to act in accordance with all applicable laws, regulations and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The objectives of the Whistleblower Policy are to establish policies and procedures to:

- Prevent or detect and correct improper activities;
- Encourage each Enable director, officer, employee, volunteer, consultant, agent, business partner, collaborator, or other representative (hereinafter "Reporting Individual") to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by Enable;

- Ensure the receipt, documentation, retention of records, and resolution of reports received under this policy;
- Abide by document destruction policies;
- Comply with Sarbanes-Oxley Act by protecting Reporting Individuals from retaliatory action; and
- Comply with Internal Revenue Service Form 990 requirements to have a Whistleblower policy.

REPORTING RESPONSIBILITY

Instructions on IRS Form 990 require the following:

- 1) Encouraging the staff and volunteers to come forward with credible information of illegal practices or violations of Enable policies;
- 2) Specifying that the Reporting Individual shall be protected from retaliation; and
- 3) Identifying the staff, board members or outside parties to whom such information can be reported.

Enable shall attempt to uncover and eliminate misconduct at the earliest possible stage to avoid wasting precious organizational resources. Enable shall always attempt to foster a culture of openness and accountability.

Each Reporting Individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matters by its officers, directors, employees, volunteers, agents, or other representatives. Reporting Individuals must also notify Enable if an action needs to be taken in order for Enable to be in compliance with, law or policy or with generally accepted accounting practices. The types of concerns that should be reported include, but are not limited to the following:

- Providing false or misleading information on Enable's financial documents, grant reports, tax returns or other public documents;
- Providing false information to or withholding material information from Enable's auditors, accountants, lawyers, directors, or other representatives responsible for ensuring Enable compliance with fiscal and legal responsibilities;
- Embezzlement, private benefit, forgery, fraud, or misappropriation of funds;
- Timesheet misrepresentations;
- Harassment, including sexual harassment;
- Payment for services or goods that are not rendered or delivered;
- Material violation of Enable policy, including among others, confidentiality, conflict of interest, whistleblower, ethics, and document retention;
- Discrimination based on race, gender, sexual orientation, ethnicity, and disability;
- Safety concerns (such as OSHA complaints); and
- Planning, facilitating, or concealing any of the above or similar action.

REPORTING CONCERNS

Employees: Whenever possible, employees should seek to resolve concerns by reporting issues directly to the Executive Director. However, if for any reason an employee is not comfortable speaking to the Executive Director or does not believe the issue is being properly addressed, the employee may contact the chair of Enable's Governance Committee on the Board of Directors. Whenever practical, reports should be in writing.

Directors and Other Volunteers: Directors and other volunteers may submit concerns to the Executive Director or directly to the chair of the Governance Committee. If the volunteer or director is not comfortable reporting to either of these individuals or if he/she does not believe the issue is being properly addressed, the volunteer or director may report directly to the President of the Board of Directors.

Anonymous Reports: Concerns may be submitted anonymously. Anonymous whistleblowers must provide sufficient corroborating evidence to justify the commencement of an investigation. An investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators are unable to interview anonymous whistleblowers, it may be more difficult to evaluate the credibility of the allegations and therefore, less likely to cause an investigation to be initiated.

Contact Information: The names of key personnel such as the Executive Director, chair of the Governance Committee and Board President, may be obtained from Enable's website: EnableMadisonCounty.org or by calling the Enable office directly at (256) 533-7775.

HANDLING OF REPORTED VIOLATIONS

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- Baseless allegations;
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and
- Violations of a person's right under law.

Due to the important, yet sensitive, nature of the suspected violations, effective professional follow-up is critical. Reporting individuals should not, in any circumstances, perform any investigative or other follow-up steps on their own. Accordingly, reporting individuals who become aware of suspected misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution.
- Should not discuss the case with attorneys, the media or anyone other than the Executive Director, Chair of the Governance Committee, or the President of the Board of Directors; and
- Should not report the case to an authorized law enforcement officers without first discussing the case with the Executive Director, Chair of Governance Committee, or President of the Board of Directors.

Enable will investigate all reports filed in accordance with this policy with due care and promptness. Matters reported internally without initial resolution will be investigated by the Executive Director of Enable to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. The Executive Director will issue a full report of all matters raised under this policy to the Governance Committee. The Governance Committee may conduct a further investigation upon receiving the report from the Executive Director.

For matters reported directly to the Governance Committee Chair or the Board President, the Governance Committee shall promptly (generally within five business days) acknowledge receipt

of the complaint to the complainant if the identity of the complainant is known and begin the conduct of an investigation to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the Governance Committee shall promptly report its findings to the Board of Directors.

The Governance Committee is responsible for:

- Assuring the proper investigative channels are utilized according to appropriate expertise and jurisdiction and that the plan to address the reported improper activity or condition is appropriate to the circumstances;
- Assuring that all appropriate Enable officials are apprised of the allegations as necessary;
- Ensuring that appropriate resources and expertise are brought to bear to cause the timely and thorough review of reports of allegations of suspected improper activities or conditions;
- Ensuring that there are no conflicts of interest on the part of any party involved in the specific investigation;
- Monitoring significant elements and progress of investigations to ensure that allegations are timely and thoroughly addressed; and
- Coordinating and facilitating in an advisory capacity the corrective and remedial action that may be initiated.

AUTHORITY OF GOVERNANCE COMMITTEE

The Governance Committee shall have full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, private investigators, or any other resource that the Committee reasonably believes is necessary to conduct a full and complete investigation of the allegations.

NO RETALIATION

This Whistleblower Policy is intended to encourage and enable directors, volunteers, employees, consultants, agents, business partners, collaborators, or other representatives to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no reporting individual who, in good faith, reports a concern shall be threatened, discriminated against or otherwise subject to retaliation or, in the case of an employee, adverse employment consequences (e.g., discharging, demoting, transferring the employee) and/or creating a hostile work environment for the employee as a result of such report. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

ACTING IN GOOD FAITH

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy or a material accounting or auditing matter. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

CONFIDENTIALITY

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, Enable cannot guarantee complete confidentiality. Disclosure of information relating to an investigation under this policy by Enable staff, directors, or others involved with the investigation of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and, with respect to Enable employees, may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

POLICY DISSEMINATION

In order to ensure dissemination and understanding of this Policy and Procedure, the Executive Director, Board President, Governance Committee or legal counsel are charged with ensuring appropriate initial and follow-up training of directors, officers, volunteers, employees, consultants, agents, business partners, collaborators, or other representatives.

RECORD RETENTION

Enable shall retain all complaints and reports based upon the current document retention policy found in the Forms and Additional Information section.

DISCLOSURE OF EMPLOYEE RIGHTS

In connection with an individual's application for and/or continued employment, Enable may obtain an employee screening background report, consumer report and/or investigative consumer report including information concerning his or her character, employment history, general reputation, personal characteristics, police record, education qualifications, motor vehicle record, mode of living and/or credit and indebtedness. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during an individual's employment with Enable. Upon written request from an employee, Enable will provide the employee with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act. Prior to any adverse action being taken, based in whole or in part on the information contained in the consumer report, the employee will be provided a copy of the report, the name, address, and telephone number of the reporting Agency.

EMPLOYMENT RECORDS AND EMPLOYEE FILES

RECORDS ADMINISTRATION

All prospective employees will be required to complete a standard employment application. This information is contained in a confidential, individual personnel file. Please keep your personnel file up to date by informing Executive Director of any changes and any specialized training or skills an employee may acquire in the future, as well as any changes to any required visas. If the employee has a job that requires a special license or certificate, he or she must show proof of current licensure to the Executive Director for inclusion in the employee's personnel file. Upon renewal of such licensure or certification, the employee must follow the same procedure. Failure to maintain required licensure or certification may result of in reassignment of job duties or termination of employment. Any misrepresentation made on the application, resume, or during the interview process may result in disciplinary action up to an including termination.

PERFORMANCE EVALUATION RECORDS

Each employee receives a written performance evaluation immediately following his or her 90-day introductory period. Thereafter performance evaluations are scheduled approximately every 12 months, generally in January of each year; however, depending on performance, interim improvement reviews may be conducted and recorded.

Performance evaluation records are maintained in a separate file from employment files in a secure file cabinet that can be accessed by request through the executive director.

EMPLOYEE FILE ACCESS

Management maintains confidential personnel records on each employee. The President of the Board maintains the personnel file of the Executive Director. Personnel Records will be disclosed to those employees who have a business need to review the contents thereof for job related information. Medical records or information related to medical conditions of an employee shall be kept separate and apart from the employee's personnel file.

Medical information will be marked confidential and access to such information shall be restricted to the Executive Director on a need to know basis as to work restrictions for necessary accommodations, for the use of first aid and safety personnel, as necessary, and to government officials investigating compliance with applicable statutes.

In the absence of any such requirements to the contrary, an employee will have access to his or her own personnel file under the following conditions and procedures:

- The employee must request from the Board of Directors and Executive Director or Executive Director to review his or her personnel file;
- An employee is not allowed to take anything from the personnel file or make copies of the record without permission but may make notes about its contents unless without permission and;
- A member of management must be with the employee while he or she is reviewing the contents of the personnel file.

EMPLOYEE'S PERSONAL DATA CHANGES

It is the responsibility of each employee to promptly notify Enable of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individual to be contacted in the event of an emergency, educational accomplishments, and other such information should always be maintained in an accurate and current state.

Updates and changes should be reported by the employee in writing to the Executive Director.

SECURITY AND CONFIDENTIALITY OF PERSONAL INFORMATION

Enable secures employees' personal information from unauthorized access, use or disclosure and does not share it without the written authorization of the specific employee. Authorization to share should provide the name(s) of any recipient and the content of the authorized disclosure.

HOURS OF WORK AND OVERTIME

The Enable office is open between 8:00 am and 4:30 pm Monday through Friday, except official holidays. Enable management sets the regular work hours for all employees. Enable's workweek begins on Saturday and ends on Friday for each calendar week of the year. Each employee's normal

work schedule could vary depending upon the organization's needs. Like most agencies, Enable experiences periods of extremely high activity, and during these busy periods, additional work may be required. All overtime must be approved in advance by the Executive Director. See individual position descriptions for specific hours. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Staff changes to work hours must be pre-approved by the executive director.

Employees are expected to be at work on time, at their desk ready to work at 8:00 am. It is important that we manage our commitments responsibly to ensure that work deadlines are met and the spirit of good teamwork is maintained.

Except as otherwise provided by law, employees are paid for all hours or time worked. In computing hours worked, the beginning and ending time for any period work will be rounded to the nearest 15-minute increment.

Breaks: Federal law does not set the length of breaks or meal period, although some states regulate hours/breaks for minors and/or other employees. Subject to business necessity or applicable laws, employees are required to take a 30-minute unpaid lunch break after working four hours, between 12:00 pm and 1:00 pm. Employees may also take two ten-minute (paid) rest breaks as paid breaks during the day set by Enable management. Lunch and Break schedules are posted on the office master calendar. The Executive Director will communicate the Lunch and Break schedules to each employee. Breaks and lunches must be taken during set time frames and cannot be combined with breaks or leave.

Enable complies with all federal and state laws and regulations regarding breast-feed and nursing mothers and provides assistance for nursing mothers who want to express and store breast milk at the workplace during business hours. Employees who are nursing mothers can take reasonable break periods during the workday each time they need to express breast milk for their children beginning from the date of the nursing child's birth up to one year. Enable may designate a private area to be used for lactation breaks when doing so does not constitute an undue hardship. Scheduling and designation of lactation periods and the lactation area are communicated to employees by the Executive Director.

TELECOMMUTING

Enable Madison County does not offer telecommuting to individual employees; however, in the event the building is unable to be accessed staff may be asked to work from home to keep services available to our clients. The definition of telecommuting is an alternative work arrangement for employees to perform some work duties at home or an alternate worksite away from the office. Any decision regarding telecommuting will be made by the Executive Director with approval by the Board of Directors.

HOURS In the event employees are required to telecommute, specific responsibilities will be provided to each staff member by the Executive Director. The employees will be expected to be available via phone and email during normal business hours, Monday through Friday, 8:00 am – 4:30 pm.

EQUIPMENT Enable will allow staff members to take home office computers and if necessary cellular phones will be provided for the purpose of communicating with volunteers and clients. The employee will be responsible safeguarding and securing all Enable equipment and property while in their possession. Employees will be expected to adhere to all policies pertaining to Communication and Internet usage while telecommuting.

PRIVACY Employees should have no expectation of privacy, and Enable Madison County reserves the right to monitor the use and activities, as if they were in the office. Any violation of Enable's policies could result in termination or other disciplinary action.

RESPONSIBILITY Employees will be expected to report on work accomplished and progress made on assignments at the request of the Executive Director. The Executive Director should provide clear expectations of work to be done and timelines. Communication should be kept open between all employees and the Executive Director during working hours.

SMOKING

In keeping with Enable's intent to provide a safe and healthful work environment, and as a tenant within United Way of Madison County facility, smoking is prohibited throughout the workplace. This policy applies equally to all employees, clients, donors, and visitors and is implemented herein for all categories.

GENERAL CONDUCT AND WORK RULES

Concurrent to the expectation of individual maintenance of highest ethical business standards and personal conduct, Enable has partially listed workplace practices of importance to everyone and has further defined and clarified expectations below.

To ensure orderly operations and provide the best possible work environment, Enable expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Enable expectations and definitions, as appropriate, are further defined/clarified in individual sections.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of Enable property
- Falsification or altering of any Enable documents or records without authorized permission
- Possession, distribution, sale, transfer, or use of illegal substances while working
- Unauthorized possession, distribution, sale, transport, or use of alcohol while working
- Fighting, threatening violence or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or donor-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment

- Possession of dangerous or unauthorized materials, weapons or devices in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Enable presents to donors and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees should exercise good judgment in determining his or her dress appropriate to the work position and responsibilities.

Examples of unacceptable attire in the Enable office setting follow: shorts, short skirts/dresses, halter tops, tummy shirts, flip-flops or water shoes, tights (form fitting pants), jeans with holes, transparent tops or any other clothing that reveals undergarments. Personal tattoos must be covered, and body piercing jewelry removed (except earrings). Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Employees should consult the Executive Director regarding questions or clarifications of appropriate attire.

WORKPLACE VIOLENCE

Enable provides a safe work environment and is committed to preventing workplace violence for all employees, both within the employee's office or workspace and employees' general work/break/meeting areas as leased from United Way of Madison County. All employees, including management and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. To ensure a safe workplace and reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

Enable has zero tolerance for any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The following list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Stalking or stalking-like behaviors;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

REPORTING

Any potentially dangerous situations must be reported immediately to the Executive Director. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Enable will actively intervene at any indication of a possibly hostile or violent situation.

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and inform the Executive Director or a member of management if any employee exhibits behavior that could be potentially dangerous. Such behavior may include:

- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior including aggressive actions, offensive actions, and threatening and offensive words.

COPING WITH DANGEROUS/EMERGENCY SITUATIONS

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. If the Executive Director can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Employees who suspect or witness imminent or ongoing criminal conduct such as acts of physical violence by an employee or non-employee either inside the workplace or on Enable property (in cars/trucks, in the parking lot, etc.) are to **immediately** notify the Executive Director or other member of management. If the Executive Director or other member of management is not immediately available, or if the circumstance warrants it, the employee must **immediately call 911** or the appropriate law enforcement personnel. The Executive Director will notify senior management within United Way of Madison County of a potentially dangerous situation for which outside intervention is required.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises or against Enable's employees will be reported to the proper authorities and fully prosecuted.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Enable expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Enable. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Executive Director as soon as possible in advance of the anticipated tardiness or absence. If the Executive Director is not available, the employee must contact the Director of Operations before the starting the shift or workday. Asking another employee, friend or relative to give this notice is improper and could be grounds for disciplinary action. Employees who fail to report to work for three consecutively schedule working days without notifying the Executive Director with an acceptable explanation, will be considered to have abandoned employment and will, therefore, be considered self-terminated. At that time, the employee will be removed from the work roster.

Either behavior may lead to disciplinary action, up to and including termination of employment.

HEALTH AND SAFETY

Enable is committed to providing the highest level of safety and security for all employees and will comply with all applicable federal, state, and local safety and health regulations. All employees must adhere to safe work practices and all applicable (OSHA) regulations. It is every employee's responsibility to report any safety hazard to the Executive Director immediately. Tripping hazards, potential fire hazards, exposed jagged edges, wet floors – anything an employee perceives as a hazard – should be reported immediately. In the event of an employee injury/illness or close call, the Executive Director should be notified immediately. If the safety hazards are United Way building safety and health related, contact Doug Rossetti, Chief Financial Officer or the United Way receptionist immediately.

An employee injured on the job must report the accident to the Executive Director immediately. Under Enable or workers' compensation insurance policy requirements the employee may be required to submit to a drug/or alcohol test. If an employee goes to a doctor or hospital without notifying the Executive Director of an on the job injury or seek medical attention, due to an on the job injury without notification and authorization, it may be at the employee's own expense. It is understood in the case of severe, disabling injury, a co-worker may need to report the accident and injury to the Executive Director.

Any violation of any safety rules or unsafe use, vandalism, misuse, or unauthorized use, of any property or equipment on Enable premises or worksites, which results in personal or property damage, may result in disciplinary action up to and including discharge for the first offense pending investigation and determination by management.

SECTION 3 EMPLOYMENT BENEFITS MANAGEMENT

BENEFITS OVERVIEW AND DISCLAIMER

Enable evaluates its benefits programs and policies regularly to better meet the employees' present and future requirements. These policies continue to be refined to keep up with changing times and needs. The following pages highlight each benefit. The information presented here is intended to serve as general information and guidelines.

The provisions of the plans, including eligibility and benefits provisions, are detailed in the summary plan descriptions ("SPDs") for the plans provided by the insurance carrier (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook. Enable Madison County retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement. While Enable intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

Employees should contact the Executive Director or Financial Manager with any questions regarding benefits and benefit programs.

INSURANCE BENEFITS

Enable provides a comprehensive benefits package for regular full-time employees. Part-time employees are not eligible to receive benefits. A year of employment is used in connection with certain benefits. A full year of employment for any individual means one full year of full-time employment status with the Agency. Employment commences on the employee's first day of employment, not at the beginning of the calendar year. Any employment status change is made effective the date of such change. For example, if an employee goes from part-time to full-time, determination of benefits is based on the date the job classification is changed.

For details regarding the Enable insurance plan or the Enable retirement plan, the employee should consider each document in its entirety to answer specific questions and not rely upon this Benefits Program Highlights.

WORKERS' COMPENSATION

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to the employee. If any employee is injured on the job, no matter how slightly, the incident must be reported immediately by the employee to the Executive Director or the Financial Manager. In the event the injury renders the employee so incapacitated as to be unable to contact the Executive Director or Financial Manager himself or herself, then the report should be made immediately by another employee. Failure to follow Enable procedures may affect the employee's ability to receive Workers Compensation benefits.

HEALTH INSURANCE

Enable Madison County offers a Group Health Plan through Blue Cross Blue Shield of Alabama to all full-time employees. The employee should indicate at the beginning of employment if he/she desires coverage for himself/herself and for eligible dependents. A medical benefit book for the current provider will be given to eligible employees. Full family, including domestic partners, coverage is available at the employee's own expense.

- Coverage will become effective the first day of the month proceeding employees hire date*
- The carrier may change at the discretion of Enable Madison County
- For full-time employees (employees who work an average of 40 hours per week), Enable will pay for 80% of the employee's individual coverage. The cost of any additional coverage (e.g. family, student) is the responsibility of the employee.
- The employee portion of the insurance premium is paid through payroll deduction.
- The current summary plan description from the carrier will always supersede this handbook.

*(Example- If employee is hired on April 15th, benefits will be active on May 1st)

FLEXIBLE SPENDING ACCOUNT

Enable Madison County provides the option through AFLAC to manage employees optional flexible spending plans. Employees can opt in to the plan on July 1st at the beginning of Enable's fiscal year. A portion of the employee's salary is redirected to provide reimbursements for eligible medical expenses. Newly hired employees must wait until the opt in time frame, regardless of their start date. Employees select the amount redirected from their paycheck, but it cannot exceed \$3200 per year (\$123.07 per paycheck). The Financial Manager will provide employees with the information and appropriate forms to participate.

RETIREMENT PLAN

Full-time and part-time employees may participate in the Agency's Simplified Employee Pension Plan (SEP) once they have worked for the Agency for 2080 hours. To participate in the plan, the employee must be 21 years or older. The SEP plan allows for a simplified method for contributing to the employee's retirement. The plan is structured such that Enable makes a 3% contribution of the employee's gross annual wages. The contribution amount is determined yearly by the Board of Directors. Funds will be invested with the LPL Financial Services. The employee may choose the optimum market portfolio appropriate for their financial goals. Funds will be deposited quarterly by Enable. Please see the SEP Plan document for additional information. Contact information can be provided by the Financial Manager.

SECTION 4 LEAVE MANAGEMENT POLICIES AND PROCEDURES

LEAVE OF ABSENCE (LOA)

If an employee is ineligible for Enable leave of absence, Enable Madison County, under certain circumstances, may grant an employee a personal leave of absence without pay. The Executive Director, depending upon the reasons and circumstances for the request, will consider requests for LOA without pay. LOA will be granted on Enable's ability to cover all staffing, administrative and other responsibilities during the period of absence, the reasons for the requested leave in addition to the employee's performance and attendance records. In other words, the LOA is granted solely at the discretion of Enable.

A written request for personal leave should be presented to the Executive Director at least two weeks before the anticipated start of the leave. If the leave is requested for medical reasons, the employee should complete the Unpaid Leave of Absence Form (found in Forms and Additional Information section), provide a medical certification along with anticipate return date must also be submitted.

A leave of absence *may* be granted for a period of *up to* four weeks at the discretion of Enable. The employee will be required to use all accrued personal leave time during their leave. Under unusual circumstances, personal leave may be extended if, prior to the end of the leave period, a written request is submitted for an extension to management and the request is granted.

During the employee's leave of absence, the employee will not earn Personal Leave Time (PLT) days. During the leave, the employee will not be paid for holidays. If Enable sponsors a group health plan, the employee's health insurance coverage will continue during the leave *so long as the employee on leave of absence pays his or her share of the monthly premium payments to Enable in a timely manner*, subject to the terms of the plan documents.

When the employee anticipates returning to work, the employee must notify management of an expected return date. This notification should be made at least one week before the end of the leave of absence. Upon completion of an employee's leave of absence, Enable will attempt to return the employee to the original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of one's availability to return to work, failure to return to work when notified, or the employee's continued absence from work beyond the time approved by Enable will be considered a voluntary resignation from Enable employment.

Enable does not offer Employer paid Short-Term Disability or Long-Term Disability. Enable does offer options for the employee to purchase Short-Term and Long-Term Disability through a 3rd party. Information regarding disability insurance can be obtained from the Director of Operations and Executive Director.

LEAVE WITHOUT PAY (LWOP)

In acknowledgment of circumstances arising outside of the options and situations laid out in detail within these policies. Enable allows for Full-Time staff to exceed their accrued PLT under with the following limitations:

- An Employee must use all accrued PLT before using LWOP
- LWOP must be requested using the standard change of schedule form and approved by the Executive Director

PERSONAL LEAVE TIME (PLT)

In order to assure orderly operations, employee eligible for personal leave time (PLT) must follow the personal leave time procedure and guidelines below:

- Personal leave time cannot be taken until it is accrued.
- An employee who is eligible for PLT must submit their PLT request to the Executive Director at least one week in advance for less than 4 days of personal leave time. Employees requesting more than 4 days of PLT must submit their request to the Executive Director one month in advance. Personal leave time dates will be scheduled at a time mutually agreeable to the employee and the Executive Director. Subject to the discretion of the Executive Director, an employee will be given preference in the selection of personal leave time in the order of length of service. Consideration will be given to honor an employee's request. From time to time however, workload may not permit more than one employee on PLT at one time.
- PLT cannot be taken in consecutive weeks unless approved by the Executive Director.
- PLT must be taken in *increments of half hour*, but in all cases must be scheduled and pre-approved.
- Annual PLT accrual is based on hire date or effective date of a status change i.e. part-time to full-time status
- When PLT is taken as the result of any illness extending 3 or more days, the employee will be required to provide a written statement from the employee's physician in order to work.
- A maximum of 40 hours of unused accrued personal leave time may be carried over to the following calendar year.
- If for any reason the employee uses more time than accrued at the time of separation of employment the overpaid amount will be deducted from the employee's final paycheck, as allowed by law.
- If a salaried or exempt employee misses work for personal reasons or illness, and has accrued personal leave time available, the personal leave time may be applied to the time missed in lieu of regular wages as allowed by law. This may also apply for hourly and/or other non-exempt employees.
- In fairness to Enable and other employees, Enable requests that an employee give at least two weeks written notice to the Executive Director if the employee decides to terminate their employment with Enable Madison County. Personal leave time cannot be used to satisfy notice.
- Personal leave time (PLT) pay will be calculated based on a straight-time pay rate.
- Paid personal leave hours/days are not counted as hours worked for overtime purposes.
- 1 day equals eight (8) hours

PERSONAL LEAVE ACCRUAL

The below schedules apply to all **Full-Time** employees and begins immediately upon **Full-Time** Classification.

Part-Time employees will qualify to receive the following benefits after accruing a Length of Continuous Employment (minimum of 3 years for holidays), PLT represented in brackets[]:

Length of Continuous Employment (year begins on hire date)	Time Earned
0 years up to 3 years [3-5 years]	1 Day /Month (12 days/year)
3 Years up to 5 Years [5-10 years]	1.50 Days/Month (18 days/year)
5 Years up to 10 Years [10-15 years]	1.75 Days/Month (21 days/year)
10 Years + [15 years +]	2 Days/Month (24 days/year)

HOLIDAYS

New Year's Day
Memorial Day
Independence Day
Christmas Day
Floating Holiday
Veterans Day

Thanksgiving Day
The Friday following Thanksgiving
Christmas Eve
Labor Day
Juneteenth

- All employees will receive holiday pay of eight (8) hours.
- Holiday pay will not be paid if: The employee is on lay-off status. The employee is a temporary or seasonal employee. The employee is on Leave of Absence (LOA) or Leave Without Pay (LWOP) when the holiday occurs.
- Employees are required to work the day before or the day after a holiday in order to receive holiday pay. **However, if the employee has scheduled Paid Time Off, he or she will receive Holiday pay.**
- All employees will be permitted to select the date of their use of floating holiday (within the standard policies for the use of PLT).
- If any scheduled paid holiday falls on a weekend the office procedure will follow general business practice in the area and office needs and will be announced sufficiently far in advance so employees can make plans.
- Holiday pay will be calculated based on a straight-time pay rate.

LEAVE TYPES

JURY DUTY LEAVE

Enable realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees serving as jurors are required to provide Enable with proper notice requesting to perform jury duty and with verification of pending service. An employee is also expected to keep management informed of the expected length of the jury duty service and to report to work for the major portion of the day if the court excuses the employee's service. If the required absence presents a serious scheduling conflict for management, the employee may be asked to try to postpone the pending jury duty. Full-time employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which they perform any work for Enable.

BEREAVEMENT LEAVE

We know the death of a family member is a time when an employee wishes to be with the rest of one's family. If the bereaved employee is a full-time employee and he or she loses a close relative, the employee will be allowed paid time off to assist in attending to obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, stepparent, grandparent, sibling, spouse's/domestic partner's mother or father. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. An employee must inform the Executive Director prior to commencing bereavement leave. In administering this policy, Enable may require verification of death. Paid time off for bereavement is 1 day (8 hours). Any additional leave taken during this time shall be attributed to accrued personal leave time.

MILITARY LEAVE (USERRA)

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 – 4335) is a federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services:" (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and

(3) are not discriminated against in employment based on past, present, or future military service. The federal government is to be a "model employer" under USERRA. See 38 U.S.C. § 4301.

If an Enable employee is called into active military service or a current employee enlists in the uniformed services, the employee will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, the employee must provide management with advance notice of one's service obligations, unless the individual is prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided the employee's absence does not exceed applicable statutory limitations, the employee will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

Any employee required to attend yearly Reserves or National Guard duty can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). The employee should give management as much advance notice of the need for military leave as possible so that Enable can maintain proper coverage while the employee is away.

Emergency Closings and Inclement Weather

It is the policy of Enable to always be open for business. At times, emergencies such as severe weather, fires, power failures, or natural disasters, can disrupt normal business operations. In extreme cases, these circumstances may require the closing of the office. When operations are officially closed due to emergency conditions, full-time exempt employees will be paid for the time off from scheduled work. At the discretion of management, part-time and hourly employees may be given the opportunity to work extra hours when appropriate to make up the lost time. The Executive Director may authorize reduced working hours and will notify the President of the Board of Directors when authorizing reduced working hours. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation or personal time benefits. If an employee has exhausted all accrued Paid Leave Time (PTL), then the employee must take Leave without Pay (LWOP).

Enable employees' workplace and or time, are not governed by Enable 's office landlord, United Way of Madison County, regarding building availability.

FAMILY AND MEDICAL LEAVE

This policy will only apply if federal or state law provides for its application. Employees may be eligible to take up to twelve (12) weeks of unpaid family/medical leave within any 12-month period and be restored to the same or an equivalent position upon returning from leave (subject to the terms of the Family and Medical Leave Act) provided the employee:

***(1) are employed at a worksite that has 50 or more employees within seventy-five (75) miles; and
(2) have worked for the Company for at least twelve (12) months, and for at least 1,250 hours in the last twelve (12) months. The 12-month period is a rolling 12 months and will be measured from the first date an employee uses any FMLA leave.***

Reasons for Leave. An employee may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter or parent (called a "covered relation") with a serious health condition; or (4) because of the employee's own serious health condition, which renders oneself unable to perform any of the essential functions of the Enable position. Leave because of reasons (1) or (2) must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by Enable who request leave because of reasons (1) or (2) or to care for an employee's parent with a serious health condition may only take a combined total of twelve (12) weeks leave during any 12-month period.

Notice of Leave. If an employee needs for family/medical leave is foreseeable, the employee must give Enable at least 30 days' prior written notice. If this is not possible, the employee must at least give notice as soon as practicable (within two (2) business days of learning of the pending need for leave). Failure to provide such notice may be grounds for delay of leave. Additionally, if an employee is planning a medical treatment, the employee must consult with Enable first regarding the dates of such treatment. In a case when the need for leave is not foreseeable, the employee is expected to notify Enable within two business days of learning of the need for leave, except in extraordinary circumstances. Enable has "Unpaid Leave of Absence" forms (found in the Forms and Additional Information Section) available from the Executive Director. These forms should be used these forms when requesting leave.

Medical Certification. If an employee is requesting leave because of one's own or a covered relation's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. Medical Certification Forms are available from the Executive Director. When the employee requests leave, Enable will notify the employee of the requirement for medical certification and that is due within at least 15 days after the employee requests leave. If the employee provides at least 30 days notice of medical leave, the employee should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

Enable, at its expense, may require an examination by a second health care provider designated by Enable, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, Enable, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. Enable may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such as practicable, may result in delay of further leave until it is provided.

Reporting While on Leave. If an employee takes leave because of his or her own serious health condition or to care for a covered relation, the employee must contact Enable on the first and third Tuesday of each month regarding the status of the condition and one's intention to return to work. In addition, the employee must give notice as soon as practicable (within two business days if feasible) if the dates of leave change, are extended or initially were unknown.

Leave Is Unpaid. Family/medical leave is unpaid leave, although an employee may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans or policies. If an employee is entitled to receive money from these sources, the employee's leave will be considered "paid leave" for the period during which the employee receives that money. If the leave is "unpaid" leave, the employee will be required to substitute paid time off (personal leave time and personal days) for "unpaid" FMLA leave as described below. If an employee requests leave because of a birth, adoption or foster care placement of a child, any accrued paid personal leave time and personal days first will be substituted for unpaid family/medical leave. If an employee requests leave because of his or her own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid personal leave time and personal days first will be substituted for any unpaid family/medical leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in the employee's receipt of more than 100% of one's current salary. An employee's family/medical leave runs concurrently with other types of leave (i.e., paid personal leave, state family leave laws, etc.). Those other leaves may provide for paid leave.

Medical and Other Benefits. During an approved family/medical leave, if a group health insurance plan is in place, Enable will maintain the employee's health benefits as if he or she continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, Enable will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must pay his or her portion of the premium. An employee's health care coverage will cease if the employee's

premium payment is more than 30 days late. If the employee's payment is more than 15 days late, Enable will send a letter to the employee on leave to this effect. If Enable does not receive the employee's payment within 15 days after the date of this letter, the coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse Enable for the cost of the health benefit premiums paid by Enable for maintaining coverage during his or her unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

Intermittent and Reduced Schedule Leave. Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. If leave is unpaid, Enable will reduce the employee's compensation based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced schedule leave, Enable may temporarily transfer the employee to an available alternative position that better accommodates the employee's recurring leave and has equivalent pay and benefits.

Returning From Leave. If an employee takes leave because of one's own serious health condition (except if the employee is taking intermittent leave), the employee is required to provide medical certification that he or she is fit to resume work. An employee may obtain Return to Work Medical Certification Forms from the Executive Director. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

No Work While on Leave. The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

State and Local Family and Medical Leave Laws and Other Enable Policies. Where State or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by such laws will apply.

EMPLOYEE ENTITLEMENT TO SERVICE MEMBER FMLA LEAVE ENTITLEMENT

Service member FMLA provides eligible employees unpaid leave for anyone, or for a combination, of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

DURATION OF SERVICE MEMBER FMLA

When Leave Is Due To A "Qualifying Exigency": An eligible employee may take up to 12 workweeks of leave during any 12-month period.

- When Leave Is To Care for an Injured or Ill Service Member. An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
- Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

LEAVE UNDER STATE MILITARY LEAVE LAWS

A growing number of states provide leave for family members of service members. The entitlements for such leave differ from state to state. Enable's policy is to comply with such laws in any circumstances where they apply to employees of Enable. According to the State of Alabama (Code of Alabama, section 31-2-13(a)

all officers and employees of the State of Alabama, or of any county, municipality, or other agency or political subdivision thereof, or officers or employees of any public or private business or industry who are active members of the Alabama National Guard, Naval Militia, the Alabama State Guard organized in lieu of the National Guard, or of any other reserve component of the armed forces of the United States, shall be entitled to military leave of absence from their respective civil duties and occupations on all days that they are engaged in field or coast defense or other training or on other service ordered under the National Defense Act, or of the federal laws governing the United States reserves, without loss of pay, time, efficiency rating, annual vacation, or sick leave.

ADMINISTRATIVE LEAVE

Administrative leave is a period of time during which an employee is relieved of his or her job while the organization reviews the circumstances and events that led to the administrative leave. Only the Executive Director can place an employee on administrative leave, except in exigent circumstances, in which case the chair of the Governance Committee of the Board of Director can exercise this authority.

Initially, the administrative leave will be unpaid. Whether the administrative leave is subsequently paid is subject to management's discretion and may depend on the outcome of the organization's review. In some circumstances, management may issue pay retroactively for the leave. At other times management may decide to convert part or all of the administrative leave to an unpaid disciplinary suspension.

SECTION 5 CAREER DEVELOPMENT

ANNOUNCEMENTS OF JOB VACANCY

Vacant positions will be reviewed by the Enable Executive Director to determine whether they should be filled. Applicants will be recruited for necessary vacant positions employing the use of appropriate media.

- Announcements of vacant positions will include job title, minimum qualifications, required skills and abilities, application instructions and closing date. Announcements will be posted in the office, posted on the internet, and may be listed with recruiting agencies or placed in the local newspaper. Pay range and job descriptions will be made available on request.
- The Governance Committee is responsible for the selection of a replacement Executive Director. The Governance Committee's recommendation will be forwarded to the Enable Board for approval.
- The Executive Director will be responsible for the selection of other Enable staff and clerical personnel to fill authorized positions. The Executive Director will be responsible for implementing personnel actions as set forth in the manual including: hiring, terminations and disciplinary actions. The Executive Director is to keep the Governance Committee informed as it relates to these matters.
- Selection of a position shall be confirmed in writing by the Enable Executive Director and signed by the employee. The following information shall be included: job description, approved salary or hourly wages and benefits and a copy of the Enable Policies and Employee Handbook.
- To ensure that individuals who join Enable are well qualified and have a strong potential to be productive and successful, it is Enable's practice to check the employment references of all applicants. Enable Madison County is committed to promotion from within when appropriate. We encourage both internal advancement and external competitiveness in recruiting and placing the most qualified applicant in an open position. When a job becomes available, a job opportunity announcement will be posted for the open position. To encourage employee applications and referrals, these postings are displayed in highly visible locations within Enable. In the event an internal candidate has already been identified, the vacant position may not be posted.

Enable Madison County employees who wish to apply for a vacant position must submit a completed Internal Application to the contact listed on the job opportunity announcement. You are encouraged to discuss your interest in or intention to apply for posted positions with the Executive Director.

EMPLOYEE CLASSIFICATIONS

Based on the conditions of employment, individuals working at Enable may fall into three major job categories (full-time, part-time, or temporary). These categories are based on the anticipated hours required for the position and the anticipated tenure. The following language in no way guarantees any number of hours of work, but rather provides general categories. The present categories and classifications are defined below:

Full-Time Exempt Employees – Employees are paid on a salary basis and are not eligible for overtime pay under the Fair Labor Standards Act. Exempt employees are expected to work as many hours as it takes to complete their work. They are normally scheduled to work a full 5 day, 40-hour work week. They are eligible for benefits.

Full-Time Non-Exempt Employees – Employees are paid on an hourly basis and are eligible for overtime pay at the rate of 1.5 times their regular rate of pay for hours over 40 in a work week. They are eligible for benefits.

Part-Time Employees – Employees who regularly work less than 40 hours per week and are not eligible for benefits.

Temporary or Short-Term Employees – Employees may work either a full-time or part-time basis and they may be classified as hourly or exempt. Their tenure is normally for a limited time period. They are not eligible for benefits.

EMPLOYMENT SERVICE CREDIT

"Length of service" refers to the length of time that our employees spend as active full-time or part-time employees with Enable. Service begins on the day the employee becomes a full-time or part-time employee.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will lose credit for service with Enable if the employee is no longer an active employee and is rehired by Enable Madison County.

JOB DESCRIPTIONS

Job descriptions are fundamental to sound management and salary administration. Each job description includes the job title, the classification (exempt, nonexempt, full-time, part-time, etc.), a statement of the basic purpose of the job, a list of specific responsibilities, the essential functions of the job, a statement of minimal and desired qualifications, the physical requirements, and the job supervisor's title. A job description is available for each employee. Job responsibilities change from time to time, thus your job description may be reviewed and updated on occasion.

All employee job descriptions shall be prepared and reviewed as needed by the Enable Executive Director and the Governance Committee to ensure that they are current. Each job description will include an appropriate title, description of the duties and responsibilities specifying the particular skills, interest desired and degree of responsibility involved.

The Governance Committee will prepare the Enable Executive Director's job description.

An employee who feels his/her position is not properly described may request a review by the Executive Director. This request will then be submitted to the Personnel Committee for evaluation.

NEW HIRE PROBATION

Employees whose performance is being evaluated to determine whether further employment in a specific position with Enable is appropriate. Employees who satisfactorily complete the 90-day introductory period will be notified of their new employment classification.

This period of time is used for the Introductory Employee to decide whether Enable Madison County is a place that is appropriate to the employee's aspirations and interests. At the same time, work performance will be assessed to determine whether work performance is satisfactory.

If a satisfactory rating is not obtained, the employee will be informed of the reasons for the unsatisfactory employment evaluation and may be allowed an additional three months of introductory employment. At the end of this additional period, the employee will be reevaluated. Upon advancement to a new position, there is, again, an introductory period of the first 90 days to determine whether the new position is appropriate for the employee.

An Introductory Employee may be dismissed without hearing if the Executive Director is dissatisfied with the job performance.

If the Introductory Employee is the Executive Director, dismissal by the President of the Enable Board of Directors after approval of the Board of Directors.

I-9 FORMS AND RECORDS

The Immigration Reform and Control Act (IRCA) requires all U.S. employers to be responsible for verifying the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986. To comply, each employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original verifiable documents from those listed as acceptable on the I-9 form to verify identity and eligibility to work in the United States.

Should I-9 procedures require re-verification, Enable will follow the U.S. Citizenship and Immigration Service (USCIS) produced I-9 handbook procedures regarding the allowable time employees have to provide required documents.

Per I-9 compliance requirements, employees who cannot provide verifiable documentation by the required deadlines will be terminated from employment. Employees found to have knowingly provided false documents, or falsified their I-9 forms or other employee records, may be subject to disciplinary action up to and including termination.

E-VERIFY

This policy will only apply if federal or state law provides for its application. As a part of the E-Verify, Enable will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that an employee is authorized to work, Enable is required to provide every employee with written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against the employee, including terminating employee's employment. E-Verify may not be used to pre-screen applicants or re-verify current employees. Employees are free to provide any documents listed on the I-9 form requirements, however, due to participation in E-Verify, if a B document is provided, it must be a document that has a photograph.

VII of the Civil Rights Act of 1964 and other applicable laws make it unlawful for an employer to discriminate as to hiring, firing, compensation, terms, conditions, or privileges of employment on the basis of race, color, religion, sex, or national origin.

EMPLOYEE ATTITUDE AND CONDUCT

Enable Madison County endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

When carrying out their duties and responsibilities, all employees of Enable are expected to conduct themselves in a manner that is above reproach. Mutual respect, courtesy, cooperation and teamwork among employees are essential not only for a good working environment but also to achieve the high level of efficiency and productivity necessary to give Enable 's customers the service they deserve.

No employee should act in any way that will diminish the credibility of any other employee, supplier, client, donor or other business contacts of Enable.

Enable expects all of its employees to be courteous at all times and to convey a friendly, approachable image to its vendors, clients, donors, volunteers, fellow employees and Stakeholders. Whether it is a telephone call or personal meeting, every employee is a representative of Enable to the person with whom one is conducting business. This same courteous attitude is also expected of every employee in dealing with all Enable fellow employees.

As employees, everyone should treat each other with respect, courtesy and decency. Disparagement, harassment or negative comments regarding fellow employees or business contacts are inconsistent with these standards and every employee should refrain from, and should discourage, such behavior.

Employees are to ensure that his/her conduct does not place their personal safety or the safety of others in jeopardy. This requires an active participation in maintaining a safe working environment and includes observance of established safety procedures and making recommendations for changes where they are needed. In all circumstances, including when traveling on Enable business, each employee is to conduct himself/herself in a professional, mature and responsible manner at all times.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in Enable 's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment on the basis of false or misleading information.
- Stealing, removing or defacing Enable property or a co-worker's property, and/or disclosure of confidential information.
- Completing another employee's time records.
- Yelling, swearing, using insulting or abusive language, derogatory remarks of any kind including statements of a sexual or racial nature, fighting, threats of harm and/or physical intimidation, and other acts of unprofessional behavior are strictly forbidden in all work-related situations and will result in disciplinary action, up to and including termination of employment.
- Dishonesty, including, but not limited to, falsification, misrepresentation, alteration or omission of information in Enable interviews, investigations and Enable records, such as employment applications, sales records, production and maintenance records, time sheets,

- time cards, medical history records, attendance records, accounting and expense reports, accident reports and health insurance claims;
- Fighting, horseplay or words or conduct, which are likely to provoke or cause bodily injury or property damage or otherwise interfere with the operations and working environment;
 - Refusing to perform job assignments or to comply with supervisory requests or instructions, except in circumstances when there is a reasonable belief that serious bodily injury might result;
 - Immoral, unethical, indecent, or criminal conduct during working hours, on Enable property or at a Enable- related or sponsored activity or event, or conduct that might adversely affect Enable 's reputation or interests;
 - Threatening, intimidating, coercive behavior or use of profane or abusive language with other employees, temporary employees, customers or other persons;
 - Careless, reckless or intentional conduct or the refusal or failure to follow instructions that could potentially result in bodily injury or damage to Enable property or the property of others;
 - Sleeping or deliberately restricting productivity
 - Violation of safety rules and policies.
 - Violation of the Drug and Alcohol-Free Workplace Policy.
 - Insubordination or disobedience of a lawful management directive.
 - Use of foul or inappropriate language.
 - Loitering or loafing during work time, or leaving a work area without the permission of management.
 - Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
 - Gambling on Enable property.
 - Stopping work prior to the end of any shift without management's permission.
 - Willful or careless destruction or damage to Enable assets or to the equipment or possessions of another employee.
 - Wasting work materials.
 - Performing work of a personal nature during working time.
 - Violation of the Solicitation and Distribution Policy.
 - Violation of Enable's Harassment or Equal Employment Opportunity Policies.
 - Violation of the Communication and Computer Systems Policy.
 - Unsatisfactory job performance.
 - Refusing to cooperate in any Enable investigation or discuss any confidential Enable investigation or investigative interview with other employees or persons, unless authorized by management or required to do so by applicable law;
 - Unauthorized release of confidential or proprietary Enable information and unauthorized access or
 - Failing to promptly report work-related injuries or unsafe equipment or working conditions;
 - Doing personal work or conducting personal business on Enable time;
 - Violating Enable policies regarding standards of acceptable conduct, dress and grooming during working hours, on Enable property or at a Enable -related or sponsored activities or events;

- Smoking in prohibited areas;
- Violating any known, posted or generally accepted rule for cleanliness, health or sanitation;
- Violating Enable policies regarding solicitation;
- Engaging in any business or other activity that potentially creates a conflict of interest or the appearance of a conflict of interest or that reflects adversely on the reputation or interests of Enable.
- Unauthorized maintenance of Enable property on or inside the desk or work area of an employee.
- Unauthorized use of Enable's telephonic, computer, or e-mail systems or unauthorized or inappropriate use of any Internet access made available by Enable.
- Disregard for or deliberate non-compliance with any other Enable policy or procedure.

Obviously, not every type of workplace or employee misconduct can be listed. Note that all employees are employed at-will, and Enable reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. Enable will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Enable will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Nothing stated herein supersedes every employee's rights guaranteed in Section 1.7 Addressing An Employee's Grievance.

PERFORMANCE APPRAISALS

The Executive Director will informally evaluate you on a periodic basis. In addition, the Executive Director will normally review your job performance approximately six months after the beginning of employment, and generally on an annual basis thereafter.

An appraisal is designed to review your job performance in an objective and consistent manner, to give a clear picture of achievement in terms of performance standards, and to provide guidance in improving performance relative to the position description. You have the right to review the written performance appraisal, make written comments for inclusion in your permanent personnel file, and, receive a copy of the appraisal.

Enable Madison County will take into consideration the results of your performance appraisal when making decisions on merit pay increases. A positive performance appraisal does not guarantee a raise. Other factors, such as the organization's financial performance, the economy, and projected grant, can have an effect on the ability of the organization to provide financial rewards to our employees.

MEMBERSHIPS AND MEETINGS

Agency sponsored seminars, classes, conferences, training, and development opportunities may arise that employees may be eligible to attend. These opportunities will be coordinated in advance and within the scope of the Agency's mission and objectives. Enable will pay 100% of the annual

membership fee required for an employee to belong to one job-related professional organization that is directly related to your job.

EMPLOYEE RELATIONS

Enable believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Executive Director.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

OPEN DOOR POLICY

Enable has established a philosophy of open communication. All employees have the right and are encouraged to speak freely with management about their job-related concerns.

Enable is committed to offering equal employment opportunity, including access to training, development and promotion opportunities, based upon the position and each employee's abilities, performance and commitment to these standards.

Employees are encouraged to go directly to the Executive Director to discuss job-related ideas, recommendations, concerns and other issues which are important to work accomplishment. If, after talking with the Executive Director, the employee desires to discuss the topic(s) further, the employee is encouraged to speak with the Board President. Enable will ensure all issues are addressed in a timely and professional manner.

EMPLOYMENT OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Therefore, Enable prohibits the hiring of relatives of existing employees. The purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

An applicant who is closely related to an employee is not eligible for employment with Enable Madison County. "Closely related" is generally interpreted to mean spouse, domestic partner, parents, children, siblings, grandparents, in-laws, relatives through marriage, or members of the same household. Employees who become related while working at Enable Madison County must resign, unless approved by the Executive Director.

ADDRESSING AN EMPLOYEE GRIEVANCE

Enable believes the agency must provide an immediate and fair way to resolve any type of disagreement which might occur between employees that prevents fulfilling the mission of Enable. Each employee of Enable, Enable management and Enable administration must be dedicated to resolution of any grievance to the fullest extent. This includes specifically to job assignments, performance and evaluations, and anything related to the Enable workplace and its environment.

A grievance is a complaint or disagreement with another employee(s), a supervisor or manager in which an employee believes he or she has been wronged within the employment purview of Enable.

Every employee has the right to have his or her grievance heard, be responded to quickly and obtain a resolution of an issue. It is the responsibility of Enable to remind employees of their rights, as well as assist them in understanding the process when an issue becomes a grievance. All employees must first try to work out any complaint, concern or disagreement immediately at the lowest level in the chain of command before beginning the grievance process.

If a conflict or concern is not resolved, or the employee is not satisfied with the outcome after initial efforts to resolve the matter, then the employee should address the issue in writing to the Executive Director. If the conflict or concern is directly between the employee and Executive Director, then the employee should bring the matter in writing to the President of the Board of Directors. The Executive Director (or President of the Board of Directors as appropriate) will then meet with employee to try to resolve the issue. The Executive Director will follow up in writing within seven days of this meeting. If the employee is not satisfied with the response, he or she may request a follow-on meeting to appeal.

Enable's grievance policy and procedures do not represent legal opinions since factual situations will determine individual outcomes.

COMPLIANCE AND REPORTING UNETHICAL BEHAVIOR

All employees are expected to comply with Enable's Workplace & Employee Conduct Policy; failure to do so will result in disciplinary action being taken, which in the case of serious breaches could lead to dismissal.

Enable must be made aware of failure to adhere to the above standards. The details of any concern should be reported honestly, accurately and without malice. We will respect the wishes of staff raising concerns if they ask for confidentiality, but Enable may need to act to protect its employees, clients and business. In the first instance, any concerns should be raised with the Executive Director or any other senior person within Enable with whom the employee feels comfortable. They will either act on the information or pass it to the relevant person who can deal with it.

If the matter is not dealt with in a manner the employee feels is appropriate, or it is not possible to discuss the matter with the Executive Director for any reason, the matter should be reported to the Board President.

An employee should be satisfied that, in making a disclosure, they are acting in good faith and genuinely believe that the information and allegations are substantially true. Enable will respect the wishes of employees raising concerns if they ask for confidentiality, but Enable may need to act to protect its employee, clients and volunteers. Appropriate steps will be taken to ensure that the working environment and/or working relationship are not prejudiced as a result of the disclosure.

Enable may also take advantage of the full range of disciplinary sanctions against any employee who acts or attempts to act in a way prejudicial to an employee as a result of them making a qualifying disclosure, which may ultimately result in reporting their actions to the appropriate regulatory/enforcing body.

Enable reserves the right to treat malicious or false allegations under the appropriate disciplinary procedure.

PROGRESSIVE DISCIPLINE POLICY

Enable follows a policy of progressive discipline. For most disciplinary violations, the following measures will be used in discipline of employees:

1. **First offense** - a verbal warning.
2. **Second offense** - a written warning.
3. **Third offense** - a written notice up to termination.

However, depending on the nature and severity of the offense, management has the discretion to skip over steps in the policy and institute more severe consequences, up to and including termination of employment, even in the case of a first infraction.

ENABLE EMPLOYEE REFERENCES

The Enable Executive Director will respond to reference requests/inquiries for both current or past Enable employees. Enable will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Should there be any additional requests or specific enquiries, responses will be provided by the Executive Director.

EMPLOYEE RESIGNATIONS AND OUT-PROCESSING

Notification. An employee deciding to leave Enable, the intention to resign should be provided in writing to the Executive Director at least two weeks in advance of the intended departure date.

As noted previously, all employees are employed at-will and nothing in Enable policies, procedures or the employee handbook changes that status.

WORKSPACE CLEARANCE. All Enable property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc. must be returned at separation. Employees also must return all of Enable's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay Enable (through payroll deduction, if lawful) for any lost or damaged Enable property.

FINAL PAY. Regular employees will be paid for all unused, accrued PLT, as long they provide two weeks' notice of resignation or are terminated without cause. Employees who leave before completing the probationary period are not entitled to any pay for unused PLT.

Employees who are dismissed for cause, as determined by the executive director, will not receive any pay for accrued , or unused leave.

EXIT INTERVIEW. Employees who resign may be requested to participate in an exit interview with the Executive Director, if possible. The exit interview provides Enable Madison County an opportunity to refine and improve compensation plans, work environments and procedures.

ELIGIBILITY FOR REHIRE.

As a general rule Enable will not rehire former employees who:

- Were dismissed by Enable

- Resigned without giving two weeks' notice
- Had below average performance evaluations or were dismissed for performance issues
- Had poor attendance
- Violated any Enable policy or procedures

BENEFIT OPTIONS AT TERMINATION. An employee terminating employment with Enable Madison County, voluntarily or not, is entitled to the conversion of medical and/or dental insurance to individual or family coverage through COBRA, if the employee qualifies for COBRA benefits.

SECTION 6 COMMUNICATION

COMMUNICATION AND COMPUTER SYSTEMS

The Agency's communication and computer systems, including communication and computer systems utilized on client sites, are intended for business purposes and may be used only during working time; however limited personal usage is permitted during break time only and if it does not hinder performance of job duties or violate any other Enable policy. This includes voice mail, e-mail and Internet systems.

Users have no legitimate expectation of privacy in regard to their use of the systems.

Unauthorized and prohibited uses include but not limited to:

1. Knowingly or intentionally creating, publishing, transmitting and/or exchanging messages that are inappropriate, offensive, harassing, obscene, or threatening;
2. Creating or distributing e-mail containing defamatory, false, inaccurate, abusive, threatening, racially or sexually offensive or otherwise biased, discriminatory or illegal material;
3. Requesting, viewing, or distributing obscene, pornographic, profane or other sexually oriented materials or graphics;
4. Unauthorized exchanging Enable proprietary information or trade secrets or any other privileged, confidential or sensitive information;
5. Otherwise violating Enable policies or procedures.

Enable may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when Enable deems it appropriate to do so. The reasons for which Enable may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Enable operations continue appropriately during an employee's absence.

Further, Enable may review Internet usage to ensure that such use with Enable property, or communications sent via the Internet with Enable property, are appropriate. The reasons for which Enable may review employees' use of the Internet with Enable property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Enable operations continue appropriately during an employee's absence.

Enable may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

Enable's policies prohibiting harassment, in their entirety, apply to the use of Enable's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since Enable's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations. Further, since Enable's communication and computer systems are intended for business use, no personal passwords, pass codes, or pin numbers are authorized. The Executive Director will communicate the approved passwords, pass codes, or pin numbers for use.

Enable expressly prohibits employees to install, add, copy, delete, distribute, or disclose any software, programs, applications, or hardware on Enable computer/communication property. Any technology improvements or requests will be submitted in writing to the Executive Director and present to the computer committee and Personnel Board for evaluation. Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization. In general, access to any computer software or database is restricted to authorized users. An authorized user is someone, who in the sole opinion of Enable's Executive Director, requires access in order to support business activities. In utilizing any of the software or databases, you may not use an unauthorized access code or password, access files that you have no right to access, or disseminate confidential information that is derived from electronic or other sources, including stored communications. All passwords must be kept strictly confidential. You will be held accountable for work performed with your user name, ID, or password. You may not use a password that is unknown to Enable (and you must provide such passwords to management if requested), nor may you share your password with any individual or entity not employed by Enable. Violators of this policy may be subject to disciplinary action, up to and including termination of employment.

INTERNET USE AND SOCIAL MEDIA

Use of social media by employee is not allowed on company property or during work hours. It is deemed to interfere with the employee's work, can be used to harass co-workers or customers, creates a hostile work environment, or harms the goodwill and reputation of Enable among its customers or the community.

As used in this policy "social media" refers to blogs, forums and social networking.

Enable does not permit the use or access of any social networking sites other than those used specifically for the marketing of Enable's business. Employees may not use Enable equipment or facilities for the non-work-related activities or access to/posting on social media without express permission. Social media activities should not interfere with assigned Enable duties at work. Enable monitors its facilities to ensure compliance with this restriction. Any workplace access/use of social media without the express knowledge and approval of one's superior will result in disciplinary action, up to and including immediate dismissal.

Employees may not use Enable time, systems/property to access or participate in any social media without the express knowledge and approval of their superior. In the event that the employee is granted permission to access/use social media in the workplace, all confidential information of Enable will be kept secure and not included in any postings/comments. Neither will the employee post/comment any sensitive information of Enable, its employees or any of its customers.

Unless given written consent, an employee may not use Enable's logo or trademarks on one's own posts. Do not link to Enable's website or post Enable material on a social media site without

written permission obtained from the Board of Directors and Executive Director.

Employees may not make statements in effort to or resulting in disparagement of Enable, any of its employees, officers, products, customers, or any other information as it relates to Enable that could be construed to be damaging to Enable.

If employee's posts on social media mention Enable, its products or services, employees, customers, and/or competitors, it must be clear that the views posted are the employee's alone and do not represent the views of Enable.

Employees are responsible for what is written or presented on social media. Employees may be susceptible to legal action by other employees, competitors, customers, and any individual that views one's social media posts as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment. Comply with copyright laws, and cite or reference sources accurately. All Enable policies that reasonably regulate off-duty conduct apply to social media activity including but limited to, policies related to illegal harassment, code of conduct, non-competition, and protecting confidential and/or proprietary information.

Violators of this policy may be subject to disciplinary action, up to and including termination of employment.

CELL PHONES AND OTHER COMMUNICATION DEVICES

It is the policy of Enable to provide a safe and productive work environment for all employees. Portable media players such as an iPod (or earphones) are not allowed at any time in the workplace.

Enable property: Employees are to use Enable owned cell phones for Enable work performed only. Enable has telephones that can be used on breaks, lunches and in cases of an emergency. Disruptions during working time can lead to errors and delays. Therefore, personal telephone calls should be kept to a minimum, and only be made or received after working time, or during lunch or break time.

Texting: Enable has a zero tolerance policy regarding using a cell phone while driving. For the safety of the employees and others, it is imperative that drivers on Enable business and/or in Enable vehicles should only use their cell-phone: while their vehicle is stopped and in neutral, or in park and in a safe location; if they have a properly installed hands-free kit; if an employee must contact emergency services; or if a GPS device is used while driving. Should the employee choose to use the cell phone in any capacity while driving, the employee assumes all risk associated with such action. Enable shall not have any liability for such action, as it is in violation of Enable policy, not authorized, and consequently is outside the scope of duties for the employee. Any damages that result from violation of the safety policies shall be the sole responsibility of the employee and the employee agrees to indemnify and hold harmless Enable for all such damages.

PUBLIC RELATIONS

No employee other than the designated spokesperson may speak or release information on behalf of Enable. Employees must maintain a clear difference between his/her individual viewpoint and that of Enable (whether written or oral). Employees may not use Enable letterhead for correspondence involving "personal matters". Employees giving public addresses or writing articles for publication involving Enable must receive advance permission from the Board of Directors or Executive Director prior to delivery or publication. Any employee who violates this

policy will be subject to disciplinary action up to and including termination.

SOLICITATION AND DISTRIBUTION

To prevent interfering with and disrupting the work of employees, and to provide the most efficient services to the public, the following rules must be followed:

- No employee during his or her working time may distribute written personal or non-Enable related material in any area of the organization.
- No employee may solicit another employee in any area of the organization during his or her working time or during the other employee's working time.
- No employee, regardless of whether he or she is on working time, may distribute written personal or non-Enable related material at any time or solicit another employee at any time in working areas.
- "Working time" includes all time during which an employee is assigned to or engaged in the performance of job duties, but does not include scheduled breaks or meal periods during which time the employee is not assigned to or expected to perform any job duties.
- No employee may post items of a personal nature on bulletin boards that are designated for the exclusive use of the organization.
- Non-employees are not permitted to solicit employees or distribute written personal or non-Enable related material on organization property at any time.

CAMERA PHONES/RECORDING DEVICES

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, Executive Director must authorize the use of cameras, phone, or any personal technology in regards to performing work for Enable.

The use of tape recorders, Dictaphones and/or other types of voice recording devices anywhere on Enable property, including to record conversations or activities of other employees or management, or while performing work for Enable, is also strictly prohibited, unless the device was provided to the employee by Enable and is used solely for legitimate business purposes.

SECTION 7 COMPENSATION AND ACCOUNTING PROCEDURES

TIMEKEEPING PROCEDURES

It is extremely important for employees to have accurate tracking of time worked. Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge. Each employee is responsible to maintain a record of his or her time at work. The documents must be submitted in ink. One employee cannot complete the time sheet for another employee. When the employee completes the hiring process, he/she will be given the time keeping procedures for this agency.

TIMESHEETS

Timesheets are processed every two weeks. You must turn in your timesheet on the first Friday following the end of the pay period. In January, the Director of Operations will provide employees with an annual schedule indicating the pay period ending and pay dates for the entire year. You can normally expect to receive your paycheck on Friday, unless that day falls on a holiday. If that day is a holiday, you will receive your paycheck on the last workday preceding the holiday.

You must record the appropriate service hours on the timesheet. Your full name must be written out in space that indicates Name field – no nicknames. The employee's job title should also be filled in the appropriate field on the timesheet.

- *Service.* If you have worked on a service during the week, you must complete the hours in the service section.
- *Leave.* Leave should be approved in advance, except in those cases where prior approval is not feasible (sick leave, for example). See the Leave Requests Policy in this handbook for leave request procedures.
- *Signature.* You and the Executive Director must sign the timesheet.

Falsification of your timesheet may result in disciplinary action, up to and including termination. For more detailed instructions on how and when to fill out timesheets, please speak to the Executive Director.

COMPENSATION

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and on-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations.

Unless otherwise agreed in writing, employees will be paid on a bi-weekly basis every other Friday. Live checks and direct deposit are subject to industry processing times. However, if available, Direct Deposit is mandatory. Authorization forms are available from the Executive Director.

Each employee's initial salary is established on the basis of the complexity and responsibility of the position he or she fills. Salaries are intended to reward employees adequately, based on responsibilities, performance and merit.

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than \$684 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$684 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any work week in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing, and able to work, deductions may not be made for time when work is not available.

Merit Raises

Merit increases will be based on performance and the financial posture of the Agency. Merit includes accomplishment, ability, attitude, effort, loyalty and value to the Agency. Time in a position or seniority alone is not a sufficient reason to justify salary increases.

Annual bonuses or holiday bonuses for employees are regulated by the Board of Directors.

Salary Review

Salaries are reviewed at least once each year by the Executive Director and the Governance Committee, normally during the month of June, to assure that wage levels are comparable to other agencies in the area and to further assure that each employee is being compensated accordingly with his/her responsibilities and performance.

Recommended changes will be submitted to the Finance Committee in June for inclusion in the budget for the following fiscal year.

The Agency's fiscal year (July 1st – June 30th) shall be used in personnel matters, such as annual performance reviews, raises, and personal leave carry over.

Salary Deductions

The employee's payroll stub itemizes deductions made from the gross earnings. By law, Enable is required to make deductions for Social Security, federal income tax and any other appropriate

taxes applicable based on the state, county, or city of work. These required deductions also may include any court-ordered garnishments. The payroll stub will also differentiate between regular pay received and overtime pay received. In addition, an employee may authorize voluntary deductions to make desired or required contributions to any employee benefit plan sponsored by Enable and for which the employee is eligible. Other deductions may be made from the paychecks of employees as provided or required by applicable law and as agreed to by an employee.

Deductions from the salary or pay of exempt employees in violation of either applicable law or Enable policy are prohibited. If an improper deduction is inadvertently made from the salary of an exempt employee, that employee should report the improper deduction to management. If management determines that the deduction was improper, then the amount of the improper deduction will be reimbursed to the employee. To ensure that every employee is paid properly and that no improper deductions are made, the employee must review all pay stubs promptly to identify and report all errors.

OVERTIME FOR NONEXEMPT EMPLOYEES

In accordance with the provisions of the Fair Labor Standards Act, nonexempt employees will be paid at one-and-one half times their normal hourly rate for hours worked in excess of 40 hours in any week. The Executive Director must approve all overtime prior to working overtime. Failure to receive authorization before working overtime will result in disciplinary action, up to and including termination. Exempt employees are not entitled to overtime wages.

No member of management is authorized to require an overtime-eligible employee to work without recording the time and being paid, and no employee is permitted to volunteer or otherwise agree to do so. An employee who believes that he/she is being required to perform work "off the clock" should immediately report the matter to the Executive Director or the chair of the Governance Committee so appropriate action may be taken. Individuals may not be retaliated against for making good faith reports of suspected violations of this policy.

SALARY ADVANCES AND LOANS

Salary advances and loans are against Agency policy.

PAYDAYS AND PAYMENTS

All Enable employees are paid biweekly on every other Friday (26 paydays per year), subject to certain withholding taxes and other required deductions. Each pay period begins on the previous Saturday.

Employee compensation and/or reimbursement payments are made via direct deposit. A voucher for the direct deposit will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day other than a workday, such as a weekend or holiday, employees will receive payment on the last day of work before the regularly scheduled payday.

EXPENSE REIMBURSEMENT

All employees who are required to purchase items (such as supplies) must obtain pre-approval to spend funds on behalf of the Agency. Employees are to submit the necessary reimbursement form to the Executive Director for signature. The request must include the original receipt(s).

MILEAGE REIMBURSEMENT

The Agency also provides reimbursement for travel and mileage expenses when working on approved Agency programs. Contact the Executive Director for the latest rate and to seek pre-approval of travel and related mileage expenses.

EXPENSE ADVANCEMENTS

Expense advancements are not allowed by this agency. All expenses must be pre-approved and follow the reimbursement and check request policy.

CHECK REQUESTS

The check request is used to request payment for vendors or for reimbursement of staff and volunteers. Any outstanding expense that needs to be paid or reimbursed should be turned in with the appropriate signatures as soon as possible.

Attach an original invoice as documentation of the amount payable.

Provide as much information as possible when explaining the purpose of the check. Do not forget to indicate if the Financial Manager should hold, mail, or give the check to the vendor, employee, or volunteer.

The check request must be signed by the employee requesting and be approved by the Executive Director. To charge an expense to more than one entity the Executive Director must authorize the amount of their respective amounts. Similarly, to allocate an expense to more than one account, specify the amount to be charged to each account.

CONFIDENTIAL REPORT OF FINANCIAL IMPROPRIETIES

Any member of the staff, member of the Board of Directors, or volunteers affiliated with the organization with information about known or suspected financial improprieties or misuse of the organization's resources or other ethical problems is encouraged to report their concerns to the Treasurer who will then ask the Executive Director of the organization to investigate. In the event that the allegations involve the Executive Director, the Treasurer with the assistance of the Board President will investigate. The sources of reports about financial improprieties and misuse of Enable's resources will be held in confidence unless the individual who reports the situation agrees to the reveal his/her identity or the report leads to legal actions and a court order is issued for information regarding the case.

DOCUMENT RETENTION AND DESTRUCTION POLICY

The purpose of this policy is to provide a system for complying with document retention laws, ensure that Enable Madison County retains valuable documents, saves money, time and space, protects Enable against allegations of selective document destruction, and provides for routine destruction of non- business, superfluous, and outdated documents.

The Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding Enable has a legal duty to retain relevant documents which it knows or should have known are relevant to any legal action. Accordingly, all

document destruction is automatically suspended when a lawsuit, claim, or government investigation is pending, threatened or reasonably foreseeable. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Enable and its employees and possible disciplinary action against responsible individual up to and including termination of employment.

From time to time the Executive Director may issue a notice, known as a "Legal Hold," suspending the destruction of records due to pending, threatened or otherwise reasonably foreseeable litigation, audits, government investigations or similar proceedings. No records specified in any Legal Hold may be destroyed, even if the scheduled destruction date has passed, until the Legal Hold is withdrawn in writing by the Executive Director.

This policy provides for the systematic review, retention and destruction of documents received or created by the Enable Madison County in connection with the transaction of Enable Madison County business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Enable Madison County's operations by promoting efficiency and freeing up valuable storage space.

Document Retention Schedule

Enable Madison County follows the document retention schedule found in the attachments. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

Enable Madison County's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Enable Madison County operating in an emergency will be duplicated or backed up at least every week and maintained off site.

Document Destruction

Enable Madison County's director of operation is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Enable Madison County and its employees and possible disciplinary action against responsible individuals. The chief financial officer and finance committee chair will periodically review these procedures with legal counsel or Enable's certified public accountant to ensure that they are in compliance with new or revised regulations.

Document Retention Policy

All business records shall be retained for a period no longer than necessary for the proper conduct and functioning of Organization. "Records" refers to all business records of Enable Madison County including written, printed, and recorded materials, as well as electronic records (i.e., emails and documents saved electronically). All business records shall be retained for the period of time noted in the Document Retention Schedule found in the attachments.

SECTION 8 BUILDING PROCEDURES

EMERGENCY PROCEDURE

The building is equipped with manual pull stations to activate a fire alarm. The building fire alarm system is linked to the fire department. In the event of a fire alarm, do not assume it is a false alarm or a test; the alarm system is tested only during nonbusiness hours. As good preparation for fire emergencies, you should acquaint yourself with the emergency exits to be used in case an evacuation is necessary.

In a fire emergency, go to the nearest exit stairwell – not the elevator – and walk down to street level. Find a safe place to stand. Fire engines will pull up in front of the building shortly after the alarm sounds.

WORK ASSIGNMENTS AND ASSIGNED WORKSPACE

All employees will be assigned basic areas of work as soon after in-processing as possible and will be encouraged to handle their job assignments as independently as possible.

All employees, however, are expected to perform work other than their primary assignments when required and to help their co-workers when necessary. The Executive Director will also designate work assignments and monitor the flow of work to determine that priorities and deadlines are being accommodated. How decisions are made regarding office operation will be explained to employees during in-processing.

SECURITY PROCEDURES

Enable Madison County leases office space from the United Way of Madison County. Building and office keys are provided to each staff member through the Executive Director. All keys and security codes are acquired through the United Way office contact, the Chief Financial Officer. Enable staff and volunteers must follow all building policies set forth by United Way of Madison County. The following procedures should be followed unless updated policies have been provided to the building:

- The United Way building is armed from 9pm – 7am. No Enable staff should be in the building during this time, except under special circumstances;
- No Enable employee should give out the entrance code to any volunteer, family member or friend;
- Enable staff will meet clients at the front door to deliver items or at the back door for large deliveries;
- During severe weather, Enable staff shall immediately report to the first floor United Way Conference Room.

BUILDING ETIQUETTE

Building Property Issues: Reporting a problem with the building property i.e. doors, elevators, plumbing, heating, or air, etc. should be made to Doug Rossetti, the Chief Financial Officer for United Way of Madison County at 256- 536-0745. In case of a fire or robbery, call 911 immediately. In case of an emergency (the alarm is going off; the building is on fire; a robbery, etc.) outside of normal business hours contact the United Way CFO on his personal phone lines, 256/772-2976, home; 256/759-4032, cell/text. Personal phone numbers are confidential and not to be shared.

Break Room: Enable has shared use with the other upstairs tenants of the breakroom facilities upstairs, including the sink, garbage, table and chairs, and coffee maker. Enable has sole use of our refrigerator and freezer. Staff can use the refrigerator to store personal food and drink.

PERSONAL PROPERTY INSPECTIONS

Enable reserves the right to require employees while on Enable property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Enable or client property, and work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to Enable or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

RADIOS AT WORK

Use of radios, airpods, headphones, or any other technology is not permitted for employees unless needed for emergency updates regarding weather or other imminent conditions. Weather radio is located in the break room to notify staff of severe weather.

PERSONAL VISITS

For safety and security reasons, employees are discouraged from having personal guests visit or accompany them anywhere in Enable facilities other than the reception area of United Way of Madison County or the Enable office reception area if the guest has been given passage upstairs.

SECTION 9 CODE OF ETHICS

FOR BUSINESS OPERATIONS

The successful business operation and reputation of Enable is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of Enable is dependent upon our grantees', clients' and donors' trust and we are dedicated to preserving that trust. Employees, board members, and volunteers owe a duty to act in a way that will merit the continued trust and confidence of the public.

Enable will comply with all applicable laws and regulations and expects its directors, board members, volunteers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct as further outlined in the Conflicts of Disclosure and Confidentiality Policies.

In general, the use of good judgment, based on ethical principles, will guide employees, board members, and volunteers with respect to lines of acceptable conduct. Enable Madison County follows the Standards of Excellence Institute's Ethics and Accountability Code for the Nonprofit Sector. The Standards for Excellence Institute aims to raise the level of accountability, transparency, and effectiveness of all nonprofit organizations to foster excellence and inspire trust. The Standards for Excellence code provides a framework and step-by-step guidelines to achieve a well-managed and responsibly governed organization. Enable Madison County has adopted the Standards principles and implemented the code in order to meet the highest ethical standards for effective service in the public interest.

If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Executive Director for advice and consultation. The Guiding Principles, provided by the Standards for Excellence Code, should be followed to encourage an effective, ethical, and accountable organization:

I. **MISSION, STRATEGY AND EVALUATION**

Enable Madison County was founded for the public good and operates to deliver our mission and purpose through our Aging in Place program and services. Our services should effectively and efficiently work toward achieving that mission. Enable Madison County has an obligation to ensure program effectiveness and to devote the necessary resources to achieve our purpose and mission.

II. **LEADERSHIP: BOARD, STAFF AND VOLUNTEERS**

Enable Madison County depends upon the effective leadership to successfully meet our mission. Effective leadership is considered a partnership between the board and management, each playing an essential role. There should be an understanding and open communication regarding the shared and complex elements of leadership for the success of our organization and to deliver our mission.

Board members are in a position of trust to ensure that resources are used to carry out Enable's mission. Enable Madison County's Board of Directors consists of volunteers

who are committed to our mission and who demonstrate an understanding of the purpose and vision of our organization. The board of directors assesses our mission, establishes management policies and procedures, assures adequate human and financial resources are available, and actively monitors Enable's allocation of resources to effectively and efficiently fulfill our mission.

Our executive leadership carries out the day-to-day operations of the organization, ensures financial and organizational sustainability, and provides adequate information to our board of directors. Enable has policies in place that addresses both the paid employees and our volunteers fairly, with clear expectations, and provides an effective performance evaluation.

III. LEGAL COMPLIANCE AND ETHICS

Enable Madison County values the public's trust, and therefore complies with a diverse array of legal and regulatory requirements. Enable regularly reviews regulatory and fiduciary concerns. Our leadership and management have a fundamental responsibility to ensure Enable is governed and is operating in an ethical and legal manner. By fostering exemplary conduct, our organization can effectively develop internal and external trust as well as preventing misconduct. It is our intent to go beyond legal requirements and

embrace the highest ethical practices in order to maintain the honor of the public's trust in Enable Madison County. Our board, staff, and volunteers must act in the best interest of our organization, rather than working to further their own personal interest or that of a third party. Enable's conflict of interest policy addresses the actions expected of our board, staff, and volunteers. This policy is in place to prevent actual, potential, or perceived conflicts of interest. In this way, ethics and compliance reinforce each other.

IV. FINANCE AND OPERATIONS

Enable Madison County has a sound financial and operational system in place to ensure accurate records are kept. Our financial and non-financial resources are used in furtherance of tax-exempt purposes.

Periodically our processes and systems are reviewed for transparency of our financial and operational reporting, and safeguards to protect the integrity of our reporting systems.

V. RESOURCE DEVELOPMENT

The board and staff of Enable Madison County share the responsibility for resource development. Enable depends on various sources of financial support. Our resource development program is based on a foundation of truthfulness and responsible stewardship. Our fundraising and resource development policies align with our mission, are compatible with its organizational capacity, and respect the interests of donors, prospective donors, and others providing resources to our organization.

VI. PUBLIC AWARENESS, ENGAGEMENT, AND ADVOCACY

Enable Madison County utilizes various media platforms to represent the issues and needs of the individuals we serve through sharing informational and educational materials to the general public. Our board, staff, volunteers, and stakeholders are

encouraged to share and communicate the information with their community connections. As such, Enable strives to communicate in an effective manner to educate, inform, and engage the public to further our mission and purpose.

Compliance with this ethics policy related to business in dealing with clients, vendors or other associated suppliers is the responsibility of each Enable employee, board member, and volunteer. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment or removal from his or her board or volunteer position.