

**Policy 215**  
**Arbitration**

Employees have the opportunity to review and sign an Arbitration Agreement, which makes arbitration the exclusive remedy for all disputes arising out of or related to the employment relationship with FAWIC. The Agreement is presented to all new employees during the onboarding process

**Policy 216**  
**Employee Suggestion Program**

As an employee of the FAWIC, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement. We welcome and encourage suggestions that will benefit the organization by solving a problem, reducing costs, improving operations or procedures, enhancing service, eliminating waste, or making the organization a better or safer place to work. Statements of problems without accompanying solutions, or comments concerning co-workers and management are not appropriate suggestions. All suggestions must be submitted to a manager and should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. This can be given to a manager anonymously in their inbox.

**Policy 217**  
**Performance Evaluations**

Employees and their Unit Managers are strongly encouraged to discuss job performance and goals on an informal, ongoing basis. Ongoing discussions with management about job duties, performance, and the work environment will likely increase employee satisfaction with the organization and their success here. To this end, employees and their managers work together to plan annual goals and projects, unit and division objectives and personal development plans.

To provide employees with the necessary feedback about job performance, employees will receive annual performance assessments. Employees may receive performance evaluations at various times due to length of service, job position, past performance, changes in job duties, or performance problems. The objectives of performance evaluations are to:

- Ensure that employees know how they are performing against established performance standards;
- Determine how the FAWIC can assist them in meeting, and exceeding, these standards;
- Give employees and their manager the opportunity to discuss specific job tasks and expectations; and
- Ensure two-way communication.

Unit Managers are accountable for providing employee development action designed to improve and enhance employee performance such as:

- Possible approaches for meeting goals;
- Recognition of employee strengths; and
- Identification and correction of performance deficiencies.

Performance evaluations are intended to be a two-way communication between employees and their manager. Staff's input will help contribute to their professional growth, and the growth and improvement of the organization. Employees are expected to:

- Ask for clarification about their job;
- Accept additional responsibilities and show initiative; and
- Ask for assistance in developing a goal-oriented path for advancement within the organization.

Prior to the formal review, the Unit Manager shall complete the evaluation and submit the completed form to their manager, the Human Resources Department, and the Executive Director for review or additional comments. Once finalized, management will meet with staff to review and discuss their evaluation. After the review, employees will be required to sign the evaluation report to acknowledge that it has been presented to them, discussed with them by their manager, and that they are aware of its contents. We encourage staff to submit comments to their evaluation. Comments should be submitted within five (5) workdays and will become part of the evaluation. However, comments submitted generally will not result in changes to the evaluation.

Positive performance evaluations do not guarantee increases in salary, promotions, or continuance of a position or employment. Salary increases and promotions are solely within the discretion of the organization, and depend upon many factors in addition to performance. Having compensation reviewed does not necessarily mean that employees will be given an increase. Based on FAWIC's budget for the year the performance is being evaluated, staff may receive a salary increase, a one-time lump sum, some combination therein, or no increase.

Performance evaluations, written and/or verbal warnings and summaries of counseling sessions are considered documentation. These documents detail the efforts made by a manager to advise an employee of his or her job performance and/or conduct, and when performance and/or conduct is unacceptable, to provide direction on how to bring the performance and/or conduct into compliance. Performance reviews may be shared between current or future Executive Director(s), Deputy Directors, appropriate Unit Managers, and the Human Resources Department. The Executive Committee will conduct the evaluation of the Executive Director.

### **Policy 218** **Corrective Action**

The organization has high performance expectations because we strongly believe that everyone benefits when we all work together and conduct ourselves in a manner that reflects the best interests of staff and the organization. FAWIC maintains high standards to drive results and help employees perform to the best of their abilities at all times.

There are specific actions that FAWIC considers performance problems. These include:

1. Unsatisfactory performance;
2. Negative behavior which results in an atmosphere of negativity or hostility;
3. Personal conflicts with staff and/or management;
4. Unacceptable or unethical conduct; or
5. Conduct that is in violation of company policy or law.



An acceptable level of performance and/or behavior should be maintained consistently. Periods of good performance or behavior will not override intermittent actions we consider unacceptable. Employees will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Notification of unacceptable conduct will be made through the most appropriate means, which may include verbal and/or written notice, counseling sessions and performance evaluations. Corrective action may include a variety of actions depending on the circumstances and severity of the particular situation.

### **Policy 219** **Reductions in Force or Reorganizing**

Under some circumstances, the organization may need to reduce or reorganize its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, we will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. Employees will be selected for lay off, job elimination, or re-classification based on a combination of factors including, but not necessarily limited to, length of service, past and current performance and productivity, business necessity, position necessity, qualifications, conduct, and attendance. Employees who are dislocated have no greater rights to re-employment or open positions during, or after the time of a lay-off, than other candidates.

### **Policy 220** **Separation From Employment**

Neither employees nor the organization have entered into a contract regarding the duration of their employment. Employees are free to terminate their employment with the FAWIC at any time, with or without reason. All organization-owned property (including written materials, computer equipment and files, manuals, cell phones, credit cards, tablets, laptops, security, parking passes, keys, and other mobile company property) must be returned upon request. Benefits will be terminated as of the last day of the month in which the separation occurred. Questions on benefit status should be directed to the Human Resources Department. Any accrued, unused vacation time and unpaid expense or mileage reimbursement with accompanying documentation, will be paid at the time of separation. If an employee is not at our main office at the time of separation to collect his/her final pay, the check will remain at our Payroll Department unless we receive written authorization to have it mailed. Personal items, including electronic files, business-related contact information and calendars, left in the workplace after the last date of employment, are subject to disposal if not claimed at the time of separation.

**Voluntary Termination:** We hope both staff and the FAWIC will mutually benefit from their continued employment; however, we realize that it may become necessary for employees to leave their job with us. If an employee is going to resign from their position, we would appreciate receiving written notification at least two (2) weeks in advance of the date that they must leave and the reason for their resignation. We request that management staff provide one (1) month notice prior to leaving. Although this notice is not required, it is requested to allow us time to find and train a replacement. Employees who fail to provide such advance notice will be considered ineligible for rehire. Employees cannot take time off after a resignation is provided, or attempt to extend the resignation notice period with accrued time off, regardless of whether the time off was approved prior to the resignation. Management has the discretion to make an exception to this in limited circumstances.

We may consider employees to have voluntarily terminated their employment if they do any of the following:

1. Resign from the FAWIC;
2. Fail to return from an approved leave-of-absence on the date we specify;
3. Fail to report to work without prior notification and approval, or failing to call in for two (2) consecutive calendar days; or
4. Leave work prior to the end of their shift without prior notification and approval from their manager.

**Involuntary Termination:** If corrective action is necessary due to poor performance or inappropriate conduct, employees will be notified of the problem. Some incidents may result in immediate dismissal. Employees may be terminated for poor performance, misconduct, negative behavior, inability to harmoniously work with other staff, excessive absences, tardiness, discriminating or harassing behavior, or other violations of company policies. Additionally, termination of employment may occur when a person is indefinitely laid-off or is involuntarily terminated for disciplinary reasons. Likewise, the FAWIC has the right to terminate or transfer an employee or eliminate their position at any time, with or without reason, at our discretion, except as otherwise provided by law. Nothing in this policy alters the at-will nature of our employment relationship.

### **Policy 221** **Exit Interviews**

When separating from employment with the FAWIC, the Human Resources Department may conduct an exit interview to discuss the reasons for leaving, any suggestions that employees may have about the organization, and to discuss benefits status. During the exit interview, exiting employees can provide insights into areas for improvement that the FAWIC can make. We hope that this constructive exchange will help us identify any areas that need further attention to provide the best possible work environment. Every attempt will be made to keep all information anonymous or confidential.

### **Policy 222** **Job Posting**

The policies and procedures for hiring FAWIC staff are designed to attract the best applicants. The Executive Director will determine how each position will be filled and the process to be used for selection. The Human Resources Department will be responsible for completing the process. The Executive Director will make the offer of employment to the selected applicant and arrange for the start date. Because we encourage promotions from within, internal staff may be given first consideration when a full-time position becomes available. While we strive to be consistent in the posting and hiring process, Human Resources Department representatives may alter the steps in this process, with concurrence of the Executive Director, due to business necessity, personnel considerations, targeted job searches, or organizational demands. This includes making hiring, promotion and demotion decisions, reassigning or expanding job duties, re-hiring FAWIC dislocated workers, or moving employees laterally without internally posting the position. As with



all personnel decisions, management may be bound by confidentiality, which would limit their ability to explain or discuss these decisions.

**Policy 223**  
**Fitness For Duty**

Employees are expected to report to work fit to perform the duties of their job in a manner that is safe, efficient and effective. Conduct that interferes with the course of business, discredits the FAWIC, creates a danger to themselves, fellow employees, or customers, or is reasonably offensive, will not be tolerated. Behaviors that constitute a reasonable suspicion that an employee may not be fit for duty include, but are not limited to:

1. Inability to perform assigned tasks;
2. Slurred speech;
3. Disorientation;
4. Inability to walk straight/staggering;
5. Threats to self or others;
6. Physical altercations;
7. Personal injury;
8. Work-related accidents or near accidents;
9. Unusual and extreme changes in emotion with no apparent cause;
10. Nonsensical or confused communication; or
11. Inability to remain awake.

When an employee appears to be unfit for duty, an evaluation will be made by at least two (2) members of the Executive Team. This evaluation, using factual work-related information, will determine whether the employee will be directed to be evaluated by a licensed professional designated and reimbursed by the organization.

A medical examination may be required of employees when the examination is job-related and consistent with business necessity. This may include circumstances when FAWIC needs to assess possible harm or conduct an independent assessment of fitness for duty.

We may also, at our sole discretion, direct the employee not to come to work until further notice. Where an employee's performance of job duties presents an unacceptable risk to the organization's interests, an investigatory suspension may be imposed. At the sole discretion of the organization, an employee may be placed on a leave of absence until the organization is notified by a licensed professional, designated and compensated by the organization, that the employee is fit to resume work. Throughout the absence, the employee may apply for a leave of absence without pay.

**Policy 224**  
**Access to Personnel Records**

Pursuant to Labor Code section 432, FAWIC will give you a copy of any document you sign relating to the obtaining or holding of employment.

Pursuant to Labor Code section 1198.5, you have the right to inspect or receive a copy of personnel records FAWIC maintains related to your performance or any grievance concerning you.

We will make personnel records available within 30 days from the receipt of your written request. We will provide you with a form you may use to make the written request.

FAWIC will not provide you with records relating to the investigation of a possible criminal offense, letters of reference or rating reports or records obtained prior to your employment, prepared by examination committee members or obtained in connection with a promotional examination. Prior to production, we may redact the names of any nonsupervisory employees. You will be responsible to pay the actual costs of reproduction.

Upon request, FAWIC will provide you with a copy of your paycheck stubs (which may be a computer-generated document) showing information such as hours worked, compensation earned and deductions. We will provide you with these records within 21 days of your written request. You will be responsible to pay the actual costs of reproduction.

**Policy 225**  
**Pay Notice**

At the time of hiring, FAWIC will provide employees with a written notice containing the following information:

- Rate or rates of pay and whether paid by the hour, shift, day, week, salary, piece, commission, or other basis, including overtime rates;
- Allowances such as meal or lodging, if any, as part of the minimum wage;
- FAWIC's regular payday;
- FAWIC's name, including any dba;
- FAWIC's physical address of the main office or principal place of business, and any mailing address;
- FAWIC's telephone number; and
- The name, address, and telephone number of FAWIC's workers' compensation insurance carrier.

**Policy 226**  
**Background Checks**

Generally, if FAWIC hires a third-party to provide an investigative consumer report of any employee or applicant, we will comply with the Federal and State Fair Credit Reporting Acts. We will obtain your prior written consent and disclose the information gathered or



received to you, and provide you with a summary of rights. Verifications of prior employment, education, job-related license or certification, social security number, or professional references may be conducted prior to an offer of employment.

FAWIC will not conduct a criminal conviction background check, or ask an applicant to disclose, orally or in writing, information concerning his/her conviction history until a conditional job offer has been made. In conducting a criminal conviction history check, the company will not consider arrests not followed by conviction, referral to or participation in a pre-trial or post-trial diversion programs, or convictions that have been sealed, dismissed, expunged or statutorily eradicated. We may ask an applicant about an arrest for which the applicant is out on bail or on his own recognizance pending trial.

If FAWIC intends to deny an applicant a position because of criminal conviction history we will make an individualized assessment as to whether the applicant's criminal conviction history has a direct and adverse relationship with specific job duties justifying the denial. We will consider the nature and gravity of the conduct, the time that has elapsed since the conduct and completion of sentence, and the nature of the job sought.

If FAWIC makes a preliminary decision that the criminal conviction history disqualifies the applicant, we will notify the applicant of the decision. The notice will contain the disqualifying convictions, a copy of the criminal conviction history report, and an explanation of the applicant's right to respond to the decision within five business days. The notice will inform the applicant that (s)he may include evidence of the accuracy of the report, evidence of rehabilitation and mitigating circumstances.

If the applicant notifies the company in writing that (s)he disputes the accuracy of the conviction history report, we will provide the applicant five additional business days to respond.

FAWIC will consider the information submitted before making a final decision. If the application is denied because of criminal conviction history, we will send a notice to the applicant regarding the final denial and the applicant's right to file a complaint with the DFEH.

Drug testing and medical examinations will only be administered after other tests or investigations are completed and a job offer has been extended. The nature of the medical examination will be disclosed to the applicant prior to testing and will be related to specific job duties.

If FAWIC conducts an investigation that includes compiling information about a person's character, general reputation, personal characteristics and mode of living but does not include matters of public record, the information compiled will remain confidential to the extent permitted by law. Public records are those records documenting an arrest, indictment, conviction, civil judgment, action, tax lien or outstanding judgment. If public records are used in the investigation, you will be given a copy of the public records.

**Policy 227**  
**One Day of Rest in Seven**

Non-exempt employees are entitled to one day's rest in seven, unless total hours in the workweek do not exceed 30 hours and the employee has not worked more than six hours in any workday. The days of rest need not come each workweek. Rather, on average an employee is entitled to one day of rest for every seven days in the calendar month. An employee can choose, however, to forgo the day of rest. Employees will be requested to confirm in writing that they know their right to rest but choose to work a seventh day.



### **Chapter 3 - STANDARD OF CONDUCT**

#### **Policy 300 Prohibited Business Conduct**

By accepting employment with us, employees have a responsibility to the FAWIC and to their fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict their rights, but rather to be certain that employees understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone. We expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below.

Occurrences of any of the following violations may result in disciplinary action or immediate dismissal without warning:

1. Falsification of timekeeping, mileage or business travel records;
2. Working under the influence of illegal drugs or being intoxicated;
3. Theft or inappropriate removal or possession of property;
4. Possession, distribution, sale, transfer, or use of illegal drugs in the workplace, while on duty, or while operating company-owned vehicles or equipment;
5. Possession, distribution, sale, transfer, or use of alcohol in the workplace, (except at authorized company functions) while on duty, or while operating company-owned vehicles or equipment;
6. Fighting or threatening violence in the workplace;
7. Boisterous or disruptive activity in the workplace;
8. Negligence or improper conduct leading to damage of company, Board, or government-owned property;
9. Insubordination or other disrespectful conduct, including improper conduct toward a manager or refusal to perform duties appropriately assigned by a manager;
10. Failure to observe safety or health rules;
11. Smoking in non-smoking areas;
12. Sexual or any other unlawful or unwelcome harassment of any employee or visitor;
13. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
14. Excessive absenteeism or tardiness, or any absence without notice;
15. Unauthorized absence from their job during the workday;
16. Indicating employees are attending offsite meetings while actually engaged in personal business;
17. Unauthorized use of the FAWIC's name, equipment, time, materials, or facilities;

18. Originating, spreading and taking part in malicious gossip or rumors about employees of the company or those of any agency with which we may have a formal contract or Memorandum of Understanding;
19. Unauthorized disclosure of confidential information, including Personally Identifiable Information (PII);
20. Violation of personnel policies; or
21. Unsatisfactory job performance or conduct.

This list is not exhaustive. Rather, we ask that employees keep in mind at all times the need to conduct themselves with reasonable and proper regard for the welfare and rights of all our employees and for the best interests of the organization. This statement of prohibited conduct does not alter the FAWIC's policy of at-will employment. Either an employee or the organization remains free to terminate the employment relationship at any time, with or without reason or advance notice.

### **Policy 301** **Drug and Alcohol Abuse**

The FAWIC remains committed to a safe and healthy work environment. We are concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's work performance, efficiency, safety and health. The use or possession of these substances on the job (including meals and rest periods) constitutes a potential danger to the welfare and safety of other employees, and exposes us to the risks of property loss or damage, or injury to others. The enactment of Proposition 64 in California permitting the recreational use of marijuana does not in any way alter our policies prohibiting drug and alcohol abuse.

The following are strictly prohibited by the organization:

1. Possession of an open alcoholic beverage container, or being inebriated while on the job;
2. Driving an organization vehicle while under the influence of alcohol;
3. Distribution, sale, or purchase of an illegal or controlled substance while on the job; or
4. Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job.

In order to enforce this policy, we reserve the right to conduct searches of organization property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. In the event of an on-the-job accident, witness of use, and/or reasonable suspicion of use, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment. Employees are subject to reasonable suspicion testing when there is reasonable cause to believe that the use of drugs or alcohol likely contributed to a safety incident, and testing can accurately identify the impairment caused by drug or alcohol use.



The use of prescription drugs and/or over-the-counter drugs also may affect their job performance and seriously impair their effectiveness. Any employee who is using prescription or over-the-counter drugs that may impair his/her ability to safely perform the job, or affect the safety or well-being of others, must notify his/her Unit Manager of such use immediately before starting or resuming work.

An employee's conviction on a charge of illegal sale or possession of any controlled substance, while off organization property, will not be tolerated because such conduct, even though off-duty, reflects adversely on us. In addition, we must keep people who sell or possess controlled substances off the FAWIC's premises in order to keep the controlled substances themselves off the premises. Violation of the above rules and standards of conduct will not be tolerated. We also may bring the matter to the attention of appropriate law enforcement authorities.

Many staff attend social functions during normal office hours. While we do not prohibit the consumption of alcohol at these functions, inebriation is not only unprofessional, but also unacceptable. Additionally, we strongly encourage employees to use their best judgment when consuming alcohol at functions where they gather with their co-workers, even if not sponsored by the organization, since alcohol can often impair our ability to act professionally and make good decisions.

### **Policy 302** **Drug or Alcohol Rehabilitation**

The FAWIC will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose an undue hardship on the organization. We will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. Reasonable accommodation would include, among other actions, time off with or without pay, and adjustment of working hours. Employees may apply accrued, unused sick time in lieu of unpaid time off for these purposes. If no accrued sick time is available, the time off will be considered unpaid.

Employees desiring such assistance should request a treatment or rehabilitation leave from their manager. We are not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the organization obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person is unable to perform his or her job duties, or cannot perform his or her job duties in a manner that would not endanger the health or safety of the employee, as a result of current chemical dependency.

### **Policy 303** **Punctuality and Attendance**

Regular attendance during all scheduled work hours, reporting to work on a timely basis and working through the end of their regularly scheduled workday is expected. Any unexcused tardiness or absence causes problems for their team, external parties, and their manager. Lateness is disruptive, costly and not fair to the organization or other employees. Regular attendance and punctuality is considered an "essential function" of each employee's job and is a condition of employment. While we rely on their best judgment, the following should serve as

examples of attendance violations that may warrant disciplinary action, up to and including termination of employment:

- Continuing patterns of unplanned sick absences or unplanned early departure on days conjoined to weekends, holidays, and planned days off;
- More than two (2) unexcused tardies in a rolling four (4)-week period; or
- Three (3) or more sick occurrences, regardless of the duration of the time off, in a rolling two (2)-month period, unless the occurrence is related to a pre-approved statutory leave of absence.

Emergency or extraordinary circumstances concerning an absence or tardiness will be considered, and the organization reserves the right to make an exception to this policy if, in its sole discretion, an exception is warranted. Repeated car failures, bad traffic, lack of planning for foreseeable medical care of kin, or oversleeping do not constitute emergencies or extraordinary circumstances.

If an employee will be absent from work or tardy due to unforeseen reasons, they must contact their Unit Manager prior to the scheduled starting time. If unable to reach the Unit Manager, employees are expected to advise their Deputy Director or any available manager of the absence. Texting and voice mail messages are not acceptable forms of communicating an absence or tardy incident; employees must speak personally to either their manager or the Deputy Director. Failure to do so may result in the absence being considered unexcused. Do not have a relative or friend call in to report the absence, unless are unable to personally call due to a medical or other emergency.

If employees will unexpectedly be absent for a period of more than three (3) hours, their supervisor may request they take the day as vacation. In all cases of absence or tardiness, employees are expected to provide their manager with an honest reason or explanation. Absent extenuating circumstances, employees must call in on every, and any, day they are scheduled to work and will not report to work, and inform their manager of the expected duration of absence.

If an employee fails to report for work without any notification to their manager for two (2) successive workdays, we will consider that they have abandoned their employment, and have resigned their position.

### **Policy 304**

#### **Customer and Public Relations**

Our success depends upon the quality of the relationships between the FAWIC, our employees, our contractors, the FRWIB, and our partners. The impression that others have of the organization, and their interest and willingness to work cooperatively with us, are formed by how we interrelate to them. The opinions and attitudes that the Board, external customers, and the general public have towards us may be affected for a long period of time by the actions of one employee. When we take someone for granted, we run the risk of determinately influencing our relationship with them, now and in the future. In a sense, regardless of their position, we are FAWIC ambassadors. The more goodwill we promote, the more we will be respected and our services appreciated.



## **Policy 305** **Dress Policy**

We are keenly aware of the professional culture within which we work, and that we interact frequently with the public. FAWIC considers the presentation of its image to employees, customers and the public to be an important factor in our success. As such, the company requires all employees to dress in good taste and observe good habits of grooming and personal hygiene. Clothing should be neat, clean, not create undue distractions, and be consistent with safety guidelines. Hair must be trimmed and neat and should be of a conservative color that is naturally occurring. Employees may wear their hair in a way that is historically associated with race including braids, locks, and twists. Beards and mustaches may be worn if they are kept neat and well-trimmed. Make-up, hair, jewelry and other accessories should be appropriate for our business and not follow excessive fads, such as multiple body piercings or visible tattoos. Dress code requirements may vary based on job function, level of customer contact, safety issues and other business considerations. When appropriate, such as religion, FAWIC will make reasonable accommodations in its dress/grooming standards. If an employee is uncertain as to the appropriateness of a specific clothing item, accessory or style of dress, they should consult their supervisor.

While we rely on each of our employees to demonstrate professionalism and good judgment in matters of dress in the workplace, the following general guidelines will serve to standardize our expectations.

**Business Dress:** Professional business attire is generally expected of all employees. Business dress should include slacks, pantsuits, dresses and skirts of appropriate length, dress shirts, socks/stockings and ties. Employees working in the Facilities and IT Services Departments are permitted to dress in Business Casual due to the physical nature of their tasks. Generally, casual pants or khakis and a collared shirt are acceptable. Jeans are permitted when working on projects that require excessive physical labor.

**Business Casual:** To reward employees for their hard work throughout the week, we offer business casual dress on Fridays to all employees. Dress should still be appropriate for the office environment and acceptable for visitors or impromptu meetings. Jeans may be worn, with the provision that they are clean, have no holes and are in good repair. Shirts or sweaters should not contain graphics or language that is questionable.

**At All Times:** It is *not* appropriate to wear shorts, tops that do not cover the midriff or stomach, “see through” or revealing clothing, beach wear, baseball caps, flip-flops/thongs or any shoe that does not provide a reasonable amount of coverage, sweatshirts, sweatpants or jogging suits, leggings in place of skirts or pants, provocative or revealing attire, or any other articles of clothing that would be considered inappropriate for the workplace. Employees are expected to wear clothing that does not interfere with the normal functions of their position or endanger them, such as loose, torn, or fringed materials, unsafe footwear, etc.

In addition to the standards described above, common sense, mutual respect, and a commitment to act in the best interests of the organization and other employees are the guiding principles to be followed when making individual choices on the issue. Personal appearance should be a matter of concern for each employee. If their manager feels their attire and/or grooming is out of place, they may be asked to leave the workplace until they are properly attired and/or groomed. This time

away generally will not be considered paid time. Employees who violate dress code standards will be subject to appropriate disciplinary action.

### **Policy 306** **Confidentiality**

Employees are responsible for safeguarding confidential information obtained during employment. Additionally, our customers and employees entrust the FAWIC with important information relating to them. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, we earn the respect and further trust of our external customers. It is an employee's responsibility not to reveal or divulge, in any way, any such information unless it is necessary for them to do so in the performance of their duties. Employment with us assumes an obligation to maintain confidentiality, even after staff leaves our employ. Such confidential information includes, but is not limited to, the following examples:

- Customer lists
- FRWDB confidential information
- Public relations strategies
- Pending projects and proposals
- Co-worker's personal information (home address, phone number, etc.)
- Compensation data
- Financial and budget information
- Customer Personally Identifiable Information (PII)

In some instances employees may inadvertently obtain or receive confidential information, whether through receiving an email, finding a confidential document or having access to computer system files. Even if confidential information or documents are mistakenly intercepted or received, this does not preclude their responsibilities to safeguard its content. Safeguarding includes making sure that the information or document reaches the intended recipient. If an employee is questioned by someone outside the organization or their unit, and they are concerned about the appropriateness of giving out certain information, they are not required to answer. Instead, as politely as possible, refer the request to management.

### **Policy 307** **Conflict of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. A "conflict of interest" generally means a situation where the organization's interests and an employee's interests may differ. A potential conflict of interest may exist when the employee is presented with a decision or arrangement from which the employee could personally benefit, and the question arises whether the employee's interest could influence the decision. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the FAWIC's business dealings. Employees must take care to avoid not only actual impropriety, but also the appearance of impropriety. Potential conflicts of interest include, but are not limited to:



**Conflicting Outside Business Activities:** Employees must obtain the approval of their Deputy Director or Executive Director prior to engaging in outside employment that may constitute a conflict of interest. This includes the creation of a home based business.

**Romantic Relationships:** Personal or romantic involvement with an external customer or Board Member, which impairs an employee's ability to exercise good judgment on behalf of the organization, may create an actual or potential conflict of interest. We recognize that employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes, misunderstandings or potential sexual harassment claims, managers are not permitted to date or engage in sexual relationships with employees that are in their chain of command. All employees should consider the potential conflicts of interest or problems that may arise from a consensual romantic relationship at work. FAWIC will take appropriate action if such a relationship begins to adversely affect the work environment.

**Off-Duty Conduct:** While the organization does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the organization's legitimate business interests. Employees are expected to conduct their personal affairs in a manner that does not adversely affect the organization's or their own integrity, reputation or credibility. Illegal or inappropriate off-duty conduct on the part of an employee that adversely affects the organization's legitimate business interests will not be tolerated.

**Nepotism:** Persons hired, who are related to the FAWIC staff, will not work for the relative in a subordinate capacity, or within the manager's line of authority. A relative, for the purpose of this Personnel Manual, includes a spouse, domestic partner, child, parent, sibling, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, cousin, niece, nephew, stepparent, or stepchild.

**Acceptance of Gifts:** Employees are prohibited from accepting direct gifts valued at more than \$50.00, money, or gratuities from persons receiving benefits or services, performing services under contract, or who otherwise are in a position to benefit from the employee's action. This includes gifts indicated as 'in-kind' from a vendor, prospective vendor or similar entity.

### **Policy 308**

#### **Media Conduct and Release of Company Information**

No employee may release information on behalf of the FAWIC, or call a press conference, without the permission of the Executive Director or his/her designee. All inquiries by the press to employees must be referred to the Executive Director or his/her designee. In most circumstances, the designee for media interactions will be the Marketing and Communications Manager.

### **Policy 309**

#### **Political Activities**

Political activities are subject to the provisions of the Hatch Act. Under the Hatch Act, an employee may not use his/her official authority or influence for the purpose of interfering with, or affecting the result of, a partisan election or nomination for partisan office or directly or indirectly coerce, attempt to coerce, command, or advise a federal, state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for partisan

political purpose. Any employee who violates these provisions may be subject to disciplinary action up to and including termination of employment, and to criminal penalties, where applicable.