

## **ABOUT THIS HANDBOOK / DISCLAIMER**

We prepared this handbook to assist you in finding the answers to many questions that you may have regarding your employment with The Veterans Research Foundation of Pittsburgh (“VRFP” or “Company”). Please take the necessary time to read it.

We do not expect this handbook to answer all of your questions. Your Supervisor and the VRFP Administration also will be a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. The Company adheres to the policy of employment at will, which permits the Company or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Since VRFP is located within the VA Pittsburgh Healthcare System (VAPHS), VRFP employees will be required to follow the VA policies in many areas, especially in issues related to security, safety and the treatment of veterans.

Employment at-will may only be altered **IN AN INDIVIDUAL CASE OR GENERALLY** in writing signed by the President or Executive Director of the Company.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate company documents. These company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes all prior handbooks.

# Table of Contents

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ABOUT THIS HANDBOOK / DISCLAIMER .....	1
Section 1 - Governing Principles of Employment .....	5
1-1. Welcome Statement .....	5
1-2. Equal Employment Opportunity .....	5
1-3. Non-Harassment .....	6
1-4. Sexual Harassment .....	7
1-5. Workplace Violence .....	7
Prohibited Conduct .....	8
Procedures for Reporting a Threat .....	8
Section 2 - Operational Policies .....	9
2-1. Employee Classifications .....	9
2-3. Your Employment Records .....	10
2-4. Anniversary Date .....	10
2-5. Working Hours and Schedule .....	11
2-6. Timekeeping Procedures .....	11
2-7. Overtime .....	11
2-8. Safe Harbor Policy for Exempt Employees .....	12
2-9. Your Paycheck .....	13
2-10. Performance Reviews .....	14
2-12. Record Retention .....	14
2-13. Position Descriptions .....	15
Section 3 - Benefits .....	16
3-1. Benefits Overview .....	16
3-2. Holidays .....	17
3-3. Paid Time off (PTO) .....	18
3-4. Parking .....	19
3-5. Lactation Breaks .....	19
3-6. Insurance Programs .....	19

3-7. Workers' Compensation.....	20
3-8. Jury Duty Leave.....	20
3-9. Bereavement Leave .....	20
3-10. Long-Term Disability .....	21
3-11. Statutory Short-Term Disability .....	21
3-12. Employee Assistance Program .....	21
3-13. Retirement Plan .....	22
Section 4 - Leaves of Absence.....	22
4-1. Personal Leave.....	22
4-3. Military Leave .....	23
Section 5 - General Standards of Conduct.....	24
5-1. Workplace Conduct .....	24
5-2. Punctuality and Attendance .....	25
5-3. Use of Communication and Computer Systems.....	26
5-5. Company-Provided Property .....	27
5-7. Smoking.....	29
5-8. Personal Visits and Telephone Calls .....	29
5-9. Solicitation and Distribution.....	29
5-10. Bulletin Boards .....	29
5-11. Confidential Company Information.....	30
5-12. Conflict of Interest and Business Ethics.....	30
5-13. Use of Facilities, Equipment and Property, Including Intellectual Property.....	30
5-14. Health and Safety.....	31
5-15. Hiring Relatives/Employee Relationships.....	31
5-16. Employee Dress and Personal Appearance .....	32
5-17. Publicity/Statements to the Media.....	32
5-18. Business Expense Reimbursement .....	32
5-19. References .....	33
5-20. If You Must Leave Us .....	33
General Handbook Acknowledgment.....	34
Receipt of Sexual Harassment Policy .....	35

Receipt of Non-Harassment Policy..... 36

## **Section 1 - Governing Principles of Employment**

### **1-1. Welcome Statement**

For those of you who are commencing employment with The Veterans Research Foundation of Pittsburgh ("VRFP" or the "Company"), on behalf of VRFP Administration, let me extend a warm and sincere welcome. We hope you will enjoy your work here. We are glad to have you with us!

For those of you who have been with us, thank you for your past and continued service.

I extend to you my personal best wishes for your success and happiness here at VRFP. We understand that it is our employees who provide the services that our veterans rely upon, and who will grow and enable us to create new opportunities in the years to come.

Sincerely,

*Alanna Caffas, Executive Director*

### **1-2. Equal Employment Opportunity**

The Company is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will make reasonable accommodations to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let your Supervisor know.

The Company will make reasonable accommodations to the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to the Executive Director.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Supervisor. Note: If your Supervisor is the person toward whom the concern is directed, you should contact the Executive Director or President. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

### **1-3. Non-Harassment**

It is The Company's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact VRFP Administration. Note: If your Supervisor or a member of VRFP Administration is the person toward whom the complaint is directed, you should contact the Executive Director or President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-4. Sexual Harassment

It is The Company's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Note that there is a wide range of what could be considered inappropriate behavior under this policy even though such behavior may not be considered illegal. For this reason, a violation of this policy may lead to disciplinary action whether or not it violates the law.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact VRFP Administration Note: If your Supervisor or a member of Administration is the person toward whom the complaint is directed, you should contact the Executive Director or President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-5. Workplace Violence

The Company is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations. Experts in the mental health profession state that prior to engaging in acts of violence, troubled

individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.



## Section 2 - Operational Policies

### 2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 30 hours per week.

**Part-Time Regular Employees** - Employees who regularly work fewer than 30 hours per week

**Part Time Employees** - Employees who regularly work less than 20 hours per week. Part Time Employees are not eligible for Company benefits, but are eligible to receive statutory benefits.

**Temporary (Full or Part Time) Students/Employees** - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and/or who are temporarily scheduled to work the company's full-time schedule for a limited duration. of 6 months or less. Employment beyond any initially stated period does not in any way imply a change in employment status. During that period of time, the employee is not eligible for any benefits that the Company offers unless stated elsewhere in plan documents. If employment is continued beyond 6 months, PTO shall begin to accrue for full-time employees and part time regular employees. Health insurance eligibility shall be activated on the first business day after the end of the 6 month period.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same bi-weekly salary regardless of hours worked. You will be informed of your classifications upon hire and informed of any subsequent changes to your classifications.

### 2-2. Training

All VRFP employees must complete all required VA trainings. The number of required trainings to be completed by each employee is dependent upon your position and responsibilities and determined by your supervisor. Additional trainings may be added or removed at the discretion of your supervisor. Non-completion of these trainings and submission of completed certificates will result in a written reprimand and continued non-compliance can be cause for immediate termination or suspension from your position. The trainings listed below will be required to initiate your employment.

<b>Required Training All Employees</b>	<b>Frequency</b>	<b>TMS ID #</b>
Privacy and HIPPA Focused Training	Annual	10203
VA Privacy and Information Security Awareness and Rules of Behavior	Annual	10176
Conflict of Interest (COI) Training for VA Nonprofits	One time at hire and annually for key employees	19395
Mandatory Internal Control Training	One time at hire for key employees	15155

### **2-3. Your Employment Records**

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file.

Please keep your personnel file up to date by informing VRF Administration of any changes. Also, please inform us of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

### **2-4. Anniversary Date**

The first day you report to work will be recorded as your anniversary date.

Your anniversary date may be used in determining certain employee benefits, such as time-off. Employees will not lose credit for service with the Company provided their last day of service was within 30 days of again becoming an active employee.

## **2-5. Working Hours and Schedule**

The work hours for Exempt staff is determined by time needed to fulfill their specific job responsibilities rather than by schedules or shifts.

Non-Exempt:

Non-Exempt employees will ordinarily work eight hours Monday through Friday with the exact scheduled hours and days to be determined by each supervisor.

An employee is expected to report to work at his/her established starting time. If the employee is, absent or unavoidably detained, he/she should notify his/her supervisor as soon as you are aware of the delay or absence. Not only is prompt notification a matter of courtesy, it also permits the supervisor to make any necessary adjustments to work assignments in a timely manner.

To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

## **2-6. Timekeeping Procedures**

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason., Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

It is your responsibility to complete your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

## **2-7. Overtime**

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Hours credited for PTO, bereavement and holiday pay do not count as hours in calculating overtime.

Employees may work overtime only with prior supervisor authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

## **2-8. Safe Harbor Policy for Exempt Employees**

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay.
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence on a day because your employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work (subject to any offsets as set forth above).
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to your accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your Supervisor. If the Supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Executive Director or any other Supervisor in the Company with whom you feel comfortable.

## **2-9. Your Paycheck**

You will be paid bi- weekly for all the time you have worked during the past pay period.

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

Your payroll stub itemizes deductions made from your gross earnings. By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of VRFP Administration immediately so the Company can resolve the matter quickly and amicably.

Your paycheck will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check for you. The Company strongly encourages employees to use direct deposit. Authorization forms are available from the VRFP Administration.

Employees can also access pay information on [www.MyADPResource.com](http://www.MyADPResource.com) or by contacting the Employee Service Center at 800-416-6131 or [ESC.Resource@adp.com](mailto:ESC.Resource@adp.com).

## **2-10. Performance Reviews**

The Company will review your performance annually. However, please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Company encourages you and your Supervisor to discuss your job performance on a frequent and ongoing basis.

## **2-11. Personal Identify Verification (PIV) Card**

You may be issued a PIV card upon hire. It must be worn where it can be seen at all times when you are working on VA premises. You will be required to follow all VA policies and procedures regarding the use of the PIV card.

## **2-12. Record Retention**

The Company acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact VRFP Administration to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

VRFP maintains a formal document retention policy and procedure. Your immediate supervisor will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Research records must be maintained according to the VA Record Control Schedule. Never destroy or delete any work product until the retention periods specified by the VRFP's policy have been satisfied. Failure to comply with the VRFP document retention policy and procedure may result in discipline up to and including discharge.

## **2-13. Position Descriptions**

Each employee will be given a copy of their position description upon hire and will be asked to sign this document. The description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see your supervisor.

## **2-14. Re-Hires**

Former employees who left VRFP in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted and the applicant must meet all minimum qualifications and requirements of the position. Supervisors must obtain approval from the Executive Director prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits. An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

## **2-15. Background and Reference Checks**

VRFP employees will be required to have and maintain a valid Without Compensation (WOC) appointment from the VA, prior to receiving compensation from the Foundation, as per the directive of Title 38, of the VHA Handbook. This arrangement provides coverage under the Federal Tort Claims Act. It also subjects the employees of VRFP to the VA rules and regulations. This process involves an extensive background check. Background checks may include verification of any information on the applicant's resume or application form and calls to references.

All offers of employment are contingent on receipt of a background check report that is acceptable to VRFP. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead VRFP to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

VRFP also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

## **Section 3 - Benefits**

### **3-1. Benefits Overview**

In addition to good working conditions and competitive pay, it is The Company's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs The Company provides for you and your family. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from VRFP Administration. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (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.

Employees whose standard schedule is at least 30 hours per week are eligible for all company benefits. Coverage begins the first of the month following 30 calendar days of employment (i.e. Hire date is Jan 15<sup>th</sup>; your coverage date will be March 1<sup>st</sup>).

Further, The Company (including the officers and administrators who are responsible for administering the plans) 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 the Company 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.



If you have any questions regarding your benefits, please contact VRFP Administration.

### **3-2. Holidays**

VRFP observes all ten (10) federal holidays. PTO cannot be used to pay an employee on designated holidays which are:

New Year's Day  
Presidents Day  
Martin Luther King Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

Full time employees are eligible to receive full holiday pay.

Part-time regular employees who are scheduled to work on an observed holiday will be compensated at a pro-rated number of hours (i.e. 20 hours per week equals 4 holiday hours paid by VRFP). Full time, non-exempt employees will receive 8 hours of Holiday pay. Should your tour of duty normally exceed 8 hours on the holiday you have the option to work the difference during the week of the holiday, or use PTO hours to supplement a normal tour of duty (i.e. 10 hour daily tour you would receive 8 hours holiday and 2 hours PTO). Employees may also elect to take the time as unpaid.

When a designated holiday falls on a Saturday, it will be observed on the preceding Friday; when the holiday falls on a Sunday, it will be observed on the following Monday.

Students, Part-time and temporary employees are not eligible for holiday pay.

Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

### 3-3. Paid Time off (PTO)

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your PTO. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Full-time employees are eligible to accrue PTO. Part-time regular employees will earn the equivalent amount of leave in a pro-rated fashion. Part-time, temporary or student employees are not eligible for PTO.

Employees will begin to accrue PTO at hire, however they will not be able to use this time until they have completed their 90 day introductory period. PTO accrues at the rates specified below:

- 1-3 full calendar years of employment- 6 hours per pay period.
- After 3 full calendar years of employment- 8 hours per pay period
- After 10 full calendar years of employment- 10 hours per pay period.

Employees who have been employed by the Foundation prior to January 1, 2017 are entitled to a grandfathered rate of PTO as follows:

- 1-3 full calendar years of employment = 6.77 hours per pay period
- After 3 full calendar years of employment = 8.31 hours per pay period
- After 10 full calendar years of employment = 9.85 hours per pay period

If you wish to use five (5) or more full days of PTO consecutively, you must submit a request at least two (2) weeks in advance of your requested time off. Similar notice should be provided for planned time off of shorter duration and should be made via the ADP EZ Labor Portal. Every effort will be made to grant your request, consistent with our operating schedule. However, if too many people request the same period of time off, the Company reserves the right to choose who may take time off during that period. Individuals with the longest length of service generally will be given preference.

If you will be out of work due to illness or due any other emergency for which notice could not be provided, you must call in and notify your Supervisor as early as possible, but at least by the start of your workday. If you call in sick for three (3) or more consecutive days, you may be required to provide your Supervisor with a doctor's note on the day you return to work.

Full time Employees are permitted to borrow up to 40 hours of PTO. Part Time Regular employees are permitted to borrow up to 20 hours, however, if the employee leaves the Company with a negative PTO balance the dollar amount will be taken from the employee's final paycheck.

Accrued, unused PTO is paid out upon separation, unless otherwise required by law. A max of 40 hours will be paid out at separation. Supervisors must provide 4 weeks' notice and non-management employees must provide 2 weeks to be paid out for earned PTO.

Full time Employees may carry over up to 40 hours of unused PTO from one calendar year to the next. Part time regular employees may carry over up to 20 hours of unused PTO from one calendar year to the next.

Employees should contact their immediate Supervisor or VRFP Administration for details on PTO accrual and use.

### **3-4. Parking**

All VRFP employees should be aware of Medical Center parking policies as detailed in the Dept. of Veterans Affairs VA Medical Center Memorandum "Parking and Traffic Control".

### **3-5. Lactation Breaks**

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The Company will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law. Please consult VRFP Administration if you have questions regarding this policy.

Please advise VRFP Administration if you need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### **3-6. Insurance Programs**

Eligible employees may participate in the Company's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits. Employees may enroll on the first of the

month following thirty days of employment or during the annual open enrollment period. Eligibility may be defined by state law and/or by the insurance contract.

To assist you with the cost of this insurance, VRFP may pay a portion of the premium. You will be responsible for paying the balance through payroll deduction.

Upon enrolling in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to VRFP Administration if you have any further questions.

### **3-7. Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow Company procedures may affect your ability to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### **3-8. Jury Duty Leave**

The Company 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. You are expected, however, to provide the Company with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty. 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 the Company.

### **3-9. Bereavement Leave**

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time employee and you lose a member of your immediate family, you will be allowed paid time off of up to three (3) days to assist in attending to your obligations and commitments. For the purposes of this policy, a member of your immediate family includes a spouse, domestic partner, child, child of domestic partner, parent, parent in law, parent of

domestic partner, sibling, grandparent or grandchild or any other relation required by applicable law.

Full-time employees are eligible for one paid day to attend the funeral of aunts, uncles, nieces and nephews.

The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. You must inform your Supervisor prior to commencing bereavement leave. In administering this policy, the Company may require verification of death.

### **3-10. Long-Term Disability**

All employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the Company and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### **3-11. Statutory Short-Term Disability**

All employees are eligible to participate in the Short-Term Disability plan, subject to all terms and conditions of the agreement between the Company and the insurance carrier. This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### **3-12. Employee Assistance Program**

The Company provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at (888) 231-7015.

### **3-13. Retirement Plan**

Eligible employees are able to participate in the Company's retirement plan. Plan participants may make pre-tax contributions to a retirement account. VRFP's contribution, if any is determined on an annual basis.

Upon becoming eligible to participate in this plan, you will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the HR Manager if you have any further questions.

## **Section 4 - Leaves of Absence**

### **4-1. Personal Leave**

The Company, under certain circumstances, may grant you a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records. Normally, a leave of absence will be granted for a period of up to four (4) weeks. However a personal leave may be extended if, prior to the end of your leave, if you submit a written request for an extension to management and the request is granted. During your unpaid leave, you will not earn PTO. We will continue your health insurance coverage during your leave for a period not to exceed 12 weeks. You must submit your share of the monthly premium payments to the Company in a timely manner, subject to the terms of the plan documents. You must utilize your PTO bank before your unpaid leave can begin.

When you anticipate your return to work, please notify management of your expected return date. This notification should be made at least one week before the end of your leave.

Upon completion of your personal leave of absence, the Company will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

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

### **4-2. Disability Leave**

Full-time employees and part-time regular employees are eligible for an unpaid disability leave after completing their introductory period. Disability leave due to non-occupational illness, injury or pregnancy related disability is not to exceed 12 weeks. Employees are required to use their accrued PTO as an income replacement while on disability leave. No additional benefits will continue to accrue while an employee is out on disability leave. Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period stated above may be

required as a reasonable accommodation in accordance with the Americans with Disabilities Act or due to state law or other requirements. Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. The Foundation will not seek genetic information in connection with requests for disability leave. All medical information received by the Foundation in connection with a request for leave under this policy will be treated as confidential. To the extent allowed by the insurance contract and applicable laws, we will continue to provide medical insurance, dental insurance and vision care insurance coverage for employees on authorized disability leave for the full length of the 12 week disability leave. During this time you will be responsible for paying your portion of the monthly premium(s). When the above period expires, you may continue your medical insurance, dental insurance and vision care insurance coverage by making arrangements with the Administrative Office to pay the entire monthly premium in advance each month. When you are able to return to work, give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of our own choosing prior to your resumption of duties, as allowed by state law.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with any other leave where permitted by state and federal law.

### **4-3. Military Leave**

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave.

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

## **Section 5 - General Standards of Conduct**

### **5-1. Workplace Conduct**

The Company 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.

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 the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing The Company property or a co-worker's property, and/or disclosure of confidential business information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Fighting, threatening or disrupting the work of others or other violations of The Company's Workplace Violence Policy.
6. Failure to follow lawful instructions of a Supervisor.
7. Failure to perform assigned job duties.
8. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
9. Gambling on Company property.
10. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
11. Wasting work materials.
12. Performing work of a personal nature during working time.
13. Violation of the Solicitation and Distribution Policy.



14. Violation of The Company's Harassment or Equal Employment Opportunity Policies.

15. Violation of the Communication and Computer Systems Policy.

16. Unsatisfactory job performance.

17. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises), or while representing the Company, reporting to work or remaining on duty after using drugs or alcohol in any amount that adversely affects the employee's ability to perform the functions of the job. Please refer to your Company's specific policy (if any) for additional information.

18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and The Company reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company 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, The Company 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.

## **5-2. Punctuality and Attendance**

You were hired to perform an important function within VRFP. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your Supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge. We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with the Company.

### 5-3. Use of Communication and Computer Systems

The Company's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Company systems.

The Company 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 the Company deems it appropriate to do so. The reasons for which the Company 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 Company operations continue appropriately during an employee's absence.

Further, The Company may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company 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 Company operations continue appropriately during an employee's absence.

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

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company'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.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

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.

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

## 5-4. Use of Social Media

VRFP respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect VRFP interests and ensure employees focus on their job duties, employees must adhere to the following rules: Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Company equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Company policies apply equally to employee social media usage. Employees should review their Employee Handbook for further guidance.

The Company encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

## 5-5. Company-Provided Property

Company-provided property including laptops should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own property for business purposes. These employees should work with the IT department to configure their device for business use. Communications sent via a personal device also may be subject to monitoring if sent through the Company's networks and the device must be provided for inspection and review upon request.

All conversations, and e-mails must be professional. When sending a message or using a personal device for business purposes, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued device to send or receive personal messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal device for business resigns or is terminated, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal device for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal device or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

## **5-6. Inspections**

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

## **5-7. Smoking**

VRFP is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas. Smoking includes the use of e-cigarettes. Violations of this policy may result in disciplinary action, up to and including discharge.

## **5-8. Personal Visits and Telephone Calls**

If you are expecting a visitor, please notify your immediate supervisor. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

## **5-9. Solicitation and Distribution**

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for The Company. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

## **5-10. Bulletin Boards**

Important notices and items of general interest are continually posted on our bulletin board. Make it a practice to review it frequently. This will assist you in keeping up with what is current at The Company. To avoid confusion, please do not post or remove any material from the bulletin board.

## **5-11. Confidential Company Information**

During the course of work, an employee may become aware of confidential information about The Company's business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers. An employee also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential.. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees will be required to sign an agreement reiterating these obligations.

## **5-12. Conflict of Interest and Business Ethics**

It is The Company's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. Employees are required to take Conflict of Interest training within 90 days of hire and will be required to sign a COI disclosure. Key employees with company decision making authority will be required to take annual training per VRFP's Conflict of Interest Policy.

## **5-13. Use of Facilities, Equipment and Property, Including Intellectual Property**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

## **5-14. Health and Safety**

The health and safety of employees and others on Company property are of critical concern to The Company. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

## **5-15. Hiring Relatives/Employee Relationships**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, The Company may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases such as personal relationships where a conflict or the potential for conflict arises, even if there is no Supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For 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.

### **5-16. Employee Dress and Personal Appearance**

Dress code is primarily based on the individual employee's job description. Overall, employees are expected to maintain a neat, clean, well-groomed appearance. It is requested that employees demonstrate the good taste necessary to maintain the appropriate business image. An employee may be sent home if, in the supervisor's judgment, his/her dress or appearance is deemed inappropriate. Please refer to Dept. of Veterans Affairs VA Medical Center Memorandum "Dress Code, Personal Appearance and Hygiene".

### **5-17. Publicity/Statements to the Media**

All media inquiries regarding the position of the Company as to any issues must be referred to the Executive Director or President. Only the Executive Director or President is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by the President are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the Executive Director or President.

### **5-18. Business Expense Reimbursement**

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be pre- approved by your Supervisor and VRFP Administration , and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to VRFP Administration along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact Administration in advance if you have any questions about whether an expense will be reimbursed.



## 5-19. References

The Company will respond to reference requests through VRFP Administration. The Company 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. Please refer all requests for references to VRFP Administration.

**Only VRFP Administration may provide references.**

## 5-20. If You Must Leave Us

Employees leave a position for a number of reasons. VRFP seeks to retain good employees, but understands that situations change. Employees are asked to provide as much written notice to VRFP as possible of their intention to resign. The original resignation letter is to be forwarded to the Human Resource designee a minimum of two weeks in advance of the resignation date. VRFP has the right to pay the employee for two weeks, rather than having the employee work out his/her notice period.

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

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with The Veterans Research Foundation of Pittsburgh. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because VRFP's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

**I have received and read a copy of the Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of VRFP at any time.**

**I further understand that my employment is terminable at will, either by myself or VRFP, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except IN AN INDIVIDUAL CASE OR GENERALLY in a writing signed by the Executive Director or President of the Company.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.**

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

## Receipt of Sexual Harassment Policy

It is The Company's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Note that there is a wide range of what could be considered inappropriate behavior under this policy even though such behavior may not be considered illegal. For this reason, a violation of this policy may lead to disciplinary action whether or not it violates the law.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the HR Manager. Note: If your Supervisor or the HR Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand The Company's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

## Receipt of Non-Harassment Policy

It is The Company's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the HR Manager. Note: If your Supervisor or the HR Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand The Company's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.