

# Glenmary Home Missioners Handbook

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## **FOREWORD**

The Glenmary Home Missioners (Glenmary) believe that it is important to keep you fully informed about its policies, procedures, practices and benefits and what you can expect from the organization and the obligations you assume as an employee. These practices are designed to provide consistent and equal treatment of employees. We urge you to become familiar with them and if you have any questions on any matter pertaining to your employment, please contact your supervisor or the person responsible for Human Resources.

This Employee Handbook (“Handbook”) is intended to provide employees of Glenmary with basic information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.

An “At-Will” relationship has been created in your employment with Glenmary where both you and the employer may end the employment relationship with or without reason, cause or notice. This means that you have the right to leave at any time for any reason or for no reason at all and we have the right at any time to separate you from employment for any reason that does not violate any wrongful discharge laws.

The human resource policies and practices statements, which are included in this Handbook, reflect a great deal of care and concern for the people who make it possible for Glenmary to exist – its employees. These policies may change with time or they may need to be clarified, amended, supplemented or revoked. Glenmary maintains the responsibility and the right to make these changes at any time and will advise you when this happens. The President of Glenmary has authority to establish other policies, procedures, rules and benefits, which are deemed necessary to implement management decisions.

The descriptions of various fringe benefits such as group insurance are summaries only. Should the description in this Handbook differ with formal agreements or documents involved, the formal and complete plans are to be considered correct. As noted above, human resource policies and practices are subject to change.

Please consult with your supervisor or the person responsible for Human Resources if you have questions related to any of the information supplied in this Handbook. This Handbook replaces any of the same previously issued.

## **CHANGES TO THIS HANDBOOK**

This Handbook describes important information about Glenmary. You, as an employee are responsible for reading the Handbook, familiarizing yourself with its contents and adhering to all of the policies and procedures of Glenmary, whether set forth in this Handbook or elsewhere. You may consult the person responsible for Human Resources regarding any questions you may have about such policies or procedures.

Since the information, policies and benefits described herein are subject to change, revisions to the Handbook may occur. All such changes will be communicated through official notices, and revised information may supersede, modify or eliminate existing policies.

This Handbook is neither a contract of employment nor a legal document except for the creation of a contractual at-will employment relationship that does have a basis in law. After making the Handbook available, it is your responsibility to read and comply with the policies and any revisions made to it.

## **BENEFITS**

### **Continuation of Health Plan Coverage (COBRA):**

Under the Consolidated Omnibus Budget Reconciliation Act, better known as COBRA, an employee who terminates employment with Glenmary or has a reduction in hours (that brings them below the minimum requirement for health insurance) and who has participated in Glenmary's group health plan is entitled to continue participating in the group health plan for a prescribed period of time, usually 18 months.

If a former employee chooses to continue group benefits under COBRA, s/he must pay the total applicable premium plus the possibility of administrative fees as allowed by law. Coverage will cease if the former employee fails to make the premium payments as scheduled, becomes covered by another group plan or becomes eligible for Medicare.

Employees must notify the person responsible for Human Resources within 30 days of any qualifying event that would trigger COBRA eligibility for a spouse or dependent such as divorce or change in status of a dependent child.

Additional information on how employment separation will affect benefits, including information on COBRA health coverage, is available from the person responsible for Human Resources.

If an employee elects not to participate in the group health plan at Glenmary, the employee will not be entitled to COBRA continuation.

### **Educational Assistance:**

Glenmary supports on-going educational enrichment for regular employees who work a minimum of 30 hours or more per week on a continuous basis.

For specific courses the following applies:

- Courses must be job related and be approved in advance by one's supervisor and/or department head and the Treasurer/Chief Administrator.

- No more than 3 courses per fiscal year may be taken.
- Each course may not exceed 3 credit hours in length or a total of not more than 9 credit hours per fiscal year.
- Reimbursement will be made upon presentation of proof of successful completion of the course with a grade of “C” or higher (if applicable).
- The maximum amount of reimbursement (including books and supplies) will be up to \$100 per hour per course and will not exceed a total of 9 hours per fiscal year.

### **Eligibility for Benefits:**

An employee’s eligibility to participate in benefit programs is determined by the following classifications:

- Regular, full-time employees who are regularly scheduled to work 37.5 hours or more per week are eligible for all organizational benefits subject to the terms and conditions by the company providing the benefit.
- Depending on the hours worked per week, regular part-time employees (who are regularly scheduled to work less than 37.5 hours per week) are eligible for a modified variety of benefits subject to the terms and conditions by the company providing the benefit.
- Temporary or Seasonal full-time or part-time employees are not eligible for benefits.

Glenmary pays a significant portion of the costs of available benefits for employees. They include but are not limited to:

**Medical/Dental Insurance** – Any employee who works a regular schedule of 30 hours or more per week is eligible subject to the terms and conditions by the company providing the benefit.

**Life Insurance** – Any employee who works a regular schedule of 30 hours or more per week is eligible subject to the terms and conditions by the company providing the benefit.

**Long Term Disability** – Any employee who works a regular schedule of 30 hours or more per week is eligible subject to the terms and conditions by the company providing the benefit.

**Post-Retirement Health Care** – An employee who retires and meets the requirements is eligible for a monthly post-retirement health care benefit beginning at age 65.

**Retirement Plan** – A defined contribution (401 k profit sharing) plan. Employees are eligible for plan participation after one year of continuous service and who worked a minimum of 1000 hours in the previous calendar year.

**Educational Assistance** – Any employee who works a regular schedule of 30 hours or more per week is eligible for limited financial assistance to take job related courses approved in advance by his/her immediate supervisor and the Treasurer/Chief Administrator.

**Spiritual and Human Development** – Any employee who works a regular schedule of 30 hours or more per week with 1 year of continuous employment is eligible for limited financial assistance to participate in programs of religious or spiritual development, general improvement and physical fitness.

Contact the person responsible for Human Resources for more information or questions about any of the benefits stated above.

### **Employment Eligibility Documents:**

Glenmary, as an equal opportunity employer, is committed to employing persons legally entitled to work in the United States without regard to citizenship, ethnic background or place of national origin.

Federal regulations require Glenmary comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 form and provide proof of their identity and ability to work in this country. The person responsible for Human Resources is responsible for obtaining the completed I-9 form and verifying the eligibility of new employees to work in the United States. Employees will be expected to complete the I-9 form during their first 3 days of work. If a new employee is unable to provide the necessary documentation within this 3 working days period from the date of hire, s/he must provide proof that s/he has applied for the required documents. If this proof is not provided, the new employee will be terminated.

Any employee hired younger than 18 but older than 16 years of age will need to provide a birth certificate and any certification required by state or federal law.

### **Injury/Illness on the Job:**

Any employee reporting an on-the-job injury or illness will receive immediate and appropriate medical treatment. All applicable Federal, State and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times.

It is the responsibility of an employee to report immediately to their supervisor all on-the-job injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. Accident/Incident Report Forms are provided for this purpose and may be obtained from any supervisor or the person responsible for Human Resources. These reports should be sent to the company managing Glenmary's workers' compensation program by the person responsible for Human Resources. Failure to report an injury or illness as required by Glenmary policy could result in loss of compensation benefits and possibly lead to disciplinary action, up to and including termination.

When an employee sustains an injury or illness that requires outside medical treatment, or is involved in a mobile equipment accident that results in significant damage, s/he may be subject to completing a screening for the presence of drugs and/or alcohol in his/her system. Any employee who refuses screening for the presence of drugs and/or alcohol will be subject to immediate termination.

In the event the injury is of the nature that requires outside medical treatment, employees will be paid for the hours they were scheduled to work. If subsequent medical visits are necessary, employees should schedule those during non-work hours if possible.

For employees not working in the state of Ohio the procedures are similar except a commercial insurance company may cover that state (and not a managed care company as in Ohio) for work related accidents/injuries and may have additional requirements. Compliance with them will be coordinated between the insurance company, the person responsible for Human Resources, the employee and his/her immediate supervisor.

### **Life Insurance:**

Glenmary provides group life insurance coverage (at no cost) for regular employees who work a minimum of 30 hours or more per week on a regular basis.

Each eligible employee is insured in the amount of \$40,000 subject to the terms and conditions of the company providing the insurance coverage.

Life insurance coverage terminates when:

- Employment terminates. Conversion from participation in the group life insurance plan to individual coverage is the responsibility of the terminating employee. S/He must apply for such coverage directly with the provider and within thirty 30 days of his/her termination. The terminating employee will be responsible for payment of 100% of the monthly premium.
- When the employee no longer works the required number of hours per week or does not meet the terms and/or conditions for the insurance coverage.
- On the first day an unpaid leave of absence begins. If the employee wants to continue coverage s/he must contact the provider directly and make such arrangements. In such instances, the employee is responsible for payment of 100% of the monthly premium. At the conclusion of the unpaid leave of absence, if the employee resumes employment with Glenmary, s/he must reapply for group life insurance benefits through the Treasurer/Chief Administrator.
- The plan terminates.

### **Long-Term Disability Insurance:**

Glenmary provides long-term disability (LTD) insurance coverage (at no cost) for regular employees who work a minimum of 30 hours or more per week on a regular basis. Each eligible employee is covered subject to the terms and conditions of the company providing the insurance coverage.

LTD coverage takes effect at the end of 90 calendar days from the onset of the disability. PTO (if available) is used for the first 3 days of a disability unless the employee is covered on the first day because it was an accident, involved emergency surgery or required immediate hospitalization (and was non-workers compensation related). In situations where the disability required the use of PTO for the first 3 workdays, salary continuance beyond the 3<sup>rd</sup> day is dependent upon the amount of EIB time (if applicable) available to the eligible employee. An employee requesting a LTD leave must provide to his/her immediate supervisor a doctor's statement that includes the reason for the leave and the anticipated date of return to work. An employee who expects to go on LTD coverage is required to apply to the insurance carrier at least 30 calendar days before the expected date benefits would begin. If approved, payment of benefits will be made directly from the current insurance carrier and are subject to their terms and conditions.

LTD Insurance terminates on the first day an unpaid leave of absence begins. The provider does not offer a continuation option for this benefit.

At the conclusion of the leave of absence, if the employee resumes employment with Glenmary s/he must reapply for long-term disability benefits through the person responsible for Human Resources.

### **Mass Attendance:**

Glenmary offers a daily Mass at Our Lady of the Fields Chapel starting at 12:05 p.m. All employees are welcome to attend these Masses. Non-exempt (hourly) employees who wish to attend Mass do not need to count Mass attendance on campus as unpaid time.

### **Medical/Dental Insurance:**

Glenmary offers group medical and/or dental insurance plans to regular employees who work 30 hours or more per week on a regular basis. Currently, coverage is also available for employee spouses and/or dependents. Coverage is subject to the terms and conditions of the company providing the plans.

For the coverages available, Glenmary currently pays 70% of the monthly group medical and/or dental insurance premiums for eligible employees regardless of their length of service.

Medical and/or dental coverage terminates on the first day an unpaid leave of absence begins. If an eligible employee wants to continue medical coverage while on an unpaid leave of absence,

s/he must do so through COBRA and is responsible for 100% of the monthly premium plus the possibility of administrative fees.

If the employee wants to continue dental coverage s/he must contact the provider directly and make such arrangements. In such instances, the employee is responsible for payment of 100% of the monthly premium.

At the conclusion of the unpaid leave of absence, if the employee resumes employment with Glenmary and so desires, s/he must reapply for group medical and/or dental insurance coverage through the person responsible for Human Resources.

### **Moving/Relocation Expense:**

Glenmary is aware that a decision to move or relocate to work for Glenmary may impact an employee's family and finances. Glenmary encourages employees (new or current) to take a personal inventory of their financial situation and determine what impact such a move will have on their family.

Given the size and mission of the organization, Glenmary is limited in what it can do regarding moving/relocation expenses. Glenmary will reimburse pre-agreed upon expenses incurred by employees who are transferred at the request or convenience of Glenmary from one geographical location to another in excess of 100 miles.

The employee (new or relocated) will be reimbursed for the cost of 1 trip, not to exceed 6 days, for the employee and his/her spouse to search for housing. The reimbursement will include such items as meals, lodging and reasonable childcare (if needed). If using a private vehicle, reimbursed transportation costs will be paid at the Glenmary allowable mileage rate so long as it does not exceed the cost of coach airfare. The total reimbursement for this trip will not exceed \$700 and will only be made upon the submittal of dated and itemized receipts. Approval of the trip to search for housing must be obtained in advance from the employee's immediate supervisor and the Treasurer/Chief Administrator.

Glenmary will reimburse the costs associated with the move of normal household goods and personal effects. The employee (new or relocated) will be reimbursed for his/her family's travel to the new residence and includes meals and lodging. The total reimbursement for this move will not exceed \$1,600. Reimbursement will only be made upon the submittal of dated and itemized receipts. Approval of the move/relocation must be obtained in advance from the employee's immediate supervisor and the Treasurer/Chief Administrator.

The employee (new or relocated) is responsible for submitting the proper documentation for reimbursement in a timely manner through the immediate supervisor, who in turn will submit them to the Treasurer/Chief Administrator.

If a new or relocated employee voluntarily terminates employment with Glenmary within 6 months after relocation s/he must reimburse Glenmary for all costs associated with his/her trip to

search for housing and/or the relocation/move. Employees will be required to read and execute such an agreement prior to approval of any trip to search for housing or move/relocation.

### **Post-Retirement Health Care Benefit:**

An employee who retires and meets the requirements below is eligible for a monthly post-retirement health care benefit\* beginning at age 65:

- If the retired employee participated in Glenmary's group health care insurance program between 10 and 15 years, Glenmary will compensate them monthly for 50% of the current post-retirement benefit amount.
- If the retired employee participated in Glenmary's group health care insurance program between 16 and 20 years, Glenmary will compensate them monthly for 75% of the current post-retirement benefit amount.
- If the retired employee participated in Glenmary's group health care insurance program 21 years or more, Glenmary will compensate them monthly for 100% of the current post-retirement benefit amount.

The retired employee is responsible for payment of 100% of the cost of any health care insurance coverage s/he selects.

An employee age 62 or older whose position was eliminated is eligible for the monthly post-retirement health care benefit at age 65 provided they meet the requirements above and are no longer covered by the Glenmary group health care insurance program (either through payroll deductions or COBRA). The former employee is responsible for payment of 100% of the cost of any health care insurance coverage s/he selects.

If an eligible employee is a participant in Glenmary's group health care insurance program and elects to discontinue that coverage at age 65 or older in order to obtain health care insurance coverage with Medicare s/he will continue to receive credit towards the post-retirement benefit for every month worked while covered by Medicare until s/he retires.

The monthly post-retirement benefit ends with payment in the month the eligible retired employee is deceased.

\* The monthly post-retirement benefit is based on an initial figure of \$100 that was approved in August of 2002. This figure is reviewed annually during the budgeting process.

### **Retirement Plan:**

Glenmary provides a retirement plan to eligible employees. The plan is a defined contribution plan (401k profit sharing).

Employees are eligible for participation in the retirement plan after 1 year of continuous service and having worked a minimum of 1000 hours in the previous calendar year.

Whenever feasible, Glenmary makes an annual contribution to the accounts of eligible employees. Eligible employees are not required to contribute in order to receive Glenmary's contribution.

Glenmary's contributions are 100% vested after 6 annual contributions to an eligible employee's account. The retirement plan does not offer matching contributions, but does allow employee contributions that are always vested at 100%.

The official legal documents that govern this plan are the Plan Document (available upon request) and the Summary Plan Document (SPD) which the Plan Administrator publishes annually and distributes to all eligible employees.

**Retreats for Pastoral Coordinators:**

Pastoral Coordinators are strongly encouraged to make an annual retreat of 4 to 8 days in length to nourish their spiritual lives.

Retreats require the approval (in advance) of the immediate supervisor and the guarantee of the parish to pay for all related costs.

**Service Recognition:**

Length of service acknowledgements are presented to employees at the annual holiday party for milestone anniversaries in 5 year increments beginning with their 5<sup>th</sup> year (e.g., 5, 10, 15, etc.). In addition, a cash award is given to the employee on his/her anniversary date.

The cash awards for length of service are as follows:

<u>Years of Service</u> <u>Full-Time</u>	<u>Gift Equivalent</u> <u>In Dollars</u>	<u>Years of Service</u> <u>Part-Time</u>	<u>Gift Equivalent</u> <u>In Dollars</u>
5	\$50	5	\$40
10	\$100	10	\$80
15	\$150	15	\$120
20	\$200	20	\$160
25*	\$300	25	\$240
30	\$400	30	\$320
35	\$500	35	\$400
40	\$600	40	\$480
45	\$700	45	\$560
50**	\$800	50	\$640

\* For the 25th anniversary, eligible employees will receive an additional cash gift of \$250.

\*\* For the 50th anniversary, eligible employees will receive an additional cash gift of \$500.

## **Spiritual and Human Development:**

Regular employees working 30 hours or more per week on a regular basis after 1 year or more of continuous employment are eligible for financial assistance to participate in programs of a religious and/or spiritual development context and/or general improvement and/or physical fitness.

Approval for financial assistance to participate in any type of the programs listed above must be obtained in advance from the person responsible for Human Resources. Financial assistance is for eligible employees only and does not extend to family members.

Approved program participation is reimbursed at a rate of 75% of the total cost of the program up to a limit of \$300 per fiscal year per employee.

Receipts are required for reimbursement. They should be submitted to the person responsible for Human Resources who will forward them to the financial department for processing. Employees will receive the financial reimbursement through their paychecks. Because this type of reimbursement is considered taxable income, the appropriate taxes will be deducted prior to distribution to the employee.

## **Spiritual Director or Mentor for Pastoral Coordinators:**

Glenmary strongly encourages pastoral coordinators to take responsibility for his/her spiritual development by selecting a spiritual director or mentor. Their parish will pay for all costs incurred relative to the role of a spiritual director or mentor for the pastoral coordinator.

## **Worker's Compensation:**

Glenmary provides a comprehensive workers' compensation program at no cost to employees. This program covers most injuries or illnesses sustained in the course and zone of employment that require medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

When a work-related injury occurs, the incident should be immediately reported to the person responsible for Human Resources and a First Report of Injury (FROI) completed in order to engage the Managed Care Organization that administers Glenmary's workers' compensation plan.

For employees who work in a state other than Ohio the procedures are the same except the coverage may be through a commercial insurance company rather than a managed care organization.

## **COMPENSATION**

### **Employment Classifications:**

It is the intent of this policy to clarify the definitions of employment classifications so that employees understand their compensation and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the relationship at-will at any time, for any or no reason or cause with or without notice is retained and granted to both the employee and Glenmary.

For identification purposes, the following employment classifications are used:

Exempt employees are those not subject to the minimum wage and overtime requirements of State and Federal law.

Non-exempt employees are those subject to the State and/or Federal wage and hour laws. They are subject to the minimum wage and overtime requirements of State and Federal law.

Full-time employees are those who are not temporary and who are regularly scheduled to work at least 37.5 hours (not including an unpaid meal time) per week.

Part-time employees are those who are not temporary and who regularly work less than 37.5 hours (not including an unpaid meal time) per week.

Temporary or seasonal employees are hired for a specific job that is not expected to last more than 90 days. Such employees may be either full-time or part-time.

On-call individuals are those hired to work on an "as needed" basis.

Although not employees, volunteers are individuals who give their time and effort to perform necessary duties for Glenmary without any type of compensation for their efforts.

### **Overtime:**

When business conditions require it, employees may need to work overtime. When this occurs, their supervisors will make every effort to provide timely advance notice. The need for overtime, when called for, is considered mandatory and employees are expected to work overtime as required. Supervisors must approve all overtime prior to an employee working the overtime. All non-exempt employees will be paid 1 and 1/2 times their regular hourly rate for all hours worked in excess of 40 in a workweek. Hours for which an employee is paid but does not actually work (such as holydays/holidays, PTO and etc.) are not counted as hours worked for computing overtime payments.

Most exempt employees are not eligible to be paid overtime.

A regular full-time non-exempt employee approved to work a holyday/holiday will receive 2 times his/her hourly rate of pay regardless of the hours s/he worked in that week.

A regular part-time non-exempt employee approved to work a holyday/holiday will receive 1 and 1/2 times his/her hourly rate of pay regardless of the hours s/he worked in that week. Overtime hours worked does not earn PTO and/or EIB time.

### **Payday:**

Employees are paid bi-weekly and usually on a Wednesday. Exempt employees are paid to date. Non-exempt employees are paid through the Saturday prior to the Wednesday payroll date. New employees should be advised by their supervisor when they can expect to receive their 1st payroll check.

For the sake of convenience and efficiency, employees can have their payroll checks directly deposited. Arrangements for direct deposits are made with the person responsible for Human Resources.

All applicable Federal, State and local taxes (based on information provided by the employee) are withheld as required by law. Glenmary will comply with all applicable laws governing the garnishment of wages. All applicable benefit related deductions are withheld and/or recorded as well.

While Glenmary strives to pay employees correctly, sometimes mistakes occur. Glenmary, once notified of a possible mistake, will promptly review the situation and if necessary, make the correction (s). If there are any questions or concerns about any figure on a paycheck, employees should contact their immediate supervisor or the person responsible for Human Resources.

### **Travel:**

These are the specific guidelines to follow when using Glenmary funds for travel, food, lodging and other authorized expenses incurred while conducting Glenmary business. All travel plans must be pre-approved by the employee's immediate supervisor.

### **Reimbursable Expenses:**

- Air Travel – limited to destinations of 300 miles or more; use coach or economy class; frequent flyer benefits may be retained by the employee; no more than 3 employees or 2 executives may travel on the same flight.
- Rail transportation - that doesn't exceed the cost of airfare.
- Airport taxes
- Baggage handling
- Glenmary vehicle – use whenever available.
- Car rental – daily charge and/or gas/oil purchased; use compact or mid-size vehicles whenever possible; plus collision damage waiver (cdw) and loss damage waiver (ldw).

- Personal vehicle – mileage reimbursed when used for company business purposes at pre-approved rate per mile; no reimbursement for gas/oil; reimbursement limited to 150 miles per day.
- Copy/fax services (for business purposes).
- Hotel accommodations – single occupancy unless second party represents Glenmary in an official capacity.
- Laundry and valet services – only when trip is longer than 6 working days.
- Business telephone calls – plus 1 family call per day.
- Seminar/conference registration fees – includes supplies and related expense.
- Meals – whenever possible limit food expense to \$40 per day; no reimbursement for alcoholic beverages.
- Public transportation - (bus, taxi/shuttle)
- Tolls and parking fees – at airports use long-term parking whenever feasible.
- Reasonable tips/gratuities.

**Non-Reimbursable Expenses:**

- Alcoholic Beverages
- Local travel to and from the office
- Dues to airline clubs.
- Fines for traffic violations while on company business.
- Damages to an employee's vehicle while on company business.
- Loss of personal property while on company business.
- Loss of cash advance, company paid airline tickets or personal funds.
- Cost of personal credit card.
- Purchase of liability insurance coverage on car rental agencies (U.S. and Canada only).
- Expenses incurred by spouses, children or relatives.
- Any expenditure on behalf of a terminating or transferring employee.
- Purchase of life insurance during travel.
- Purchase of clothing and other personal items such as toiletries, cosmetics, haircuts, shoe shines, newspapers, magazines, tobacco, alcohol, etc.
- Purchase of in-room movies, video games and entertainment activities (such as golf outings or sightseeing tours, etc.).
- Medical expenses - other than emergency care.
- Personally owned air craft and chartered air craft expenditures.

Requests for reimbursement of travel-related expenses must be submitted with proper documentation/receipts within 15 days of completing a business trip.

Cash advances may be authorized for specific situations that might cause undue financial hardship for the employee. A maximum of 80% of the total cost may be advanced.

## **Wage and Salary Program:**

Glenmary has established a program designed to compensate employees with fair and equitable wages that compare favorably with those in the community and the religious non-profit sector. This program also recognizes individual effort and contributions. Glenmary abides by all Federal, State and local compensation laws and regulations.

Every position within the organization will be placed in a pay level based on a review of the job description for each position. Each pay level contains a salary range that has a minimum, mid-point and maximum amount payable.

If funds are available, merit increases may be granted in conjunction with the guidelines of the annual performance evaluation. This evaluation will occur on or near the employee's anniversary date. Such increases will be effective the first full pay period after the employee's anniversary date. Glenmary will not grant pay increases above the maximum rate of an individual's pay level.

All merit salary increases are subject to approval by the Treasurer/Chief Administrator. The Treasurer/Chief Administrator can approve adjustments to salary for reasons other than merit with the consent of the Executive Council.

Glenmary will conduct an in-depth, external compensation review every seven (7) years (beginning in 2001) with an independent contractor. The Executive Council working with the recommendations of the Treasurer/Chief Administrator will make any adjustments deemed necessary as a result of that review.

## **EMPLOYEE RELATIONS/EMPLOYMENT EXPECTATIONS**

### **Attendance and Punctuality:**

At Glenmary we recognize the need for employees to be absent from work due to a variety of reasons during the normal workday. We offer Paid Time Off (PTO) and Extended Illness Bank (EIB) time to eligible employees to provide for these needs as they arise. Employees may also qualify for a leave of absence for their own major illness, the major illness of a family member, the birth or adoption of a child, a workers' compensation related injury or military and/or guard duty. Having provided for these situations, it is important to remember that excessive absenteeism, tardiness and/or leaving early causes other employees to bear the burden of filling in for the absent employee.

Employees who are going to be absent, tardy or leaving early from work are responsible for notifying their supervisors as soon as possible.

An employee absent for 5 consecutive workdays without having notified his/her supervisor or the person responsible for Human Resources will be considered to have voluntarily resigned his/her employment.

If an employee, who has been with Glenmary for less than 90 days, has an unexcused absence, s/he will be issued a final warning for that absence. If an unexcused absence occurs again within his/her first 90 days of employment, the employee will be terminated.

When an employee is absent for more than 5 consecutive workdays due to medical related issues before s/he returns to work a full and complete medical release is required from the doctor who treated his/her medical condition.

### **Bulletin Boards:**

Glenmary uses bulletin boards strategically located in our office and Residence facilities to communicate information such as safety rules, job postings, statutory and legal notices, and etc. to our employees, volunteers and religious members. Each has the responsibility to read the information that is posted. Employees may not post material on bulletin boards without the approval of the person responsible for Human Resources.

### **Conduct Rules:**

Glenmary expects all employees to observe certain standards of behavior while at work and at Glenmary sponsored events. Employees shall be responsible for ensuring that the conduct of any of their guests at a Glenmary sponsored function is appropriate and not offensive to anyone in attendance. These standards are not intended to restrict employees but to ensure a consistent application of the policies and procedures for all employees.

No employee shall serve as a director of a board, or be part of an organization, which advocates positions in direct, overt conflict with the teaching and moral standards of the Catholic Church, Neither shall an employee publicly witness to, or publicly advocate, a position that is in direct, over conduct with the teachings and moral standards of the Catholic Church.

These standards include, but are not limited to:

- Completing all documents and records accurately;
- Maintaining satisfactory attendance and punctuality;
- Performing duties and operating equipment with care to protect the safety of the employee, co-workers and others;
- Carrying out assigned duties and following reasonable instructions or requests from supervisors and/or management;

- Not posting any literature, handbills, petitions, posters or other materials on the premises without the prior approval of the person responsible for Human Resources;
- Not possessing weapons on the premises;
- Refraining from any manner or form of discrimination and/or unlawful harassment, regardless of whether it is sexual, racial, religious or related to another's gender, age, sexual orientation, disability or veteran status;
- Using Glenmary property or that of another employee in an appropriate manner;
- Obtaining authorization to remove Glenmary property or another employee's property from its location;
- Refraining from misuse, appropriation or destruction of Glenmary time and/or property or another employee's property;
- Remaining in your work area, on the job, and awake during working hours;
- Reporting for work fit for duty and not impaired by alcohol and/or drugs and refraining from using, selling or possessing illegal drugs on Glenmary premises or while on Glenmary business. While working, employees should only possess and take drugs that are medically authorized, approved and determined by the employee, the employee's physician and Glenmary not to impair job performance or cause a safety hazard. Employees are responsible for notifying their supervisors that they are taking prescription medication if it could affect their performance on the job;
- Passing a drug and/or alcohol test or not refusing to take a drug and/or alcohol test if so requested;
- Refraining from physical violence, threatening violence, intimidating or coercing fellow employees during working hours or at Glenmary sponsored functions;
- Refraining from the use of foul or inappropriate language;
- Disclosing or using confidential or proprietary information only with proper authorization;
- Using Glenmary telephones and other social media technology only for Glenmary purposes and not for personal business other than emergency local calls and contact;

Failure to observe the above standards will lead to disciplinary action, up to and including termination.

### **Confidential and Proprietary Information:**

Employees of Glenmary will receive and have access to information that is confidential in nature to Glenmary, the people it serves and vendors. Employees are not to disclose any such confidential information to (a) any other person in the organization unless there is a legitimate business reason for doing so or (b) any person outside the organization unless management has expressly stated that the information can be disclosed to that person. This obligation exists after the employee leaves Glenmary.

Glenmary has developed certain proprietary products and processes that are unique to the organization. Keeping such information confidential and private plays an important part in our success. Glenmary may protect proprietary information by restricting employees and visitors' access to certain designated areas and access to documents to only those who have business reasons to view them.

All employees are asked to sign an agreement at the beginning of employment that grants Glenmary the patent rights to any invention created or associated with our technology and/or the copyright to any materials created while the employees are employed with Glenmary.

### **Corrective Action:**

The purpose of this statement is to share with the employee Glenmary's position on administering consistent corrective action for unsatisfactory conduct or performance or violations of Glenmary's policies, procedures, rules and regulations.

Glenmary's own best interests lies in ensuring equitable treatment of all employees and in making certain those actions, whether corrective or otherwise, are prompt, uniform and impartial. The major purpose of any corrective action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Employee personal conduct expectations listed elsewhere in this Handbook includes some examples of conduct that may result in disciplinary action that results in immediate suspension or termination of employment due to the seriousness of the infraction. Violation of other policies or procedures, whether set forth in this Handbook or elsewhere, shall also lead to corrective action but of a more traditional manner with verbal, written and/or final warnings before termination of employment results. It is within Glenmary's sole discretion to determine the appropriate action, corrective or otherwise, in any given situation.

It is our hope that most employee problems can be corrected at an early stage, benefiting both the employee and Glenmary.

### **Employment of Minors:**

Child labor provisions of the Fair Labor Standards Act (FLSA), the State worker's compensation statutes and liability insurance coverage provisions make it impractical for Glenmary to employ

persons under the age of 18 years. Therefore they will not be considered for regular employment at Glenmary.

Minors (under the age of 18 but no younger than 16) may be employed on a temporary or on-call basis for jobs not considered hazardous. The minor must provide proof of age and obtain a state issued work permit prior to being hired.

### **Employment of Relatives:**

Glenmary is committed to a policy of employment and advancement based on qualifications and merit and will not discriminate in favor of or in opposition to the employment of relatives. Relatives of persons currently employed by Glenmary may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include but are not limited to hiring, retention, transfer, promotion, wages and leave requests.

A family member is defined as one of the following:

- Relationships by blood – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin.
- Relationships by marriage – spouse, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece or the spouse/partner of any of the above.

If any employee, after employment enters into a relationship with another employee the result of which prohibits their compliance with this policy, then one of the two employees must request a transfer or a change in the reporting relationship. If that request is not made by either of them, reassignment will be made by the Treasurer/Chief Administrator.

### **Ethics and Conflicts of Interest:**

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of Glenmary. Glenmary requires transactions that employees participate in to be ethical and within the law both in letter and in spirit.

Glenmary recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of Glenmary as “standard practice” is not sufficient reason to assume such practice is acceptable at Glenmary. There is no way to develop a comprehensive, detailed set of rules to cover every business situation. The tenets of this policy outline some basic guidelines for ethical behavior at Glenmary. Whenever employees are in doubt, they should consult their supervisor.

Conflicts of interests or unethical behavior may take many forms including, but not limited to the acceptance of gifts from vendors, potential vendors or people served by Glenmary. Gifts may only be accepted if they have a nominal value and only on appropriate occasions (for example, a holiday gift). Employees are cautioned not to accept any form of remuneration or non-business related entertainment, nor may employees sell to third parties any information, products or materials acquired from Glenmary. Employees may engage in outside business activities, provided such activities do not adversely affect Glenmary or the employee's job performance and the employee does not work for a competitor, vendor or a person served by Glenmary.

Employees are prohibited from engaging in financial participation, outside employment or any other business undertaking competitive with, or prejudicial to, the best interests of Glenmary. Employees may not use proprietary and/or confidential information for personal gain or to Glenmary's detriment, nor may they use assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor or person served by Glenmary, the employee must disclose this fact in writing to the person responsible for Human Resources. Glenmary will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, Glenmary may request the employee tender his/her resignation. Glenmary has sole discretion to determine whether such a conflict of interest exists.

Should any employee become aware of what s/he believes to be unethical or illegal action with any connection to Glenmary or its' business associates, that employee has the duty and responsibility to immediately report that information to management for investigation. Failure to do so will subject the employee to discipline up to and including termination. Employees should realize any such wrongdoing is counter to Glenmary's mission and vision and will therefore not be tolerated. Employees are encouraged to seek assistance from their supervisor with any legal or ethical concerns. However, Glenmary realizes this may not always be possible. As a result, employees may contact the person responsible for Human Resources to report anything that they feel they cannot discuss with their supervisor.

### **Hiring Criteria:**

As stated elsewhere in this Handbook Glenmary is an equal opportunity employer and does not discriminate for any reason in its employment decisions. They are based upon the candidate's qualifications and abilities.

When a position is offered, the candidate must complete an application package that provides information and releases necessary to begin and complete reference and background check reports that include but are not limited to obtaining verification of previous employment and educational qualifications, a driver's license review and county, State and Federal criminal background checks.

Candidates who will have a responsibility for initiating or affecting financial transactions will be required to submit to a credit check. These responsibilities could include but are not limited to

collecting or handling cash or checks, writing checks or approving them, access to a direct money stream or being a fiduciary to Glenmary.

In addition to positive reference and background check reports, employment with Glenmary is also contingent upon positive psychological test results (mandatory for manager level positions and higher, pastoral coordinators/associates/multi-cultural workers, mountain managers or anyone working with adolescents) and the successful completion of a 90 day introductory period. Only the person responsible for Human Resources may initiate or receive reference and background check reports and psychological test results. On a need-to-know basis, they may be shared with select management individuals while being retained in the candidates personnel file.

### **Hours of Work:**

At Glenmary the standard workweek is 37.5 hours. The standard workday is 7.5 hours for nonexempt employees. Workday lengths for exempt employees are determined primarily by the hours required to accomplish their current workloads. General business hours are from 8:30 a.m. to 4:30 p.m. daily. If starting and ending times vary within departments and other locations, the supervisor of each department will determine the schedule for his/her department. The workweek commences on Sunday at 12:01 a.m. and ends the following Saturday evening at midnight. The availability of a 30 minute unpaid lunch period is provided to any employee who works a minimum of 6 hours per day (minors 5 hours). The normal lunch period is generally observed between noon and 1:00 pm. However, certain departments may require alternate lunch periods. Employees are granted a 15 minute paid break each half of the work day. Employees are asked not to leave the premises during the paid break periods.

Glenmary can and will modify an employee's starting and quitting time as well as the number of hours worked to accommodate business needs.

Actual hours worked are to be recorded on the timesheet for the day(s) they were worked. Absences are to be recorded on the timesheet (hours and category) for the day(s) on which they occurred. The immediate supervisor and/or the department head (where applicable) reviews, approves, dates and signs his/her staffs' respective weekly timesheets.

Prior to working overtime, non-exempt employees must obtain approval from his/her immediate supervisor and/or department head (where applicable).

In order to process payroll in a timely manner, all signed and dated timesheets must be received by the Business Manager no later than 9:30 a.m. on the Monday immediately following the end of a pay period.

### **Introductory Period:**

All new employees work on an introductory basis for the first 90 calendar days after their date of hire. The introductory period can be extended under any circumstances.

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Glenmary uses this period to evaluate employee capabilities, work habits and overall performance. Because of the at-will relationship entered into for employment at Glenmary, either the employee or Glenmary may end the employment relationship at any time during or after the introductory period, with or without reason, cause or advance notice.

During the introductory period, new employees are eligible for those benefits that are required by law (such as workers' compensation insurance) and those available to regular, full-time and part-time employees (where applicable) that are discussed elsewhere in this Handbook.

### **Leaving the Organization:**

For a voluntary resignation, a non-exempt employee is required to give a written 14 calendar day notice and an exempt employee is required to give a written 28 calendar day notice. Employees are required to turn in all company property on their last day of work. Failure to do so may result in deductions from their final paycheck and the employee will not be considered eligible for re-hire.

Receipt, continuation and/or cessation of benefits will be discussed with the person responsible for Human Resources.

When employees leave Glenmary they may be asked to participate in an exit interview. The primary purpose of the exit interview is to ask for valuable feedback about employees' work experiences at Glenmary. Participation in such exit interviews is strictly voluntary.

### **Media Contacts:**

All media requests for information, interviews and etc. concerning Glenmary are to be channeled through and the response prepared by the Communications/Marketing Department. The Communications/Marketing Manager, in cooperation with the Executive Council, is responsible for ensuring that all media requests are dealt with promptly and appropriately and the information provided is accurate.

Glenmary's President is the only person permitted to speak to the media on behalf of Glenmary or to publicly release information unless he directs otherwise.

### **New Employee Orientation:**

In an effort to attain a smooth start to employment, all newly hired employees will participate in an orientation. Orientation is the joint responsibility of the new employee's supervisor and the person responsible for Human Resources. The person responsible for Human Resources will be responsible for providing new employees with:

- A history of Glenmary
- An explanation of the operations of Glenmary

- An overview of Glenmary's policies, procedures and benefits.

During orientation, this Handbook will be discussed with the new employee.

Supervisors are responsible for all job training. During the first few weeks of employment they should meet as often as necessary with new employees to provide him/her with the knowledge and understanding of their job responsibilities that result in the successful completion of their introductory period.

### **Other Employment:**

While Glenmary does not prohibit employees from having a second job, secondary employment must not affect the employee's work hours, interfere or conflict with the employee's regular duties, raise any ethical concerns or necessitate long hours that may impact the employee's working effectiveness. Employees that are contemplating secondary employment are required to submit a written request for approval to their supervisor. The written request should identify the secondary employer, the nature of the duties to be performed and the anticipated hours the employee will be working. This request will be promptly answered in writing and a copy placed in the employee's personnel file.

### **Performance Reviews:**

In order to ensure that all employees receive regular feedback on their performance, supervisors should evaluate the job performance of every employee who works for them on a regular basis. Performance reviews establish a performance history with Glenmary and are used in performance, promotion, transfer and merit increase decisions. All original performance review forms are maintained in the employee's personnel file in the office of the person responsible for Human Resources.

Supervisors should conduct regular, timely performance reviews. Exempt and non-exempt employees working for Glenmary should be reviewed at least annually in conjunction with the standard review period. These reviews should take place at least annually regardless of whether or not the employee is eligible for a salary increase. Performance reviews are not necessarily linked to a salary increase. Supervisors may review performance more often than is required by the performance review policy.

Supervisors should use a coaching approach to help an employee grow in his/her position. Part of this process involves regular reviews annually to evaluate performance. Some factors considered are dependability, quality and quantity of work, interpersonal skills and judgment. The purpose of this evaluation is to guide an employee's progress in his/her current position, to discuss ways in which their performance can be improved, and when appropriate, to explore his/her potential for advancement. These formal performance reviews are in addition to the informal meetings supervisors should have with employees throughout the year.

Goals and objectives should be reviewed with the employee at the beginning of the review period to ensure that s/he understands and agrees with all performance criteria. All new employees should be given goals and objectives within 90 days of beginning their employment

with Glenmary. The employee's performance should be reviewed periodically with feedback and direction regarding all performance criteria.

The employee is first to complete his/her portion of the annual performance review form which includes goals for the next 12 months. The form is then given to the immediate supervisor who completes his/her portion of the performance review form and includes a review of goals from the previous 12 months. The immediate supervisor and the employee meet face-to-face to discuss the completed performance review. When the performance review has been concluded, the employee and his/her immediate supervisor sign it. An employee's signature on his/her performance review only acknowledges that it has been reviewed with the employee. Employees are encouraged to attach any written comments they wish to their performance reviews. The performance review form with any employee comments will become a part of the employee's personnel file. The Department Head (if applicable) should sign the performance review form after it is reviewed with the employee to signify his/her agreement or disagreement with the contents of the performance review.

If the Department Head doesn't agree with the immediate supervisor's assessment s/he may contact the person responsible for Human Resources and request (in writing) his/her intervention in the evaluation process. If that occurs, the person responsible for Human Resources reviews the completed evaluation form, interviews the parties involved and issues a final written decision that is binding on all parties involved.

If the employee doesn't agree with the immediate supervisor's assessment s/he may follow the same appeal process as described above.

An overall performance rating that indicates the employee's performance does not meet satisfactory expectations requires another review in 90 days. If the result of that review indicates no improvement in performance the employee could be terminated.

The completed evaluation form should be forwarded to the office of the person responsible for Human Resources and a copy provided to the employee if requested.

The immediate supervisor, with the approval of the person responsible for Human Resources, may request an extension of the evaluation period for an existing employee. Multiple extensions are possible but in total should not exceed 60 days.

When the employee has been away from work due to a leave of absence greater than 60 days and any part of the leave includes or occurs within the 60 days immediately preceding the review date, the employee's review will be postponed. The performance review will take place 60 days after the employee returns to work. Any salary increase due as a result of the review will be retroactive to the employee's return date.

Any salary increase due as a result of the annual performance review will be retroactive to the first full pay period after the employee's anniversary date.

## **Personal Property:**

Personal belongings brought onto Glenmary's premises are the employee's responsibility. While Glenmary will do all it can to protect an employee's property, it cannot be held responsible for the loss or theft of personal belongings. If employees find personal property missing or damaged, they should report it to their supervisor immediately.

## **Personnel Records:**

Employee personnel files are maintained by the person responsible for Human Resources to keep the information in them up-to-date and to ensure compliance with Federal and State regulations. Glenmary considers the information in employment records to be confidential and reserves the right to cooperate with law enforcement, public safety or medical officials who may have a valid need to ascertain information about a particular individual.

Personnel files include but are not limited to an employee's application for employment, reference and background check reports, psychological test results (if applicable) performance appraisals or reviews, transfers, promotions, job changes, compensation history, benefit information, leaves of absence and any records of disciplinary action that may have taken place.

Employees are required to inform Glenmary of any necessary updates to their personnel file: information such as change of name, address, telephone number, emergency contacts, citizenship, insurance dependents and beneficiaries, marital status and etc.

Current employees are permitted to review their personnel files in the office of and in the presence of the person responsible for Human Resources.

Glenmary will only verify dates of employment and job titles to inquiries by telephone regarding an employee. No additional information will be given out about an employee without written authorization from him/her unless compliance with the law requires such action.

Glenmary also maintains a separate medical file for each employee, with **extremely limited** access and knowledge on a strict need-to-know-only basis.

## **Professional Attire:**

While it is the intent of Glenmary that all employees dress for their own comfort during work hours, the professional image of Glenmary is maintained, in part, by the image that our employees present to the people we serve, vendors and others.

Employees are expected to be well groomed, neat and clean. The minimum standard for attire for employees working in our office atmosphere is business casual. Glenmary would ask employees to know your audience, remember who you represent and dress accordingly. Clothing must not constitute a safety hazard. All employees must practice common sense rules of neatness, good taste and appropriateness

For all employees, professional appearance also means that the organization expects you to maintain good hygiene and grooming while at work.

Glenmary recognizes that fellow employees and visitors to its office may have sensitivity and/or allergic reactions to various scented products. It is expected that employees be sensitive to these issues and use such products conservatively or not at all depending on the severity of the problem.

Glenmary can and will determine appropriateness of dress at all times and in all circumstances and may send employees home to change clothes should it be determined that their dress is not appropriate. Unless required by law, employees will not be compensated for this time away from work.

### **Reductions in Force:**

On occasion, Glenmary may need to reduce staff. Some business reasons for this may be one of economic necessity, restructuring of operations, combining or eliminating facilities, departments, functions and/or jobs. If a reduction in staff becomes necessary, the manager of the business area affected will work with the person responsible for Human Resources to develop a plan to complete the restructuring. As examples, this may include the use of consultants, implementation of a strategic plan, job re-evaluations, salary administration, outplacement services and etc. In selecting the employees who will remain with the organization, only job-related criteria will be used. The criteria will be determined based on the reason for the reduction in force and the determination of Glenmary's needs. Job-related criteria may include the employee's current performance (as noted by the most current performance review), competencies, skills, responsibilities, experience, leadership, education and training.

Affected employees are encouraged to seek other positions in the organization. In some instances, Glenmary may be able to transfer an employee whose position is being eliminated into another area. Employees offered positions elsewhere in the organization will not be eligible for any severance payments or services offered affected employees.

### **Reference and Background Checks:**

To ensure that individuals who join Glenmary are well qualified and that Glenmary maintains a safe and productive work environment, it is our policy to conduct pre-employment reference and background checks on all applicants who accept an offer of employment. Reference and background checks may include verification of any information on the applicant's resume or applicant forms.

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. The report is retained in the applicant's personnel file and shared with select management individuals on a need-to-know basis.

If information obtained in a background check would lead Glenmary to deny employment, a copy of the report will be provided to the applicant and s/he will have the opportunity to dispute

the report's accuracy. Background checks may include a criminal record check (Federal, State, County and national sex offender) although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as personal and professional references, driving records, credit reports, verification of previous employment and the educational credentials of the applicant may also be made.

### **Social Media:**

Glenmary recognizes the growing importance of online social media networks as a communication tool. This policy addresses employees' use of social media networks including personal websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other kind of technology identified as social media during work time. While Glenmary respects the right of employees to use these mediums they are prohibited from using them for personal reasons during work time and/or using Glenmary equipment for that purpose.

Glenmary takes no position on employees' decision to participate in the use of social media networks. In general, employees who participate in social media are free to publish personal information without censorship by Glenmary. Employees must avoid, however, posting information that could harm Glenmary using common sense and the procedures set forth below.

All employees are responsible for maintaining Glenmary's positive reputation and under no circumstances should employees present Glenmary in public in a manner that diminishes its standing within the community. Instead, employees are responsible for presenting Glenmary in a manner that safeguards its positive reputation as well as themselves.

If the employee chooses to identify him/herself as a Glenmary employee on any social media network, s/he must adhere to the following:

- Employees are required to state in clear terms that the views expressed on any social media network are theirs alone and that they do not necessarily reflect the views of Glenmary.
- Employees are prohibited from disclosing information on any social media network that is confidential or proprietary to Glenmary or to a third party that has disclosed information to Glenmary. For example, information about or identifying Glenmary's employees, people served, volunteers or incidents that occur at Glenmary or information that may be valuable to another organization such as specific donor or mailing related information.
- Employees are prohibited from displaying the Glenmary logo on any social media network without express prior written permission from Glenmary. Employees should not post images of co-workers, volunteers, donors or people served without their express prior consent. Employees are prohibited from posting any nonpublic images of Glenmary's, such as its' premises and/or property.

- Employees are prohibited from making statements about Glenmary, their co-workers, volunteers, people served, other organizations, agents, or partners that could be considered as harassing, threatening, libelous, or defamatory in any way.
- Employees are prohibited from acting as a spokesperson for Glenmary or posting comments as a representative of Glenmary.
- Employees are prohibited from sharing any communication that engages in personal or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile work environment (racial, sexual, religious, etc.) as well as any behavior not in agreement with Glenmary's Ethics and Conflicts of Interest policy or general behavior policies.

Employees who participate in social media may still decide to include information about their work at Glenmary as part of their personal profile, as it would relate to a typical social conversation. This may include:

- Work information including a personal profile, to include Glenmary's name, job title, and job duties.
- Status updates regarding an employee's own job promotion.
- Personal participation in Glenmary sponsored events, including volunteer activities.

An employee who is responsible for a social media posting that fails to comply with the guidelines set forth in this policy or that otherwise causes harm to Glenmary will be subject to discipline, up to and including termination of employment.

Employees will be held responsible for the disclosure, whether purposeful or inadvertent of confidential or proprietary information or information that violates the privacy rights or other rights of a third party or the content of anything posted on any social media. Further, employees may be liable for monetary damages for such disclosure.

Anything posted on an employee's web site or web log or other internet content for which the employee is responsible will be subject to all Glenmary policies, rules, regulations, and guidelines. Under the Right to Search/No Privacy Expectations policy, Glenmary is free to view and monitor an employee's website or web log at any time without consent or previous approval. Employees should let the Glenmary department responsible for communications/marketing know if they encounter incorrect information about Glenmary that might randomly appear online. Employees should not attempt to correct any such information that appears online.

No part of this policy is intended to prevent or constrain an employee's exercise of rights under Section 7 of the National Labor Relations Act.

Volunteers when working on behalf of Glenmary must adhere to the specificity of these guidelines as they relate to social media technology.

### **Solicitation/Distribution:**

Solicitation by a Glenmary employee of another employee is prohibited during the work time of either person. Work time is defined as time when an employee's duties require s/he be engaged in work tasks. Distribution of printed material or literature of any nature shall be limited to non-work areas at non-work times. No literature shall be posted anywhere on the premises without the authorization of the person responsible for Human Resources. Solicitation and/or distribution of material on Glenmary property by persons not employed by Glenmary is prohibited at all times.

### **Use of E-mail and Voice Mail:**

Electronic mail and telephone voice mail are efficient and valuable business tools. They are also the property of Glenmary. In short, neither of these systems is considered to be confidential, nor should they be used to meet an employee's own personal needs. If an employee receives a message that is not addressed to him/her, s/he is not authorized to read or use information contained in that message.

The rule of thumb when it comes to e-mail and voice mail is that employees should not say or write anything that they would not want someone other than the intended receiver to hear or read. Remember even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve and read that message.

Glenmary can and will access and read any and all information contained in computers, computer files, e-mail messages or voice mail messages. Employees should have no expectation of privacy with regard to these communications and will be in violation of Glenmary's Discrimination and Harassment policy if they send, receive or access discriminatory, harassing or otherwise inappropriate e-mails or voice mails.

### **Use of the Internet:**

The Internet is an exciting and interesting source of information and entertainment. Glenmary expects that any use of the Internet will be for business purposes only. Employees should see their supervisor to discuss any questions about the use of the Internet. At the very least, Glenmary expects that employees will:

- Not participate in chat groups unless their job specifically requires that they do so;
- Include a disclaimer when appropriate, explaining that their comments are their own and not necessarily those of the organization.
- Not subscribe to any listserv that delivers more than 20 e-mails per day;
- Unsubscribe from any listserv when they are out of the office;

- Not view any websites that are sexual or inappropriate in nature.

In addition to e-mail, voice mail, IM and internet use, Glenmary can and will access and review employee blogs and employee listings on social network sites to make sure those employees aren't posting things on their blogs or social network listings that are potentially harmful to Glenmary. "Blog" is short for the term "Web log". It is an on-line journal or newsletter that is frequently updated and usually available publicly. "Social Network Listing" refers to such internet sites as Facebook where individuals can provide information about many subjects, including their employer and their jobs. Employees' on-duty and off-duty activities in this area will be reviewed since what you post in such areas may get more attention than what you do or say in any other forum. So if you choose to post information in these areas, be smart. If the things you say or the pictures you post would be cause for termination if publicly stated or displayed in our parking lot or local mall, you should expect those same things to be cause for termination if said or displayed on your blog or your internet listing.

Examples of things that you shouldn't say or post in such areas include, but are not limited to:

- Anything that potentially injures Glenmary's reputation;
- Anything that is not in the best interests of Glenmary;
- Anything that is embarrassing to Glenmary;
- Anything that disparages Glenmary's mission, management or the people we serve;
- Anything that interferes with employees' job duties or creates an undesirable work environment;
- Anything of Glenmary or other organizations that are copyrighted, confidential or contain proprietary information, including work methods and procedures, financial and marketing strategies or plans and other sensitive business or financial information;
- Anything political;
- Any comments that could constitute discriminatory or harassing behavior under any policy of Glenmary's.

### **Use of Telephones and Cellular Telephones:**

Office telephones are a vital part of Glenmary's business operations. Because of the large volume of business transacted by telephone, personal use of office telephones should be limited and brief. Business long-distance telephone calls should be charged to the code numbers provided to the employee by Glenmary.

Personal long distance calls should be billed to the employee's home telephone account, credit card or placed collect.

Cellular telephones may be furnished to certain employees for use in conjunction with their job duties. Cellular telephone usage applies to any device that makes or receives telephone calls, leaves messages, sends text messages, surfs the Internet or downloads and allows the reading of and responding to e-mails whether the device is supplied by Glenmary or personally owned.

While personal cellular telephones are not prohibited in our workplace, usage is limited in the same way personal calls on office telephones are limited. Whenever possible, the personal use of telephone calls should be transacted during breaks and lunch time.

Glenmary employees issued cellular telephones will use them to make all long distance telephone calls while traveling. It is permissible to briefly use a Glenmary cellular telephone for personal reasons when traveling.

Glenmary requires safety precautions by employees when conducting business on cellular telephones. Employees are prohibited from using cellular telephones for any reason while driving.

Employees should be aware that in some state or local jurisdictions, text messaging or talking on cellular telephones while driving is against the law. Payment of any monetary penalty assessed on a Glenmary employee caught breaking this law is their sole responsibility and not Glenmary's. Employees who violate this policy could be subject to disciplinary action, up to and including termination of employment.

## **EMPLOYEE RIGHTS:**

### **Anti-Harassment and/or Discrimination:**

Glenmary is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices including harassment or discrimination. Glenmary expects all relationships among persons in the office will be business-like, free of bias, prejudice and harassment.

Glenmary prohibits discrimination and/or harassment of any kind, be it based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran or any other basis that would be in violation of any applicable Federal, State or local law.

Sexual harassment constitutes discrimination and is illegal under Federal, State and local laws. For the purposes of this policy, sexual harassment is defined as in the Equal Employment Opportunity Commission guidelines: it is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when for example (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors, sexual jokes and innuendo, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, whistling or touching, insulting or obscene comments or gestures, display in the workplace of sexually suggestive objects or pictures and other physical verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates and that (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, (b) has the purpose or effect of unreasonably interfering with an individual's work performance or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and is placed anywhere on Glenmary's premises or circulated in the workplace, on Glenmary's time or using Glenmary equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means. This policy applies to all applicants, employees and/or volunteers whether related to conduct engaged in by fellow employees or someone not directly connected to Glenmary such as an outside vendor, consultant or etc.

Conduct prohibited by this policy is unacceptable in the workplace and/or in any work-related setting outside the workplace, such as during business trips, meetings or business related social events.

Individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor and/or the person responsible for Human Resources.

When possible, Glenmary encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his/her behavior is unwelcome and request that it be discontinued. Often this action will resolve the problem. However, Glenmary recognizes that an individual may prefer to pursue the matter through formal complaint procedures.

Glenmary encourages the prompt reporting of complaints or concerns. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may

include individual interviews with the parties involved and where necessary with individuals who may have observed the alleged inappropriate behavior or conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and like harassment or discrimination itself will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

If an employee feels that his/her complaint has not been or cannot be properly handled s/he may forward the complaint to the President of Glenmary for resolution.

### **At-Will Employment Statement:**

Nothing contained in this Handbook or in any other materials or information distributed by Glenmary creates a contract of employment between an employee and Glenmary. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any or no reason, with or without notice, and Glenmary retains the same right. No statements to the contrary, written or oral made either before or during an individual's employment can change this. No individual supervisor, manager or other officer can make a contrary agreement, except the President of Glenmary and even then, such an agreement must be set forth in a written employment contract with the employee, signed by the President of Glenmary.

The statements in this Handbook are intended for all employees of Glenmary. Glenmary can and will revise, change or terminate any provision in this Handbook or the policies and procedures they represent at any time, with or without notice.

### **Equal Employment Opportunity:**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Glenmary will be based on merit, qualifications and abilities. Equal employment opportunity is not only good practice - it's the law and applies to all areas of employment, including but not limited to recruitment, selection, hiring, training, transfer, promotion and demotion, layoff and recall, termination, leaves of absence, compensation and benefits.

As an equal opportunity employer, Glenmary does not discriminate in its employment decisions on the basis of race, religion, color, national origin, sexual orientation, marital status, age, disability, gender, veteran or military status, genetic information or any other basis that would be

in violation of any applicable Federal, State or local law. Furthermore, Glenmary will make reasonable accommodations for qualified individuals with known disabilities unless doing so results in an undue hardship for others in the workplace.

Any employee with questions or concerns about any type of discrimination in the workplace should bring these issues to the attention of their immediate supervisor or the person responsible for Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

### **Genetic Information/Non-Discrimination:**

Glenmary strictly prohibits discrimination as a result of genetic information. Genetic information, as defined by GINA (Title II) law includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or his/her family member sought or received genetic services or genetic information of a fetus carried by an individual or his/her family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Compliance with GINA (Title II) law prohibits employers and other entities from requesting or requiring genetic information from employees and/or their family members.

### **Open Communications/Dispute Resolution:**

At Glenmary, we believe that communication is the heart of good employee relations. Employees should share their concerns, seek information, provide input and resolve work-related issues by discussing them with their supervisors until they are fully resolved. It may not be possible to achieve the results an employee wants, but the supervisor needs to attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at that level, the employee is welcome to discuss the issue with the department head (if applicable). The supervisor should set up a time for both of them to meet with the department head (if applicable). If the employee's concern cannot be resolved by the department head (if applicable), the employee may discuss it with the person responsible for Human Resources. The department head (if applicable) should schedule that meeting for the employee.

Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Managers and supervisors are expected to listen to employee concerns, encourage their input and seek resolution to the issues and concerns. Often this will require setting a meeting in the near future. Managers and/or supervisors are to arrange these meetings as quickly as possible and employees are expected to understand that issues may not always be addressed at the moment they arise. Discussing these issues and concerns with management will help to find a mutually acceptable solution for nearly every situation.

If an employee has a concern about discrimination and/or harassment, Glenmary has set up special procedures to report and address those issues. The proper reporting procedures are set forth in Glenmary's Anti-Harassment and/or Discrimination Policy.

### **Sexual Misconduct:**

Any allegations of sexual misconduct by a Glenmarian, its personnel and/or volunteers will be addressed per the guidelines of this policy.

It is the goal of Glenmary to promote an environment that is free of sexual harassment and other forms of sexual misconduct. Therefore, the conduct described herein this policy will not be tolerated. Glenmary has procedures by which inappropriate conduct will be addressed. Because Glenmary takes allegations of sexual misconduct seriously, we will respond promptly to complaints and reports of misconduct and, where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

The following conduct is considered sexual misconduct when engaged in by a priest, brother, religious, lay employee or volunteer:

- Sexual contact with an adult, regardless who initiated contact, and whether consensual or not.
- Sexual contact with a minor, vulnerable adult, or adult who is receiving care from the individual, regardless who initiated the contact, and whether consensual or not;
- Sexual interaction with a minor, vulnerable adult, or adult who is receiving care from the individual, regardless ow who initiated the interaction, and whether consensual or not.
- Sexual harassment herein defined as unwelcome or unwanted advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when: (1) submission to or rejection of his conduct by an individual is used as a factor in decisions affecting hiring, evaluation, retention, promotion or other aspects of employment; or (2) this conduct interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment may include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; threats and demands to submit to sexual requests in order to obtain or retain any employment benefit; verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, or suggestive, insulting or obscene comments or gestures or other verbal abuse of a sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies; flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, or blocking normal movements; visual conduct such as derogatory

or sexual posters, photographs, cartoons, drawings or gestures or other displays in the workplace of sexually suggestive objects or pictures; conduct or comments consistently targeted at only one gender, even if the content is not sexual.

Sexual harassment of employees, volunteers and others, occurring in the workplace or in other settings in which they may find themselves in connection with Glenmary activities, is unlawful and will not be tolerated by this organization.

**Policies and Procedures for Screening Those who Work with Minors:** Employees and Volunteers who work with minors are among Glenmary's most valuable assets. They contribute much to the spiritual, emotional, intellectual and physical well-being of minors. Administrators must take due precautions in choosing persons who are to work with minors.

All Glenmary priests, brothers, those under temporary oath, pastoral coordinators, pastoral associates, multi-cultural workers as well as employees and volunteers who come into contact with minors in the parishes, ministries and institutions of Glenmary must provide to the hiring agent information adequate to assess his/her suitability for contact with them, including Virtus Training.

The hiring agent (Glenmary administration, Diocese, parish, etc.) receives and reviews all applications prior to hiring. Additional procedures include but are not limited to:

- Obtaining reference and background reports (that includes Federal, State and, local criminal records and national sex offender checks as well as verification of previous employment, educational requirements and driver's license information).
- Psychological testing of all applicable employees and volunteers.
- The successful completion of a 90 day introductory period.
- Obtaining the consent of a minor's parent(s) or legal guardian(s) before s/he may participate in an organized and Glenmary sponsored program.
- Having at least 2 adults/chaperones accompany minors on field trips outings or camping trips or any program involving overnight stay. However, such adults or chaperones are not permitted to sleep or stay in a room, tent or etc. used by a minor.
- Chaperones, employees and volunteers are required to have Virtus (protecting God's children) training.

All such information is to be retained permanently by the hiring agent.

Those who recruit volunteers to work regularly with children in the parishes, ministries and institutions of Glenmary should exercise caution in their selection. If there is any cause for concern in a particular case, the matter should be brought to the attention of the responsible supervisor for further review. In general, persons working with minors must always avoid the

kind of contact that could cause comment on the part of reasonable people.

**Procedures for Reporting a Complaint of Sexual Misconduct:** Glenmary encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. This policy not only aids the person filing the complaint, but also helps to maintain an environment free from sexual misconduct.

If anyone believes that s/he has been subjected to misconduct or has witnessed such actions has a right to file a complaint with Glenmary. This may be done in writing or orally. However, an accurate record of objectionable behavior or misconduct is needed to resolve a complaint. Therefore, all reports of sexual misconduct must be in writing by either the person filing the complaint or the individual(s) designated to receive complaints, and must be signed by the person filing the complaint.

Complaints should be directed to the Glenmary President, First Vice President, Second Vice President or the Treasurer/Chief Administrator. They are also available to discuss any concerns you may have and to provide information to you about our policy on sexual misconduct.

Retaliation against an individual who has complained about sexual misconduct or is cooperating with the investigation of a complaint is unlawful and will not be tolerated.

**Investigations:** When Glenmary receives a complaint or report of sexual misconduct, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have engaged in sexual misconduct will also be interviewed. When the investigation is complete, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the misconduct of the results of that investigation.

The individual or group conducting the investigation will be responsible to provide for the pastoral care of all parties in cases of allegations of sexual misconduct. The responsible individual will direct that appropriate pastoral care be given to the individual(s) who allege sexual misconduct. Pastoral concern will also be given to the person against whom the allegations have been made, conscious that all canonical and legal laws are observed and the accused person's rights protected. Finally, there will be pastoral concern for those in the Christian community who have been affected by the circumstances of the sexual misconduct. As appropriate in the circumstances, the public will be advised of the pastoral concern for each individual affected by the sexual misconduct and the process whereby the issue is brought to a conclusion.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

**Disciplinary Action:** If it is determined that inappropriate conduct has been committed by anyone subject to these policies and procedures, we will take such action as is appropriate under the circumstances. Such action may range from counseling, to termination from employment (if

applicable) and may include such forms of disciplinary or other remedial action as we deem appropriate under the circumstances.

Depending upon the nature and severity of the misconduct and the status of the individual involved, appropriate action may include any of the following:

- Termination of employment or of volunteer status or other disciplinary or remedial action.
- Dismissal and/or suspension from any ministry in Glenmary.
- Placing the individual on administrative leave, with or without a change in compensation.
- Requiring a psychiatric evaluation at an approved facility; ongoing therapy and aftercare to determine the individual's prognosis and suitability or unsuitability for further assignment.
- Monitoring the individual's progress.
- Exploration of other vocational options if it is determined that the individual is unsuitable for other ministry.
- Special supervision, professional counseling, spiritual direction, participation in support groups and peer accountability.
- In the case of a religious from another institute, requesting the individual's Superior to remove him or her from working with or contact with Glenmary.

While this policy sets forth our goals of promoting a workplace that is free of sexual misconduct, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definitions of sexual misconduct contained in these policies.

### **Whistle-Blower Policy:**

#### **General**

Glenmary's policies require members, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Glenmary Home Missioners must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the Whistle-Blower Policy are to establish policies and procedures for the following:

- The submission of concerns regarding questionable accounting or audit matters by employees, officers, members, volunteers, and other stakeholders of Glenmary, on a confidential and anonymous basis
- The receipt, retention, and treatment of complaints received by the Glenmary Home Missioners regarding accounting, internal controls, or auditing matters
- The reporting of suspected fraud, financial improprieties or ethical violations.
- The protection of members, volunteers, and employees reporting concerns from retaliatory actions
- To make Glenmary a more attractive place to work and contribute to the goal of being a more effective missionary organization.

### **Reporting Responsibility**

Each director, member, volunteer, and employee of Glenmary Home Missioners has an obligation to report in accordance with this whistle-blower policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of Glenmary's policies.

### **Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of Glenmary policies. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense. It may also result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

### **Confidentiality**

Reports of concerns, and investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

### **Authority of Audit & Budget Committee**

All reported concerns will be forwarded to the audit and budget committee in accordance with the procedures set forth herein. The audit & budget committee shall be responsible for investigating and making appropriate recommendations to the Executive Council, with respect to all reported concerns.

### **No Retaliation**

This whistle-blower policy is intended to encourage and enable members, volunteers, and employees to raise concerns within the Glenmary Home Missioners for investigation and appropriate action. With this goal in mind, no member, volunteer, or employee who, in good

faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer, employee or member who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

### **Reporting Concerns**

#### *Encouragement of Reporting*

The Glenmary Home Missioners encourages complaints, reports, or inquiries about illegal practices or serious violations of the Glenmary's policies, including illegal or improper conduct by the Glenmary Home Missioners itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Glenmary Home Missioners has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment through the organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. If those channels are implicated, please refer these complaints to the Audit and Budget Committee. The committee will discern who would be best to address these issues. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

*Employees:* Employees should first discuss their concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the concern is valid, the individual should report the concern to the Treasurer/Chief Administrator. However, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the concern, the individual should report his or her concern directly to the Treasurer/Chief Administrator or a level above their supervisor. In addition, suspected fraud should be reported directly to the chair of the audit and budget committee.

If the concern involves a member of the audit and budget committee, the concern should be reported to the President of Glenmary.

If the concern was reported verbally to Chief Administrator, the reporting individual, with assistance from the chief administrator, shall reduce the concern to writing. The Chief Administrator is required to promptly report the concern to the chair of the audit and budget committee, which has specific and exclusive responsibility to investigate all concerns. If the Chief Administrator, for any reason, does not promptly forward the concern to the audit and budget committee, the reporting individual should directly report the concern to the chair of the audit and budget committee. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the chair of the audit and budget committee.

*Volunteers:* Volunteers should submit concerns in writing directly to the chair of the audit and budget committee.

### **Handling of Reported Violations**

The audit and budget committee shall address all reported concerns. The chair of the audit and budget committee shall immediately notify the committee, the President, the Chief Administrator

of any such report. The chair of the audit and budget committee will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated by the audit and budget committee. If necessary, the committee may designate an appropriate person to investigate and report back to the committee. The committee will recommend appropriate corrective action to the Executive Council, if warranted by the investigation. In addition, action taken must include a conclusion or follow-up, or both, with the complainant for complete closure of the concern.

The audit and budget committee have the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

## **TIME OFF/LEAVE OF ABSENCE**

### **Bereavement Leave:**

Glenmary recognizes the need for an employee to take time away from work for funeral preparation and/or attendance in instances of a death in the immediate family. Should a death occur in the immediate family of any regular, full-time employee, s/he will be granted three (3) consecutive work days off at their regular rate of pay, provided the employee attends the funeral and/or is involved in funeral preparation and the request is approved by the person responsible for Human Resources.

Immediate family is defined as a spouse/partner, parent, child, a sibling, grandparent, grandchild, parents-in-law and step parents/child.

Regular, full-time employees will be granted one (1) workday off at their regular rate of pay to attend the funeral of a close relative (defined here as an uncle, aunt, nephew, niece, cousin or a brother/sister in-law) upon approval of the request by the person responsible for Human Resources.

A regular part-time employee will be eligible for bereavement leave pay on a pro-rata basis that considers the average number of hours worked per week in the prior calendar year. Regular full-time employees are eligible to earn PTO and EIB time in a workweek while absent using bereavement leave.

Regular part-time employees (who work a minimum of 25 hours per week) are eligible to earn PTO in a workweek while absent due to using bereavement leave.

Regular full-time employees are permitted up to four (4) hours of bereavement leave to attend the funeral of a Glenmarian, regular fellow employee or retiree of Glenmary provided such absence from work will not interfere with normal operations. To be eligible for compensation under this provision, the eligible employee must attend the funeral during normal business hours and have permission of his/her immediate supervisor.

Should a death occur to a family member or relative defined above, while a new employee is completing his/her introductory period, s/he would be entitled to compensation for time off as outlined in this policy.

### **Holydays/Holidays:**

Glenmary observes 3 holydays (Feast of Assumption, Feast of All Saints and Feast of Immaculate Conception), Good Friday, Christmas Eve and 7 holidays (New Year's Day, Martin Luther King Jr's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas).

There will be no alternate time off whenever the Feasts of Assumption, All Saints and/or Immaculate Conception fall either on a Saturday or Sunday.

When New Year's Day, Independence Day or Christmas Day falls on a Sunday Glenmary observes the holiday on Monday. When New Year's Day or Independence Day falls on a Saturday Glenmary observes the holiday on Friday.

When Christmas Day falls on Saturday or Sunday, Glenmary observes the holiday on the following Monday. When Christmas Eve falls on a Saturday, Glenmary observes the holiday on Friday. When Christmas Eve falls on Sunday, Glenmary observes the holiday on the day after Christmas (Tuesday).

If any remaining holiday falls on a non-scheduled workday, the workday preceding or following it will normally be observed.

All active, regular full-time exempt employees are eligible for holyday/holiday compensation based on the number of hours they would normally work on those days. Eligibility begins with the first day of employment.

During a week in which one or more holydays/holidays occur, a regular non-exempt employee (who normally works 20 hours or more) will be compensated for the average daily hours s/he would work on the holydays/holidays in question.

Holydays/holidays that occur during an employees scheduled use of PTO and/or EIB time are treated as holydays/holidays and are not counted as used PTO and/or EIB time.

If a regular non-exempt part-time employee works on an observed holyday/holiday s/he will be paid at one and one half times his/her normal rate of pay for hours worked.

If a regular non-exempt full-time employee works on an observed holyday/holiday s/he will be paid at two times his/her normal rate of pay for hours worked.

Any employee on an unpaid leave of absence will not receive compensation for holydays/holidays.

Compensated holyday/holiday hours are not counted when calculating overtime hours. Glenmary will try to reasonably accommodate individuals' religious observances if different from the holydays/holidays listed above.

### **Jury Duty:**

Full and/or part-time employees called to serve on a jury will be paid for the amount of hours they are scheduled to work on the day(s) the court requires their attendance. Employees must present any jury duty summons to their supervisor on the first working day after receiving it.

If an employee is not required to serve on a day s/he is normally scheduled to work or if the employee is excused before serving three (3) hours of jury duty, s/he is expected to report to work.

Employees may keep any compensation they are paid for jury duty. They will be-compensated at their regular rate of pay for all hours missed due to jury duty.

Regular, full-time employees are eligible to earn PTO and EIB time in a workweek for the time absent as a result of jury duty.

Regular part-time employees (who regularly are scheduled to work a minimum of 25 hours per week) are eligible to earn PTO in a workweek for the time absent as a result of jury duty.

### **Maternity/Paternity Leave:**

In order to enable parents bringing newborn/adopted children into their homes, employees of The Home Missioners of America will be provided with four weeks paid maternity/paternity leave. In addition, parents suffering a pregnancy loss, including miscarriage or stillbirth, will be provided with two weeks of paid maternity/paternity leave. The leave must be completed within twelve weeks of the birth/adoption of a child or loss of pregnancy. This leave must be used minimally in weekly increments. Further time off may be requested in accord with the provisions of PTO/EIB policies. In granting a leave, the employer presumes that it is the intent of the employee to return to his/her position. Leaves will not be granted if it is the employee's intent to not return to work at the end of the leave. Employees are encouraged to notify the office of Human Resources as soon as feasible so any necessary arrangements for pre and post birth can be planned.

### **Military Leave:**

A leave of absence will be granted by Glenmary to employees who are absent from work because of service in a branch of the United States military. The leave will be subject to the conditions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless necessity prevents it or it's impossible or unreasonable.

Requests must be in writing and given to the person responsible for Human Resources. Continuation of health insurance benefits is available as required by USERRA. It is based on the length of the military leave and subject to the terms, conditions and limitations of any applicable plans for which the employee is eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing for reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA requirements and all applicable State laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continually employed or a comparable one depending on the length of the military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the person responsible for Human Resources for more information or questions about military leave.

### **Paid Time Off and Extended Illness Bank Time:**

Glenmary recognizes that employees have lives outside of the workplace and many diverse needs for taking time off. As a result, eligible Glenmary employees will earn time to use for vacation, illnesses, maternity/paternity leave, non-work related accidents, other medical emergencies, appointments or other personal reasons. This time is identified as Paid Time Off (PTO). It is earned and managed by Glenmary and is based on eligible years of service. PTO is supplemented by and works in conjunction with Extended Illness Bank (EIB) time that covers non-occupational illness, injuries or disabilities for full-time employees only. Please note that neither PTO nor EIB time includes designated holydays and/or holidays. Holyday and/or holiday time is given to eligible employees in addition to PTO and EIB. New eligible Glenmary employees begin earning PTO and/or EIB time from the first day of employment, However they cannot use it until they have successfully completed their 90-calender day introductory period.

Time off due to illness, maternity/paternity leave, and non-work related injuries or other medical-related absences of the employee requires the use of PTO for the first 3 consecutive workdays (or up to 22.5 hours) of such absences. Any remaining time off necessitated by such absences will be charged to the time available from the eligible employee's Extended Illness Bank (EIB) time, the details of which are covered below.

Full-time employees (and part-time employees who work a minimum of 25 hours per week) with less than 4 full years of continuous service with Glenmary will earn .0616 PTO hours for each hour worked up to a maximum of 37.5 hours per week. The maximum PTO time earned in a 12-month period is 120 hours. Once the maximum allowable number of hours earned is reached, the eligible employee can earn no additional PTO hours unless and until the total hours available for use falls below the maximum of 120 hours.

Full-time employees (and part-time employees who work a minimum of 25 hours per week) with at least 4 full years of continuous service with Glenmary but less than 14 full years of continuous service will earn .0808 PTO hours for each hour worked up to a maximum of 37.5 hours per week. The maximum PTO time earned in a 12-month period is 157.5 hours. Once the maximum number of allowable hours earned is reached, the eligible employee can earn no additional PTO hours unless and until the total hours available for use falls below the maximum of 157.5 hours. Full-time employees (and part-time employees who work a minimum of 25 hours per week) with more than 14 years of continuous service with Glenmary will earn .1000 PTO hours for each hour worked up to a maximum of 37.5 hours per week. The maximum PTO time earned in a 12-month period is 195 hours. Once the maximum number of allowable earned hours is reached, the eligible employee can earn no additional PTO hours unless and until the total hours available for use falls below the maximum of 195 hours.

When using PTO, eligible part-time employees cannot exceed the average number of hours s/he works on a daily basis.

Glenmary offers EIB time so eligible full-time employees are not required to utilize all available PTO time accumulated to cover hours missed for personal illness, injury or other non-work disabilities that will require time away from work for more than 3 consecutive workdays. In such situations, after the first 3 consecutive workdays are charged against earned PTO time any and all additional time off is charged instead to earned EIB time. Full-time employees can earn .0231 hours of EIB time for each hour worked up to a maximum of 37.5 hours per week. The maximum EIB time earned in a 12-month period is 45 hours. The maximum amount of EIB time a full-time employee can accrue overall is 450 hours. Once the maximum allowable hours are reached, the full-time employee can earn no additional EIB hours unless and until the total hours available for use falls below the maximum of 450 hours.

Whenever an employee using EIB time returns to work on a less than full-time basis (due to a doctor's decision), time worked each day should be recorded as time worked and the remainder of the time required to equal 7.5 hours per day should be recorded as EIB time. This procedure should be followed until the employee receives a release from the doctor that allows his/her return to work on a full-time basis.

Glenmary has established EIB time to protect eligible employees against catastrophic personal illness or injury that could wipe out their PTO reserves. As a result, Glenmary can and will monitor individual situations of employee personal illness or injury and if necessary may supplement the eligible employee's depleted EIB time reserves. This may be done by a donated amount of additional EIB time either from other employee's donations of EIB time into a general EIB fund managed by Glenmary or through Glenmary's direct contributions as Glenmary believes necessary to help eligible employees in specific situations. In such instances the eligible employee will make his/her request for assistance directly to the person responsible for Human Resources after having depleted all his/her remaining PTO and EIB time.

Emergency situations could develop that do not relate to an extended personal illness or injury, but result instead for the need of additional PTO by an eligible employee who does not have such time available at the time of the emergency. As a result, Glenmary can and will monitor individual employee needs in such circumstances and if necessary may allow contributions from

fellow employees to supplement the eligible employee's PTO reserves. In such instances the employee will make his/her request for assistance directly to the person responsible for Human Resources for decision. Before any voluntary transfers of PTO from other employees takes place the eligible employee in question must have fully exhausted his/her PTO reserves. Voluntary contributions from individual employees are not capped but total voluntary contributions from all employees may not exceed 75 hours.

While PTO or EIB time can be taken in full day increments, the use of PTO or EIB (except when partially returning to work per a doctor's decision) time in increments of less than 1 hour is not permissible, regardless of the reason. Any PTO or EIB time used will be paid at the employee's current rate of pay.

Full-time employees are eligible to earn PTO and EIB time in a workweek while absent due to using accumulated PTO or EIB time or for bereavement leave or jury duty. However, PTO or EIB time will not be used in computing hours worked for overtime computations. If a holyday or a holiday occurs during an employee's use of earned PTO or EIB time, the holyday or holiday will not be considered PTO or EIB time used or charged against PTO or EIB hours. Employees on unpaid leave of absence are not eligible to earn PTO and/or EIB time unless required by law. Part-time employees (who work a minimum of 25 hours per week) are eligible to earn PTO in a workweek while absent due to using PTO for bereavement leave or jury duty.

Glenmary will not compensate active employees for any unused PTO or EIB hours. At the time employment ends, however, Glenmary will compensate for any earned, but unused PTO time but not for any earned but unused EIB time. If an active employee dies, Glenmary will pay all earned but unused PTO time to the deceased employee's estate.

Re-hired full-time employees will earn PTO and EIB hours under the PTO and EIB eligibility formula as a new employee.

EIB time pursuant to this policy may not be used for more than 60 consecutive workdays. After 90 calendar days, other compensation benefits are available to eligible employees through a long-term disability (ltd) insurance program. The details of the ltd insurance are described in a separate policy.

Any employee absent from work for more than five (5) consecutive workdays due to medical reasons (including worker's compensation), will be required to submit a doctor's note indicating the employee's expected date of return and any medical related work restrictions.

### **Personal Leave of Absence:**

There may be an occasion when a regular full-time employee is faced with an emergency or a special circumstance that requires the need for him/her to take an unpaid personal leave of absence. The employee's supervisor, in conjunction with the person responsible for Human Resources, may grant a personal leave of absence without pay. Each request for a leave of absence will be evaluated on an individual basis, taking into consideration: length of service, work record, staffing needs and reason and length of the leave.

Regular full-time employees may apply for a personal leave of absence by submitting the request in writing to their supervisor at least two weeks prior to the start date of the leave describing the nature of the leave, the dates the employee expects to be away from work and the date s/he intends to return to work. If the leave is the result of an emergency, the two-week requirement may be waived by the person responsible for Human Resources.

Employees with less than 5 years of service may be granted up to 1 calendar month off for a personal unpaid leave of absence with his/her current position guaranteed for the length of the leave of absence. Employees with 5 years of service or more may be granted up to 2 calendar months off for a personal unpaid leave of absence with his/her current position guaranteed for the length of the leave of absence.

Failure to report back to work on the first day after the approved leave of absence expires will be considered a voluntary termination of employment.

Employees who are granted a personal unpaid leave of absence are expected to exhaust any PTO (EIB time may not be used) they have accrued before their leave status changes from paid to unpaid. Unless required by applicable law, employees will not accrue additional PTO or EIB (if applicable) time while on unpaid leave of absence.

If an employee is granted and takes a personal unpaid leave of absence, certain benefits (if applicable) are affected:

**Medical/Dental Insurance** – if the employee is covered by Glenmary’s group insurance plan and wants to continue that coverage, the provider requires the employee to do so through COBRA. S/He will be responsible for 100% of the premium plus the possibility of an additional administrative fee. At the conclusion of the unpaid leave of absence, the employee must re-apply for medical/dental benefits through the person responsible for Human Resources.

**Life Insurance** – coverage terminates the first day the unpaid leave of absence begins. If the employee wants to continue coverage s/he must contact the provider directly and make such arrangements. In such situations the employee is responsible for 100% payment of the monthly premium. At the conclusion of the unpaid leave of absence, the employee must re-apply for life insurance benefits through the person responsible for Human Resources.

**Long Term Disability Insurance** – coverage terminates the first day the unpaid leave of absence begins. In such instances, the provider does not offer a continuation option for this benefit. At the conclusion of the unpaid leave of absence, the employee must reapply for long-term disability insurance through the person responsible for Human Resources.

While on an unpaid leave of absence, employees are not eligible for compensation of holydays, holidays or the benefits of the bereavement leave, educational and spiritual and human development benefits.

While on an unpaid leave of absence, employees are not covered by Glenmary’s workers compensation insurance program.

The time spent on a leave of absence does not count towards time used to earn PTO and EIB time.

If an employee does not work a minimum of 1,000 hours or more in a calendar year as a result of an unpaid leave of absence, pursuant to the conditions of the retirement plan, s/he will not receive a contribution for that plan year if a decision is made to make a contribution for eligible employees.

### **Voting:**

Glenmary believes its employees have a civic duty to participate in the election process. Eligible employees who are unable to vote outside of their work schedule will be permitted to use PTO to vote.

## **WORKPLACE SAFETY:**

### **Drug Free Workplace and Substance Abuse:**

The use of illegal drugs and alcohol and the abuse of legal prescription pharmaceuticals, account for tremendous losses in efficiency, attendance and costs of company-provided health care. These abuses also diminish the safety of all employees and visitors and could impair the reputation of Glenmary and violate Federal and State laws. In addition, the use and abuse of drugs and alcohol can have severe health consequences and lead to the destruction of family unity. For these reasons, Glenmary has adopted a zero tolerance drug and alcohol policy. With this policy, it is the intention of Glenmary to use every lawful means to establish and maintain a drug and alcohol free workplace.

Illegal drugs are substances that are controlled or outlawed, are not obtainable by lawful methods, or are legally obtainable but were not obtained in a lawful manner.

This policy prohibits the use, sale, manufacture, distribution or possession of alcohol or illegal drugs, drug paraphernalia or any combination thereof, on any premises of Glenmary or at any location where the employee is performing his/her job duties. This includes vehicles owned or operated by staff, members and volunteers of Glenmary either on or off its premises. Violation of this policy will subject the employee to disciplinary action up to and including immediate discharge and may have legal consequences.

Glenmary shall have the right to require any employee to submit to drug and/or alcohol testing under the following circumstances:

- Post-Accident – Where the employee was involved in an accident that resulted in property damage or physical injury, requiring professional medical treatment beyond first aid to any person.

- Reasonable Suspicion – Upon the belief of management that the employee may have alcohol or illegal drugs in his/her system while at work or while performing his/her job duties away from the workplace.

This list is not meant to limit the circumstances under which a drug or alcohol test may be required. Glenmary can test for the presence of alcohol or illegal drugs for other lawful purposes. For purposes of this policy, a positive or failure of a drug or alcohol test shall consist of the presence of any detectable amount of an illegal drug or alcohol in the employee's system when tested. Similarly, refusal to submit to a drug or alcohol test when requested by Glenmary, or any attempt to interfere with the test or alter the sample also constitutes failure of the test and will make an employee subject to discipline up to and including discharge.

If an employee is using medication prescribed by a licensed physician, s/he is responsible for obtaining assurances from that physician that the medication will not impair the employee's judgment or ability to safely and efficiently perform his/her job duties.

Any employee who knows or believes that there is unlawful involvement by other employees, volunteers, vendors or guests with illegal drugs or alcohol contrary to this policy, should immediately refer this information to his/her supervisor or to the person responsible for Human Resources. Glenmary will utilize all lawful investigative techniques in response to this information. Evidence obtained by Glenmary of the unlawful use, manufacture, trafficking, distribution or possession of controlled substances will be provided to the appropriate law enforcement authorities.

Glenmary recognizes that drug or alcohol abuse may, in some cases, be an illness or mental health problem. Employees who need help in dealing with these problems are encouraged to seek assistance voluntarily before the situation requires management intervention. Further involvement in the use of illegal drugs or alcohol will result in discharge.

All employees must, as a condition of employment, abide by the terms of this policy and must report any convictions under a criminal drug statute for violations occurring on or off the premises of Glenmary. This report must be made within five days of a conviction and is mandated by the Drug Free Workplace Act of 1988.

This policy is not meant to prohibit the consumption of alcohol when and where it is specifically authorized by management as part of a function of Glenmary.

This policy does not limit the right of Glenmary to invoke disciplinary action for any unauthorized activity not enumerated above.

### **Inclement Weather/Emergency Situations:**

Glenmary expects each employee to make a reasonable effort to report to work when weather conditions are not ideal or other emergency situations occur. In certain instances, Glenmary may curtail or cancel normal daily operations to ensure the safety of its employees and volunteers.

In such instances, the Maintenance Supervisor will notify the Treasurer/Chief Administrator as soon as possible in the morning of weather and road conditions (or of any other type of

emergency situation as it occurs). In the case of severe or inclement weather (or when other types of emergency situations occur), the Treasurer/Chief Administrator in consultation with the President will decide whether or not to curtail or cancel office operations for the day. If that decision is made:

The Treasurer/Chief Administrator will contact the school watch program (TV12) and request they and their radio affiliates announce that office operations for Glenmary are either curtailed or canceled. All Glenmarians, staff and volunteers should either view TV-12 (WKRC) or listen to 700-WLW radio for such possible announcements.

The Treasurer/Chief Administrator will contact supervisors or department heads (if applicable), who in turn will contact their staff and advise them of the situation.

Since local weather conditions/emergency situations can vary throughout a commuting area, employees are encouraged to exercise good judgment and common sense when evaluating, their situation and should not endanger themselves to get to work. If inclement weather or traveling conditions delay or prevent an employee from reporting to work on time, s/he is responsible for notifying his/her supervisor in a timely manner.

While attempting to report to work, any employee who is late due to inclement weather conditions/emergency situations will be excused with pay for the time missed provided it does not exceed two (2) hours. Employees delayed more than two (2) hours, may use PTO (if applicable) for all time used in excess of two (2) hours.

Whenever the office officially closes, employees are compensated based on the average daily hours they are scheduled to work that day, regardless of their work status at the time of the closing. In such instances the time paid will not count towards overtime pay.

### **Right to Search/No Privacy Expectations:**

From time to time and without prior announcement, inspections, searches and/or the request to participate in an alcohol and/or drug screen or other such testing may be made of employees entering or leaving the premises of Glenmary. Internally, it may also include but is not limited to an inspection of an employee's office or work station and its' contents, printed materials, computers, lockers, lunch containers, cell phones or other such electronic devices and etc. Because Glenmary believes in transparency in such situations, employees are encouraged not to bring any personal items to the workplace they would not want to be made public.

Any materials found in an employee's possession during an inspection or search that may be prohibited or illegal will be retained by management and placed in a sealed container. Information identifying the employee in possession of the materials, the date and circumstances under which the materials were collected and by whom will be recorded and attached to the container. If further investigation determines the collected materials are prohibited and/or illegal, they will not be returned to the employee but given to the proper authorities. If materials collected prove not to be prohibited or illegal they will be returned to the employee.

Refusal to cooperate in such inspections, searches, participation in an alcohol and/or drug screen or other such testing and/or possession of prohibited or illegal materials shall be grounds for disciplinary action, up to and including termination.

### **Safety and Health:**

Glenmary promotes a safe and healthy environment for employees, members, volunteers and visitors. Management of Glenmary has the responsibility for implementing, administering, monitoring and evaluating safety procedures.

Glenmary provides information to employees about workplace safety and health issues through memos and other written communications.

Employees are expected to work safely in all job-related activities and use safety equipment (if applicable) provided by Glenmary at all times. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, or cause hazardous or dangerous situations and fail to report or remedy them, shall be subject to disciplinary action, up to and including termination.

Accidents that result in injury or illness should be reported immediately to the person responsible for Human Resources. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **Smoke Free Facilities:**

All properties owned and/or operated by Glenmary are designated as "non-smoking" facilities. As such, the use of tobacco related products (or e-cigarette within a facility owned or operated by Glenmary are prohibited.

Smoking is permitted at designated locations outside of facilities owned or operated by Glenmary.

Cooperation is requested as this policy must be rigidly enforced to comply with all applicable safety laws and to obtain proper insurance coverage for all Glenmary facilities.

### **Violence in the Workplace:**

The safety and security of all employees is of primary importance to Glenmary. Threats, threatening and abusive behavior, intimidation or acts of violence by or against employees or other individuals that occurs in the workplace or outside the workplace will not be tolerated. In order to maintain workplace safety and the integrity of its investigation of such a possible incident, Glenmary may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending the results of the investigation. Following this investigation, Glenmary will initiate an immediate and appropriate response. This response may include, but is not limited to, termination if applicable, of any business relationship and/or employment and/or criminal prosecution of the person or persons involved.

Any employee found in violation of these guidelines will be subject to prompt disciplinary action up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. Glenmary can and will take any necessary legal action to protect its employees and property.

Employees should promptly report to the person responsible for Human Resources any behavior they witnessed, received or are made aware of and is potentially threatening or violent and could endanger the health or safety of an employee or individual in the workplace or outside the workplace. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. Glenmary understands the sensitivity of this type of information and will follow procedures that are confidential and recognize and respect the privacy of the reporting employee/person.

### **Weapons:**

Despite some state laws that allow people to carry firearms in public, Glenmary prohibits anyone from possessing or carrying weapons of any kind on its property, in its vehicles or while on its time. This prohibition against weapons includes:

- Any form of weapon or explosive
- All firearms
- All illegal knives or knives with blades that are more than 6 inches in length.

If an employee is unsure whether an item is covered by this policy, please contact the person responsible for Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy.

While Glenmary has a policy prohibiting weapons, nothing in this statement shall be construed as creating any duty or obligation on the part of Glenmary to take any actions beyond those required of an employer by existing law.