United Way of Pennsylvania

Personnel Policies Guide

United Way of Pennsylvania

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ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICIES GUIDE 1

I. INTRODUCTION

Welcome to the United Way of Pennsylvania (UWP). This Personnel Policy Guide ("Guide") is intended to describe UWP's expectations regarding its employees and the current policies and benefits you will receive as an employee of UWP. This Guide applies to all UWP employees. Employees are expected to use this Guide to familiarize themselves with important information about UWP, including their own rights and responsibilities.

This Guide, other UWP documents or policies, and/or any spoken or written comments by UWP's management representatives do not create an employment contract with you, express or implied. **UWP is an at-will employer and this Guide is not intended to and does not alter the *employment at-will* relationship between you and UWP.** This means that you or UWP may terminate your employment at any time, for any lawful reason, with or without cause.

The Guide is not intended to deal with every possible eventuality that may arise. Specific personnel issues not covered by the Guide will be dealt with on a case-by-case basis in accordance with any applicable procedures established by the President/Chief Professional Officer, his/her judgment as to the appropriate manner for dealing with such issues, sound personnel procedures, and the best interests of the UWP.

The practices outlined in this Guide supersede any and all other documents regarding the same, whether written or oral. Moreover, UWP, at its sole discretion, may change, delete, suspend, or discontinue any part or parts of the topics in this document as business, employment legislation, and economic conditions dictate. UWP will attempt to notify employees within a reasonable time frame of any significant changes to this Guide, but it is the employee's responsibility to ensure that he or she remains familiar with the contents of this Guide.

Equal Employment Opportunity Policy

UWP does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, gender identity, questioning and intersex people, age, national or ethnic origin, genetic information, veteran status, non-job-related mental or physical disability, or any other characteristic protected by federal, state, or local law. This applies in the processes of recruitment, selection, hiring, compensation and benefits, training, promotion, development, discipline, termination, or any other kind of employment action.

UWP encourages diversity in its workforce and recruits qualified candidates for employment who are minority, female, individuals with disabilities, disabled veterans, and veterans of the Vietnam era; ensures that bona fide job-related and valid requirements are used to evaluate employees for promotion and applicants for employment; and complies with applicable federal, state, and local laws, statutes, orders, and regulations prohibiting discrimination.

UWP treats all complaints of illegal discrimination seriously. Employees who believe that they have been the victim of illegal discrimination in any recruitment or employment decision or action should formally complain following the procedures outlined within this Guide. An

employee will not be retaliated against for exercising his or her rights in this regard. *See*, Harassment, Discrimination, and Offensive Behavior Policy.

Employment At-Will

YOUR EMPLOYMENT IS CONSIDERED TO BE "AT-WILL." Employees may resign at any time, and similarly, UWP may terminate the employment of an employee at any time and for any reason not prohibited by law. When possible and in the best interest of UWP, UWP will provide the employee with prior notice of the termination. Employees are also requested to give a two (2) week notice of resignation when possible, however, it is understood that employment may be terminated, with or without cause or notice at any time, at the option of either UWP or the employee.

Orientation Period

The first three (3) months of employment for non-exempt employees and the first six (6) months of employment for exempt employees shall be considered an Orientation Period. During this time, the employee will be able to see if he or she likes being on the UWP team and the employee can show UWP that he or she is able to perform his or her assigned duties, exhibit satisfactory attendance, and demonstrate positive behavior.

Around the end of the Orientation Period, the employee's supervisor will prepare a performance evaluation and then review such performance with the employee. If the employee's performance has been satisfactory, he or she will be considered to have completed the Orientation Period. If the employee's performance has been marginal, the Orientation Period may be extended at the discretion of UWP. If the employee's performance has been unsatisfactory, the employment of the employee will be terminated.

This policy does not change the "at will" nature of the employee's employment with UWP. Accordingly, the employee's employment with UWP may be terminated by the employee or UWP at any time and for any reason not prohibited by law during (and after) the Orientation Period.

Reasonable Accommodations

It is the policy of UWP to comply with the Americans with Disabilities Act, and all federal, state, and local laws concerning the employment of persons with disabilities. Furthermore, it is the policy of UWP not to discriminate against qualified individuals with disabilities in the processes of recruitment, selection, hiring, compensation and benefits, training, promotion, development, discipline, termination, or any other kind of employment action.

UWP will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, and/or if the accommodation creates an undue hardship on UWP. Employees should contact their supervisor with any questions concerning this policy and/or if they believe they may need to request an accommodation.

II. CHANGES TO POLICY

From time to time, changes or additions may be made in the Guide. Such changes will be recommended by the Executive Committee and approved by the Board of Directors. UWP will attempt to notify employees within a reasonable time frame of any significant changes to this Guide, but it is the employee's responsibility to ensure that he or she remains familiar with the contents of this Guide.

III. LIST OF ACRONYMS

Acronym	Description
President/CPO	Chief Professional Officer - the President of UWP is the President/CPO
CVO	Chief Volunteer Officer - the Chairman of the Board of Directors
UWP	United Way of Pennsylvania

IV. EMPLOYMENT CLASSIFICATIONS AND POLICIES

The Fair Labor Standards Act (FLSA) is a federal law that requires certain employees in the United States be paid at least the federal minimum wage for all hours worked. The FLSA also entitles certain employees to overtime pay, at one and a half times their regular rate of pay, for all hours worked over 40 hours in a workweek. Under the FLSA, there are two types of employee pay categories: *exempt* and *non-exempt*.

Non-Exempt

Non-exempt employees are those employees so designated by the FLSA. Non-exempt employees may be required and authorized to work beyond their regularly scheduled hours. When non-exempt employees work more than forty (40) hours in a workweek, they will be paid overtime at one and a half times their regular rate. Federal law requires the recording of and payment for any overtime performed by a non-exempt employee. Accordingly, non-exempt employees are required to record, to the nearest tenth of an hour, each and every hour worked on a timesheet that is presented, on a weekly basis, to the employee's supervisor. Hours worked includes any and all time in which the employee performs any work for UWP – including work the employee performs during lunch or other designated breaks.

To the extent a non-exempt employee believes overtime is or will be required, the employee must – before working such overtime – seek and obtain the advanced approval of his or her supervisor. If approved by a supervisor, a non-exempt employee that works beyond his or her normal working hours in any given workday may be required to take "compensatory time" during that particular workweek (but not in any prior or subsequent workweek).

UWP's standard "workweek" begins at 12:01 a.m. on Sunday and runs until midnight on the following Saturday. Each employee's particular schedule will be determined by his or her supervisor.

Should an employee work overtime without the advanced approval of his or her supervisor, the employee will still be entitled to receive overtime pay. However, depending on the circumstances, an employee that works overtime without advanced approval will be subject to disciplinary action, up to and including termination, for failure to follow the appropriate overtime procedures. Additionally, an employee's failure to accurately record his or her hours may also result in disciplinary action up to and including termination.

Exempt

The FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, outside sales and certain computer employees. To qualify for an exemption, an employee must meet certain job duty tests and be paid on a salary basis. The amount of salary paid to an exempt employee cannot be reduced because of variations in the quality or quantity of the work of the employee. Subject to certain, limited exceptions, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked.

Exempt employees do not need to be paid for any workweek in which they perform no work and exempt employees do not receive additional pay if they work overtime. While exempt employees are expected to observe the normal hours of work, the calculation of their salary is not affected by the number of hours worked in any given workweek.

It is the policy of UWP to comply with the salary basis requirements of the FLSA. Therefore, all supervisors are prohibited from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and know that UWP does not allow deductions that violate the FLSA.

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Compensatory Time for Exempt Employees - work in excess of the normal workweek is not generally expected of exempt employees. If an exempt employee is required to work more than thirty-seven and one-half hours (37 ½) in any given week, that exempt employee shall be given compensatory time on a straight hour for hour basis for every hour worked in excess of thirty-seven and one-half hours. An employee may carry no more than forty hours of accumulated compensatory time at any time.

Temporary/Substitute/Seasonal

From time to time, an individual may be hired as a temporary, substitute or seasonal employee. These employees are individuals hired to work for a limited period of time or who are hired to complete a specific assignment. Temporary employees do not qualify for any employee benefits, paid holidays, or vacation pay, except when mandated by law or provided for within this Guide or benefit plan documents.

V. GENERAL GUIDELINES

Hours and Days of Work

UWP's standard "workweek" begins at 12:01 a.m., on Sunday and runs until midnight on the following Saturday. Each employee's particular schedule will be determined by his or her supervisor. Generally, full-time employees will be scheduled to work seven and one-half (7 ½) hours in a normal workday, and thirty-seven and one-half hours (37 ½) per week. Office hours are usually 8:30 a.m. to 5:00 p.m., Monday through Friday. One (1) hour unpaid lunch periods will be scheduled by the immediate supervisor. There are no regularly scheduled break periods. Work outside an employee's regularly scheduled working hours may from time to time be required for the employee to properly discharge his or her job responsibilities. In this regard, employees must refer to Section IV of this Guide.

Attendance

UWP's ability to fulfill its mission depends upon employees working together as a team. Other staff members are dependent upon each employee to be on the job every workday, on time, in order to insure that all tasks are properly accomplished. If employees are working off-site, their direct supervisor must know of their whereabouts and what they will be working on. Attendance and punctuality are considered important factors at the time of employees' performance and salary reviews. Unexcused absences and tardiness will subject employees to disciplinary action, up to and including termination of employment.

If employees are unable to report for work, they ***must*** notify their direct supervisor or designee, ***each day***, at least one (1) hour before the beginning of the scheduled workday. Failure to appear at work without notifying the manager/supervisor is considered a violation of this policy. Any employee who is inexcusably absent for two (2) working days without notifying UWP or without having good cause, as determined by UWP, will be deemed to have resigned. Additionally, depending on the circumstances and in accordance with the law, a regular pattern of absences on Mondays and Fridays will be considered an attendance problem, and can lead to disciplinary action up to and including termination of employment.

Work At Home Policy

UWP recognizes that there may, on occasion, be circumstances when it would be more beneficial or flexible for employees to work at home either intermittently or on a more regular basis. However, working at home is a privilege and not a right and it is impractical for UWP to offer working at home to all employees since, as a minimum, the requirements of some jobs will not be suitable for such arrangements. Accordingly, should an employee desire to work from home, he or she is required to seek and obtain the permission of his or her immediate supervisor. Serious consideration will be given to any such requests and a decision regarding the suitability of working at home as requested will take into account all relevant circumstances. The decision of the supervisor, however, is final, and, to the extent the supervisor approves an employee's request to work from home, the supervisor reserves the right to withdraw any such approval if it is believed that the employee is abusing the privilege of working at home or for any other reasonable needs of the employer to carry out its business. Additionally, in the event that business conditions require an employee working from home to be present at a central work location function,

meeting, or other event, the employee is expected to report to the same, even if such occurs during a time in which the employee would generally be working from home.

To the extent an employee is granted the ability to work at home, the employee is required:

- To focus his or her full attention on his or her job responsibilities during all hours of work;
- To agree with his or her immediate supervisor relative to the expected hours of work;
- To provide a contact telephone number in which the employee can be immediately reached during working hours; and
- To provide any and all equipment that is not provided by UWP, but which is necessary to work productively at home, including, but not limited to, high-speed internet (such necessary equipment will be determined by the employees supervisor and depends on the specific job responsibilities of the employee).

Employee job responsibilities will not change simply because the employee is working from home and the employee is expected to comply with all policies and procedures of UWP, including, but not limited to, those identified within this Guide.

Any equipment provided by UWP for the purposes of working at home is the property of UWP and is subject to be inspected in the same fashion as if the UWP-provided equipment was utilized in the office. Employees working from home are required to take reasonable care of all equipment, to keep it secure, and to use it in accordance with UWP's policies and procedures. Additionally, all such equipment must be immediately returned upon termination of employment. Additionally, all equipment and files should only be accessible to the employee and must be safeguarded from access by other members of the household and visitors. Violations of this policy can result in discipline up to and including termination of employment.

Change of Personal Information

Each employee is responsible for informing UWP of his/her current address and telephone number and the name and number of a person to be contacted in the event of an emergency.

Changes in information regarding marital status and dependents should also be immediately reported to UWP.

Failure to report changes in information may result in the loss or denial of benefits for the employee and/or the employee's family.

VI. COMPENSATION

Employees will be paid bi-weekly on Friday for the preceding pay period consisting of fourteen (14) days. Each exempt employee will be provided a yearly salary rate, prorated for pay periods worked. Non-exempt employees can receive either a salary or an hourly rate of pay. The salary/compensation provided will be given in accordance with an established salary structure with compensation grades and steps. This structure will be provided to each employee at the time of his/her hiring and each time in which the compensation structure changes.

Compensation Adjustments

UWP attempts to reward quality work and services by granting compensation increases. However, increases can only be provided when an employee's performance meets and/or exceeds the expectations of the position *and* funds are available. Compensation increases are given at UWP's sole discretion and are never guaranteed. Employees shall be reviewed after six (6) months from the date of hire, one (1) year from the date of hire, and then annually thereafter. Employees must notify UWP if a performance appraisal for which they are due has not taken place in a timely manner.

Based upon the availability of funds as well as the employee's level of performance, those employees that have been employed for at least one (1) year may be *considered* annually (generally during the October/November timeframe) for a merit increase. Such merit increases are given at the sole discretion of UWP and employees are not entitled to a pay increase simply as a result of their length of service.

Merit increases for employees, other than the President/CPO, shall normally be approved by the President/CPO. The merit increase for the President/CPO shall be determined by the Executive Committee.

Outside Compensated Services

Outside compensated services for professional staff shall not be permitted unless the activity:

1. Receives the advance approval of the President/CPO,
2. Represents no conflict of interest,
3. Will not be inconsistent with the employee's responsibilities with UWP, and
4. Is not of such nature as to bring discredit upon UWP.

Outside employment performed during an employee's scheduled working hours for which additional remuneration is received may be permitted at the sole discretion of the President/CPO. When the employee is already receiving compensation from UWP, a determination of the amount of remuneration the employee may retain from such outside employment shall be discussed with the President/CPO. The employee may elect to take PTO time and retain full compensation for any outside remunerated service performed by him or her during such PTO time or, with approval by the President/CPO, the employee may take time off without pay (for up to five (5) days) and retain in full whatever compensation is received.

Travel/Expense Reimbursements

Expenses for staff to attend approved out-of-town conferences, training events, and meetings will be paid by the organization in the amount of actual cost for reasonable travel, meals, and motel accommodations. The reasonable cost of a breakfast, lunch, or dinner will be reimbursed to staff members when the meal was at a legitimate UWP business meeting/conference. Meals will not be reimbursed, if included as part of a conference registration fee. When normal in-town meetings or conferences require a staff member to work beyond the evening dinner meal or the lunch meal on Saturday, the actual out-of-pocket reasonable cost of meals will be reimbursed. Reasonable cost of transportation for business will be paid by UWP as detailed below.

Employees should use the most cost effective method of transport for all trips based on mileage and/or days of travel.

Privately Owned Vehicle

An employee using his/her own car for work-related travel will be reimbursed the approved IRS rate per mile driven. Employees using their own car for work related travel are individually responsible for any accidents caused when driving, must carry the minimum insurance coverage required by the state, and are encouraged to carry adequate coverage. In accepting employment with UWP, the employee recognizes that he/she holds harmless UWP for any accident of an employee which he/she causes or in which he/she is involved. In addition, any tickets received while driving in conjunction with work-related responsibilities, or additional insurance costs resulting from such tickets or extra work-related driving will be the complete responsibility of the employee. All driving related infractions, accidents, or citations which occur while the employee is on duty must be immediately reported in writing to the President/CPO. License suspensions or revocations must also be reported.

Automobile Rentals

Depending upon an employee's work-related travel needs, a supervisor may approve rental of a car for work-related purposes. In such cases, employees will be reimbursed for any out-of-pocket rent-related costs, such as gasoline and insurance. All driving related infractions, accidents, or citations which occur while the employee is on duty must be immediately reported in writing to the President/CPO.

Air Travel

When work-related needs require it, an employee's supervisor can approve travel by airplane. In all such cases, travel must be via the lowest coach airfare available for travel needs. All airline ticket purchases must be authorized by the President/CPO. In the event an employee travels by airplane, such employee may receive any miles of credit on personal airline travel cards. An employee may keep any free trips earned from mileage credits earned from his/her work-related travel. In addition, employees who are bumped from a particular flight may keep the free trip coupon, provided the employee pays any extra costs associated with being bumped and does not miss any work or scheduled meetings.

Train

When using a train for work, the lowest train fare and coach seating must be used. Guidelines should be followed as related to air travel policies.

Hotels

Depending upon a work-related travel destination, employees will be required to stay in a particular hotel, which has a United Way rate. When travel takes an employee to a city without an established United Way corporate rate, hotel selection must be pre-approved by his/her supervisor.

Parking and Cabs

When on work-related business, employees will be reimbursed for parking costs and/or meter costs. Parking tickets incurred will not be reimbursed unless they are unavoidable through reasonable care. Employees will be reimbursed for cab rides required for transportation to and from the airport, hotel, meeting site, and meal sites where complimentary transportation is not reasonably available.

Request for Advance Funds

When traveling for an extended period for UWP, an employee may request a reasonable advance to cover cash expenses. Requests for advance funds must be made at least one (1) week prior to the trip and approved by the president. All advances must be accounted for or repaid within five days of returning from the trip.

Corporate Credit Cards

The availability of a UWP corporate line of credit is limited to specific employees. The following parameters will apply to those employees provided with a corporate line of credit:

1. Monthly statements must be reviewed and approved by the cardholder and/or the President/CPO or his or her designee. Each expense must have a detailed description of the charge including what the charge was for.
2. Use of corporate charge cards for personal charges is not allowed.
3. Should a personal expense be unavoidably incurred, the entire balance is due and payable upon receipt of the bill statement.
4. UWP will not defer or extend payment on behalf of an employee. It is expected that employees will provide UWP with authorization to withhold any unavoidable personal expenses from the next salary or expense check, whichever occurs first.
5. UWP reserves the right to deny payment without a receipt at the discretion of the President/CPO.
6. Prior approval is required for credit card expenses in excess of $1,000.00.

Cellular Telephones

If an employee uses a cellular phone for business purposes, and if the employee's job responsibilities include regular or occasional driving, the employee is expected to refrain from using his or her phone while driving. This practice should be observed for the employee's safety, the safety of those in which the employee may be transporting as well as for the safety of other drivers. If an employee finds that he or she must use a cellular telephone while driving, a hands-free device should be used. Texting, and/or emailing, while driving is also strictly prohibited.

While at work, employees are encouraged to turn off personal cellular telephones. Personal calls/texts during work interfere with responsibilities. Employees are strongly encouraged to make personal calls on non-work time where possible and to ensure that their friends and family members are aware of this practice. Employees who regularly utilize their cell phone for personal reasons during working hours will be subject to discipline up to and including termination of employment.

VII. BENEFITS

UWP is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. These benefits currently include health, dental, vision, life and disability insurances, educational benefits, and a retirement plan. UWP reserves the right to modify, add, or delete the benefits it offers or to change insurance carriers or insurance plans as it believes necessary in its sole discretion, with or without notice to employees.

Each year employees may make their benefit selections during the Open Enrollment period. An employee's failure to enroll for a benefit may result in penalties up to and including the loss of the benefit. Be sure to review the benefits information provided to you by UWP.

Membership Dues and Initiation Fees

Membership dues and initiation fees for service clubs directly related to professional responsibilities (such as PA Association for Government Relations and PA Association of State Association Executives) may be paid by the organization if the budget permits and only if approved by the Executive Committee.

Holidays

The holidays recognized by UWP for closure of its offices are as follows;

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

UWP reserves the right to modify its recognized holidays at any time and with or without notice to the employees. When a holiday falls on a Saturday or Sunday, it will be observed on the same day as it is observed by the federal government or, if it is not observed by the federal government, on either the preceding Friday or following Monday.

Unless the employee receives the prior approval of his or her supervisor, to be eligible to receive holiday pay, an employee must have either worked or have been on approved leave for the scheduled days of work both immediately before and after the holiday.

UWP may, at its discretion, designate a holiday to be a "floating holiday." In this instance, employees eligible for that holiday may observe the holiday or may work that day and take a different day off as the holiday subject to the approval of their supervisor. Floating holidays cannot be carried over into the next year, cannot be used during the last two weeks of employment without supervisory authority, and, if not used, will not be paid.

Time off without pay may be granted to employees who desire to observe a religious holiday which is not recognized by UWP provided it does not create an undue hardship to UWP. Employees can request to use other available paid leave, if available.

Paid Time Off

Introduction

The Paid Time Off (PTO) policy provides employees with days away from work with pay. PTO days may be utilized for vacation, personal time, illness, time off to care for dependents, or for any other legally cognizable reason. To the extent possible, PTO must be scheduled in advance and approved by your supervisor.

PTO is provided for the purpose of rest, relaxation and planned interruption from the workplace or to attend to personal affairs. Subject to the carryover allowances discussed below,

PTO is to be taken within the year earned in order to receive the personal replenishment value intended. Supervisors and staff have the responsibility to plan schedules that meet operating requirements of departments and time off needs of staff and, as such, all requests to use PTO must be approved by a supervisor. Additionally, in order to balance and meet service and staffing requirements, staff members and supervisors should plan time off schedules in advance.

Questions about PTO earned and used should be referred to your supervisor.

Eligibility

All regular part and full time employees whose salaries are based on service for twelve (12) months are eligible to request the use of accrued PTO upon the completion of the three (3) month Orientation Period (See Section I, above). Your eligibility for PTO time will be discussed with you prior to the commencement of your employment.

Accrual

Full-time employees accrue PTO based upon completed years of service according to the following schedule:

Years of Employment	**Paid Time Off**
Year: First – Third	20 days
Year: Fourth – Seventh	24 days
Year: Eight and After	28 days

Part-time employees accrue PTO based upon the percentage of a full time schedule worked. PTO is calculated by determining the number of days, for which such employee would be eligible if the employee were full-time. That number is divided by the number of hours per week established for the full-time positions and multiplied by the number of hours the part-time employee works per week.

The annual PTO allotment will be granted as of January 1 of each year, based upon assumed employment for the entire program year – through December 31 (the PTO base year is from January 1 through December 31). Accordingly, should an employee separate his or her employment with UWP in the middle of the year, the employee's PTO time will be prorated through his or her last day of employment (including any resignation period). The employee will have no entitlement to the PTO time that would have been earned had the employee worked for the entire program year. Accordingly, the unearned prorated portion of the employee's PTO time will not be used in any fashion relative to the <u>Payment of Unused Paid Time Off</u> section below.

Prior employment in another United Way, or the United Way of America, without a break in service shall be credited as continuous service. In filling the AFL-CIO Director of Labor Participation's position, seven years in good standing in the labor movement, without a break in service shall be credited as continuous service.

Maximum Balance

An employee may carryover up to six (6) accrued, but unused PTO days from one PTO year to the next. Accordingly, as of December 31, any accrued, but unused PTO days beyond the six (6)

carryover days will be lost. It is the responsibility of the employee to keep track of his or her accrued PTO days.

Introductory Period

During the three (3) month Orientation Period, PTO will not accrue. An employee whose employment is terminated during this period will not receive payment for PTO days, notwithstanding the Payment of Unused Paid Time Off section below. However, upon completion of the Orientation Period, PTO will be prorated from the initial date of employment. Upon completion of the Orientation Period, an employee may request Paid Time Off.

Banked Time

Annually, PTO days that are not used and which are not carried over will be banked as Family Sick Leave up to a maximum of ninety (90) days. Once days are banked as Family Sick Leave, an employee will not receive compensation for these days upon separation of employment. After exhaustion of all PTO time, up to five (5) Banked Family Sick Leave days per year may be used to care for family illnesses. Employees will receive payment for the use of Banked Family Sick Time in the same fashion as if they were using PTO time. Family shall include spouse, children, and parents. The Executive Director, in consultation with the Personnel Committee Chair, must approve requests in excess of the five (5) days available per year. As stated in Section VIII below, any use of Banked Family Sick Time will run concurrently with any other leave an employee is entitled to.

Payment of Unused Paid Time Off

Accrued and unused PTO time will not be paid to employees terminated by UWP and/or to employees that resign from UWP without providing at least two (2) weeks of advanced notice of resignation. Employees providing the two (2) weeks advanced notice of resignation will receive a salary equivalent payment of fifty percent (50%) of accrued and unused PTO time up to a maximum of ten (10) days. Such a payment will be subject to withholdings and be made to the employee within two (2) weeks of the employee's last day of employment. Under no circumstances are separating employees entitled to receive payment for days banked as Family Sick Leave or for any other benefits provided by UWP (*i.e.*, floating holidays). Additionally, the Company discourages use of PTO time during the resignation period to ensure adequate time for effective and complete transition of responsibilities. If time off is taken by the employee during the resignation notice period, depending on the circumstances (*i.e.*, the time off was not for a health related reason), it may be determined, at UWP's sole discretion, that the employee failed to provide adequate resignation notice and, thus, is disqualified from receiving any payment for PTO time.

Recognition of Continuous Service/Active Service

The continuous employment of an individual at UWP is defined as the length of time the employee has been on the payroll without interruption. The continuous service date shall normally be the date of hire. Continuous service shall be computed by anniversary year, commencing on the first day of employment and each anniversary date thereafter.

If an employee who has been released as a result of lack of work or staff reduction is re-employed within one year from the date of release, the original continuous date may be retained and any previously unused PTO leave will be re-credited. If an employee terminates or is released for any reason other than lack of work or staff reduction and is subsequently rehired, the continuous service date will be the first day of re-employment.

Employees transferred from temporary employment to regular employment may, at the discretion of UWP, receive up to a maximum of six months service credit for the period of temporary employment.

VIII. LEAVE

UWP offers a variety of paid, unpaid and partially paid leaves. Like benefits and PTO, leaves may be revised by UWP at any time with or without notice to employees.

Parental Leave

Employees may request time off from work due to the birth or adoption of a child. UWP will provide eligible employees with paid parental leave in accordance with the terms of this policy.

Eligibility

To qualify to take parental leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for UWP for at least 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations, or when there is a written agreement stating UWP's intention to rehire the employee after the break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week;
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test;
3. The leave must commence within two (2) weeks of the birth or adoption of the child; and
4. The employee requesting the leave must be the primary person responsible for caring for the child.

Benefit

Employees will generally receive up to six (6) weeks of pay during such leave. Employees who have a serious health condition due to the birth of a child which requires ongoing treatment by a physician or a health care provider will receive up to an additional three (3) weeks of pay at the expiration of the six (6) weeks of pay if the additional time is certified as medically necessary by a physician or health care provider. To obtain the additional three (3) weeks of pay, the employee is required to cooperate and provide UWP with the information/documentation it reasonably requests.

While an employee is on parental leave, UWP will continue the employee's benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the employee contributes to a life insurance, disability or other benefit plan, UWP will continue making payroll deductions while the employee is on paid leave.

Employee Status After Leave

An employee who takes leave under this parental policy will be – to the extent possible – returned to the same position or to a position with equivalent status, pay, benefits and other employment terms.

Use of Paid and Unpaid Leave

An employee who is taking leave under this parental leave policy must use all PTO, Banked Family Sick Leave, and/or other available leave concurrently (*i.e.*, at the same time) with the leave provided for under this policy. In other words, if an employee has available PTO time or Banked Family Sick Time, the benefits available under this policy will be reduced by the amount of such PTO time or Banked Family Sick Time.

Medical/Military Leave

UWP will grant up to twelve (12) weeks of leave (26 weeks for the military caregiver leave) during a rolling 12-month period to eligible employees in accordance with the terms of this policy.

Type of Leave Covered

To qualify to take leave under this policy, the employee must be taking such leave due to one of the following reasons:

1. The serious health condition of the employee;
2. For the employee to care for a spouse, child, or parent with a serious health condition;
3. For qualifying exigency leave; or
4. To care for a covered service member.

"Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care at a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of their job or prevents the qualified family member from participating in school, work, or other daily activities. The continuing treatment requirement may be met by a period of incapacity of 3 full, consecutive calendar days combined with at least two visits to a health care provider, or one visit to a health care provider and a regimen of continuing treatment under the supervision of a health care provider, or incapacity due to pregnancy, or incapacity due to a chronic condition.

"Qualifying exigency leave" provides eligible employees with a spouse, child, or parent on covered active duty or who has been notified of an impending call or order to covered active duty in the Armed Forces, including the National Guard or Reserves, with the ability to use their twelve (12) week leave entitlement for one or more qualifying exigencies. Covered active duty means in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

"Qualifying exigencies" include: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, h) parental care, and i) additional activities that

arise out of active duty, provided that the employer and employee agree that such leave shall qualify as an exigency, and agree on the timing and duration of the leave.

A “covered service member” under this leave is defined as a current member of the Armed Forces, including National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty; or is a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

A “serious injury or illness” means: (1) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and (2) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the preceding 5 years, a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Eligibility

To qualify for leave under this policy, the employee must meet the following conditions:

1. The employee must have worked for UWP for at least 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations, or when there is a written agreement stating UWP’s intention to rehire the employee after the break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week; and
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test.

Procedure for Requesting Leave

All employees requesting leave must provide their supervisor with written notice of the need for the leave. When the need for the leave is foreseeable, the employee must provide UWP with at least 30 days’ notice. When an employee becomes aware of a need for leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for leave is not foreseeable, the employee must provide notice as soon as can be reasonably expected under the circumstances.

UWP will require certification for all leave taken in accordance with this policy as a result of a serious health condition. The employee must respond to such a request within 15 days of the request, unless it is not practicable to do so under the particular circumstances, despite the employee's diligent, good-faith efforts. If an employee fails to provide such timely certification, the leave may be denied or delayed until a reasonable period after the required certification is provided. If an employee never produces the required certification, the employee will not qualify for leave under this policy.

UWP may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave, or for any other reason permitted by law.

Benefit

Employees will generally receive up to six (6) weeks of pay during leave taken in accordance with this policy. While an employee is on such leave, UWP will continue the employee's benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the employee contributes to a life insurance, disability or other benefit plan, UWP will continue making payroll deductions while the employee is on paid leave.

Employee Status After Leave

Prior to returning to work, employees taking leave under this policy may be required to provide a medical certification from a treating health care provider indicating that the employee is able to resume his or her full duties. Employees should notify their supervisor or program/department director a minimum of seven (7) days in advance of their intention to return to work.

An employee who takes leave under this policy will be – to the extent possible – returned to the same position or to a position with equivalent status, pay, benefits and other employment terms.

Use of Paid and Unpaid Leave

An employee who is taking leave under this policy must use all PTO, Banked Family Sick Leave, and/or other available leave concurrently (*i.e.*, at the same time) with the leave provided for under this policy. In other words, if an employee has available PTO time or Banked Family Sick Time, the benefits available under this policy will be reduced by the amount of such PTO time or Banked Family Sick Time.

Bereavement Leave

Employees may take up to three (3) consecutive work days (one of which must be the day of the funeral) off with pay to attend the funeral and to handle personal affairs related to a death in your immediate family. Immediate family includes the employee's spouse, child, parent (step or adoptive parents and children included), grandparents, grandchild, siblings, and in-law relatives to the same degree.

To attend the funeral of others, you are asked to request PTO time from your supervisor.

Additional Military Leave

It is the intention of UWP to comply with the *Uniformed Services Employment and Reemployment Rights Act* (USERRA). A Military Leave of Absence will be granted if an employee enlists, is inducted, or is recalled to active duty in the Armed Forces of the United States. Employees who perform and return from military service in the Armed Forces, the military Reserves, or the National Guard will retain seniority and the same applicable benefit eligibility they had if they not left UWP for military service.

Employees should give UWP advance notice of military service, unless military necessity makes this impossible or otherwise unreasonable. This notification should be in writing so that there is proper documentation.

During training assignments of thirty (30) workdays or less, you are able to continue your salary through the use of any accrued PTO time. You also have the option of taking this time as unpaid. PTO time may be required if you voluntarily extend your training or are required to do so through your own actions.

The continuation of your health insurance benefits is available as required by USERRA based on the length of your leave and subject to the terms, conditions and limitations of the plans in which you are already participating.

With the allowance of reasonable travel time, employees on leaves of thirty (30) days or less are required to return to work on the first regularly scheduled workday after the end of their service. If your military service exceeds thirty (30) days, you must apply for reinstatement in accordance with USERRA and all applicable state laws.

Voluntary Leave

With the advance approval of the President/CPO an employee may take a voluntary leave of absence without pay. It is envisioned that such leave will be used in the following circumstances (but is not necessarily limited to such circumstances):

1. Urgent family responsibilities;
2. Educational leave; or
3. Extended vacation.

The amount of leave taken under this policy is within the discretion of the President/CPO, but, under no circumstances, will such leave exceed twelve (12) weeks. An employee who is taking leave under this policy must use all PTO, Banked Family Sick Time, and/or other available leave concurrently (*i.e.*, at the same time) with the leave provided for under this policy.

During a voluntary leave, the employee will be placed on inactive status, and will be unable to accrue benefits including PTO time. Additionally, eligibility for certain benefits may cease during the voluntary leave – the employee should review the pertinent plan documents prior to requesting or taking such voluntary leave

Employees taking leave under this policy are not guaranteed to be returned to the same position or to a position with equivalent status, pay, benefits and other employment terms.

Jury Duty Leave

UWP believes in supporting your civic obligation to serve on a jury. If you are a full-time employee, UWP will pay the difference between an employee's regular rate of pay and the jury or witness fees received. This applies to whether you are called for jury duty or subpoenaed as a witness in a court proceeding. Evidence of court payment must be provided to your supervisor. No pay will be issued for jury duty served on days the employee is not regularly scheduled to work.

If you are selected for jury duty or subpoenaed as a witness, you should immediately notify your supervisor and provide a copy of the subpoena, jury certificate, or court order. The time spent on jury duty will not affect your employment. During the term of jury duty, you should report to work if the court does not require your presence during work hours. Jury duty time should be noted on your timesheet, if applicable.

IX. HARASSMENT, DISCRIMINATION AND OFFENSIVE BEHAVIOR

It is UWP policy to provide a work environment that is free from discrimination, harassment, and offensive and degrading remarks and conduct for all individuals. Offensive behavior, including discrimination/harassment based on any legally protected class, on UWP premises or at any related functions or facilities will not be tolerated.

No person regardless of how highly placed, is exempt from compliance with this policy. UWP will not tolerate discrimination, harassment or retaliation against UWP employees in connection with their employment even if the harasser is not an employee.

Definitions

"**Discrimination**" is defined, for the purpose of this policy, as any decision, act, or failure to act that interferes with or limits a person's or group's ability to participate in or benefit from employment or career at UWP or services available from UWP, when such decision, act, or failure to act is based on race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status, age, or any other status protected under local, state, or federal law.

"**Harassment**" is defined, for the purpose of this policy, as unwelcome and unauthorized incidents and/or patterns of conduct and/or speech that are severe, persistent or pervasive, that is based on a person's or persons' race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status age or any other status protected under local, state, or federal law, and which renders the environment hostile, intimidating, or demeaning for the victim.

Harassment includes Sexual Harassment which, for purposes of this policy, is defined as unwelcome sexual advances, requests, and other unwelcome conduct of a sexual nature where:

- submission to such conduct is made, either expressly or implicitly, a term or condition of an individual's employment; or
- submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

- such conduct has the purpose or effect of substantially interfering with an individual's professional performance or of creating an intimidating, hostile or demeaning workplace environment.

A few examples of sexual harassment or actions that have the potential for creating a hostile or offensive work environment include, but are not limited to:

1. Use of any offensive or demeaning terms which have sexual connotations, or are addressed to an employee on account of his or her gender.
2. Objectionable, unwelcome physical proximity or physical contact.
3. Unwelcome gender-based suggestions regarding, or invitation to, social engagements.
4. Any indication expressed or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend or may depend on the granting of sexual favors to any other person or upon the acceptance of unwelcome objectionable sexual conduct, advances or comments.
5. Any action relating to an employee's job status which is in fact affected by consideration of the granting or refusal of gender-based requests for social or sexual favors.
6. The existence of an atmosphere of sexual harassment or intimidation.
7. Jokes or remarks of a sexual nature made to, or in the presence of, employees who may find such materials offensive.
8. The dissemination of materials (such as cartoons, articles, pictures, etc.) which have a sexual content, and which are not necessary for our work, to employees who may find such materials offensive.

"**Retaliation**" is defined as adverse action, such as a demotion or suspension, that would not have occurred but for the person's protected conduct. Retaliation against any person who complains of sexual or other harassment or discrimination in good faith, or who participates in an investigation of the same, is absolutely prohibited. However, a false complaint of harassment or discrimination that is made in bad faith will subject the complaining employee to discipline, up to and including termination of employment.

Complaint Procedure

UWP strongly encourages the prompt reporting of all incidents of Discrimination, Harassment, or Retaliation. If an employee believes the employee has been discriminated against, harassed, or retaliated against in any way, it is generally best to tell the person who committed the act that you find such behavior offensive, that such behavior is against UWP's policy, and that you want him/her to immediately stop. However, if an employee is uncomfortable taking this step, if the conduct does not stop after the employee takes this step, or if the employee observed, but was not the target of any Discrimination, Harassment, or Retaliation, the employee should promptly notify his or her supervisor or, if the employee prefers not to advise his or her supervisor for some reason, then the employee must notify another supervisor or UWP's President.

When an employee reports alleged Discrimination, Harassment, or Retaliation, UWP will undertake a prompt investigation as may be appropriate under the circumstances. The steps to be taken during the investigation cannot be fixed in advance, but will vary depending on the nature of the allegations. Confidentiality will be maintained throughout the investigative process to the extent practicable and consistent with UWP's need to undertake a full investigation.

Discipline

Any employee who is found to have acted in violation of this policy will be subject to appropriate disciplinary action, which may include reprimand, written warning, suspension, and termination of employment. Progressive discipline is not required.

X. CODE OF CONDUCT & ETHICS

General

UWP requires directors, officers, and employees to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities. It is incumbent upon employees to act at all times in an honest and ethical manner, in compliance with all laws and regulations and avoiding actual, potential, or apparent conflicts of interest. Behavior which is unethical or dishonest will be grounds for disciplinary action up to and including termination of employment. Examples of such behavior include, but are not limited to, accepting a bribe or payment of services, stealing, cheating, abusive behavior (verbal or physical) to a client or another employee, misrepresentation of expenses and/or time, or lying to a supervisor.

In addition, with the exception of checks made payable to "Petty Cash", employees are prohibited from writing company checks payable to 'cash' or 'bearer' and signing checks in advance.

Conflict of Interest

UWP employees may not engage in activities that create a potential or actual conflict of interest between the interests of UWP and the employee. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in personal gain for the employee, any other employee or immediate family member. For purposes of this policy, "immediate family" means a staff member's spouse or domestic partner, parents, siblings, children, and in-laws. In certain circumstances, UWP may be concerned about the appearance of a conflict of interest, even if no actual conflict has occurred. Employees must immediately disclose actual or potential conflicts of interest to his or her supervisor. Failure to do so will be grounds for disciplinary action up to and including termination of employment.

Gifts and Other Payments

Except for gifts of nominal value or meals, social invitations that are in keeping with good business ethics and do not obligate the recipient, or the Outside Compensated Services described in this Guide, employees or members of their immediate families or domestic partners may not accept commission, gifts, payments, entertainment, services, loans, or promises of future benefits from any person or entity in relation to his or her employment. For purposes of this policy, "immediate family" means a staff member's spouse or domestic partner, parents, siblings, children, and in-laws. Failure to comply with this policy will be grounds for disciplinary action up to and including termination of employment.

Acceptance of Cash Payments and Fees

Except as authorized under the Outside Compensated Services section of this Guide, employees are not allowed to accept cash payments from third parties associated with UWP for any

reason. This includes honorariums, reimbursement for travel, and similar monies. Any monies due the employee must be paid by UWP, not a third party.

If a third party offers an employee cash for any reason (including offering cash payment in an attempt to bribe or influence the employee), the employee must decline the cash payment and immediately report the event to the President/CPO.

Failure to comply with this policy will be grounds for disciplinary action up to and including termination of employment.

Relationships to Suppliers

Employees with responsibility for issuing or approving orders for the purchase of supplies, equipment, or transportation, or for contracts for employment or services for UWP may not have any interest in or with any entity providing such supplies or services to UWP. Such employees are also prohibited from for issuing or approving orders for the purchase of supplies or services to any entity in which the employees' immediate family members have a financial interest. For purposes of this policy, "immediate family members" means a staff member's spouse or domestic partner, parents, siblings, children, and in-laws. Failure to comply with this policy will be grounds for disciplinary action up to and including termination of employment.

Service on Boards

Employees may serve as trustees or directors of boards of other non-profits or profit or governmental organizations, only with the prior written approval of the President/CPO. The President/CPO will evaluate, among other factors, whether a conflict of interest exists, the likelihood that the service would interfere with the employee's ability to carry out his or her UWP responsibilities, and whether there is a possibility that the organization would misperceive the relationship as enhancing the chance of UWP funding.

Speaking Engagements and Articles for Publication

Employees are encouraged, but not required, to maintain their professional credentials by undertaking speaking engagements and writing articles appropriate to their fields of interest, provided that the time for preparation and delivery does not interfere with their UWP responsibilities. To the extent the employee utilizes the UWP name at such speaking engagements or within written articles, the employee must first seek and obtain the permission of his or her supervisor. Additionally, employees should clearly indicate when they are writing or speaking in their individual capacity. Only honorarium of nominal value may be accepted. Failure to comply with this policy will be grounds for disciplinary action up to and including termination of employment.

Limits on Political Activities

Employees must be mindful of the potential difficulty in outside perception in distinguishing between the employee's personal and professional capacities. Accordingly, employees are prohibited from, at all times, engaging in any type of political activities while they are employed with UWP. Such prohibited activities include, but are not limited to, attending fundraisers, working on or contributing to campaigns, and signing petitions. Employees are further prohibited from any type of lobbying unless specifically authorized in writing by UWP. This policy in no way limits employees' rights under the National Labor Relations Act. Failure to

comply with this policy will be grounds for disciplinary action up to and including termination of employment.

Confidentiality-Disclosure of Information

Employees are expected to exercise the utmost discretion in regards to UWP business.

Employees may not communicate any information known to them by reason of their position that has not been made public, except as may be necessary in the course of their duties or by written authorization of the President/CPO. Nor shall they at any time use such information to private advantage. These obligations continue after separation of employment with UWP. Failure to comply with this policy will be grounds for disciplinary action up to and including termination of employment.

Compliance with Laws and Regulations

It is the responsibility of each employee to comply with all laws and regulations that apply to UWP and its employees.

Dress and Grooming

UWP expects its employees to report to work appropriately dressed and well-groomed. It is very important that employees be neat and clean while at work. Particular attention must be paid to personal grooming and the cleanliness and tidiness of clothing. The employee's supervisor will tell him or her of the restrictions on the type of clothing and/or jewelry he or she can wear during working hours. This includes attention to fingernails, body odors, etc. Also please remember the following dress requirements:

- When employees are in a position to represent UWP in public, they are expected to wear commonly accepted business attire;
- Business attire is defined as jacket and tie for men and a dress, suit, slacks, skirt, blouse combination for women;
- Business casual is permitted, when properly authorized by a supervisor; and
- Under no circumstances will employees be permitted to wear clothing that could be construed as being provocative.

Any questions employees have regarding dress and grooming should be addressed with their supervisor.

Whistleblower Policy

Reporting Requirements

If an employee has a good faith belief that a director, officer, or fellow employee has violated any provision of Section X or applicable laws and regulations regarding finances, accounting related reporting, or any other matter not addressed within Section IX of this Guide, it is the responsibility of the employee to immediately report the suspected violation in accordance with this policy. Matters that should be reported under this policy include, but are not limited to: suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of UWP assets, conflicts of interest or suspected regulatory, compliance, or ethics related issues, concerns or violations.

The Whistleblower's Policy is not a vehicle for reporting violations of UWP's human resources

policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or harassment, all of which should be dealt with in accordance with the policies described within Section IX of this Guide.

Reporting Procedure

UWP has an open door policy and requires that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is uncomfortable speaking with his/her supervisor or the employee is not satisfied with the supervisor's response, the employee should report suspected violations to the Board Ethics Officer named annually in accordance with United Way membership standards.

Supervisors and managers are required to report suspected violations to the Board Ethics Officer who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when an employee is not satisfied or is uncomfortable following the open door policy, individuals should contact the Board Ethics Officer directly.

Ethics Officer

The Board Ethics Officer is responsible for investigating and resolving all complaints and allegations made in accordance with this policy, and, at his/her discretion, shall advise the President/CPO and/or the audit committee. The Ethics Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Ethics Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

No Retaliation for Good Faith Reporting

No employee who in good faith reports a violation in accordance with this policy shall suffer harassment, retaliation, or any other adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within UWP prior to seeking resolution outside UWP.

Any employee that reports a violation in accordance with this policy in bad faith (*i.e.*, where the allegation proves to be unsubstantiated and to have been made maliciously or with the knowledge that such allegation was false) will be subject to discipline up to and including termination of employment.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Ethics Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports made in accordance with this policy will be promptly investigated and appropriate corrective action will be taken if warranted by the results of the investigation.

XI. E-MAIL, COMPUTER MESSAGING SYSTEMS, INSTANT MESSAGING AND INTERNET USE

General Policy

Every employee is responsible for using UWP business equipment including but not limited to computers and the electronic mail (e-mail), or voicemail system properly and in accordance with this policy. Any questions about this policy should be addressed to the President/CPO.

DISCLAIMER - nothing in this policy is intended to conflict with the National Labor Relations Act ("NLRA") and/or to prohibit employees from engaging in concerted activity about their wages and/or other terms and conditions of employment. UWP will never interpret the requirements of this policy or any other policy within this Guide in a manner that would conflict with the requirements of or rights provided to employees by the NLRA. Accordingly, to the extent the requirements of this policy conflict with the rights provided to employees by the NLRA, such requirements will not be enforced by UWP.

Business Use

The computers, email, other messaging systems, UWP issued cell phones, and all other UWP issued business equipment are the property of UWP. It has been provided for use in conducting UWP business. Limited use of personal e-mail or other messaging is acceptable if it does not interfere with work performance or business needs. All communications and information transmitted by, received from, or stored in this system are UWP's records and are UWP's property.

No Expectation of Privacy

There is no expectation of privacy relating to the use of UWP issued equipment or systems. Data transmitted through UWP issued equipment may be monitored. UWP owns its computer system, including the equipment, software and operating systems, the Internet-related accounts that provide email, and Internet access and browsing. All communications and transmissions on UWP issued equipment or systems are the property of UWP and UWP reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over computer, the e-mail, voicemail or messaging system, for any reason, without the permission of any employee, and without notice.

Even if employees use a password to access any system, the confidentiality of any message stored in, created, received, or sent from UWP's systems still cannot be assured. Use of passwords or other security measures does not in any way diminish UWP's rights to access materials on our system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the supervisor or CPO/President since e-mail files may need to be accessed by us in an employee's absence.

Employees should be aware that deletion of any messages or files will not truly eliminate the messages from the system. All e-mail messages are stored on a central back-up system in the normal course of data management. Employees should assume that any message sent may remain in our records forever.

Even though UWP has the right to retrieve and read any messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any messages that are not sent to them. Any exception to this policy must receive the prior written approval of the CPO/President.

No Discrimination/Harassment

UWP's equal employment opportunity policy and our policies against sexual or other discrimination/ harassment apply fully to UWP's e-mail and voicemail systems, and all business equipment, and any violation of those policies is grounds for discipline, up to and including termination of employment. Therefore, no messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning gender, race, color, national origin, religion, sexual orientation, age, marital status, disability, genetic information or any other classification protected by law, through any medium whatsoever.

No Solicitation

The systems may not be used to solicit for religious or political causes, commercial enterprises, school or club fundraisers, outside organizations, or any other non-job related solicitations.

No Posting on Internet

The systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior written authorization from the President/CPO. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult their supervisor or the President/CPO.

Except when it is permitted in accordance with the rights provided to employees by the NLRA (*i.e*., involves the terms or conditions of employment, management approval is required before anyone can post any information on commercial online systems or the Internet using UWP's e-mail and voicemail systems or when using business equipment issued by UWP. Any approved material that is posted should contain all proper copyright and trademark notices. Absent prior written approval from the President/CPO, no employee may act as UWP's official representative. When employees post information in their personal capacity and there may be confusion concerning whether the employee is acting on behalf of UWP, employees must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of the United Way of Pennsylvania." Again, to the extent the requirements of this policy conflict with the rights provided to employees by the NLRA, such requirements will not be enforced by UWP.

Employees are required to comply at all times with the Record Retention Policy.

Professionalism Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mail and voicemail are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on UWP letterhead.

Reporting Violations

Any employee who discovers misuse of the systems should immediately contact the supervisor or the President/CPO. Violations of UWP's policy may result in disciplinary action up to and including termination of employment.

Internet Policy

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment.

Employees who abuse the right to use the Internet will have it taken away from them. In addition, they may be subject to disciplinary action, including possible termination of employment, and civil and criminal liability.

Employee use of the Internet is governed by this policy and the e-mail Policy.

DISCLAIMER - nothing in this policy is intended to conflict with the National Labor Relations Act ("NLRA") and/or to prohibit employees from engaging in concerted activity about their wages and/or other terms and conditions of employment. UWP will never interpret the requirements of this policy or any other policy within this Guide in a manner that would conflict with the requirements of or rights provided to employees by the NLRA. Accordingly, to the extent the requirements of this policy conflict with the rights provided to employees by the NLRA, such requirements will not be enforced by UWP.

Disclaimer of Liability for Use of Internet

UWP is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

Duty Not to Waste Computer Resources

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings, chain letters, or instant messaging of any kind, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. UWP has software that can track

computer usage. Again, to the extent the requirements of this policy conflict with the rights provided to employees by the NLRA, such requirements will not be enforced by UWP.

No Expectation of Privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to UWP and may only be used for UWP purposes.

Monitoring Computer Usage

UWP has the right, but not the duty, to monitor any and all of the aspects of UWP's computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Prohibited Activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning gender, race, color, national origin, religion, sexual orientation, age, marital status, disability, genetic information or other characteristics protected by law), violate UWP's equal employment opportunity policy and UWP's policies against sexual or other harassment and may not be downloaded from the Internet or displayed or stored in UWP's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Office Manager or the President/CPO. UWP's equal employment opportunity policy and policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including termination of employment.

Illegal Copying

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material employees wish to download or copy. Employees may not agree to a license or download of any material for which a registration fee is charged without first obtaining the express written permission of the President.

Virus Detection

Files obtained from sources outside UWP's network, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards, or other online service; files attached to e-mail; and files provided by clients or vendors may contain dangerous computer viruses that may damage UWP's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-UWP sources, without first scanning the material with our approved virus checking software. If employees suspect that a virus has been introduced into UWP's network, notify the Office Manager or President/CPO immediately.

Social Media

DISCLAIMER - nothing in this policy is intended to conflict with the National Labor Relations Act ("NLRA") and/or to prohibit employees from engaging in concerted activity about their wages and/or other terms and conditions of employment. UWP will never interpret the requirements of this policy or any other policy within this Guide in a manner that would conflict with the requirements of or rights provided to employees by the NLRA. Accordingly, to the extent the requirements of this policy conflict with the rights provided to employees by the NLRA, such requirements will not be enforced by UWP.

UWP defines social media broadly to include any online media that allows readers, viewers, or listeners to participate in the creation or development of content using highly accessible and scalable publishing techniques. Examples of external social media include: Facebook, MySpace, Twitter, Flixster, Linkedin, etc.

UWP recognizes that social media can be a powerful communications tool for sharing ideas and exchanging information. UWP is concerned with ensuring that use of social media serves its need to maintain its brand identity, integrity, and reputation while minimizing risks to the organization, its customers, and associates.

Here are some guidelines for appropriate use of social media:

- Be respectful and professional and comply with all requirements of this Guide.
- Apply our Code of Conduct and Ethics in all social media activities.
- Follow company policy on utilizing the Company's name, logo, or other proprietary information.
- Respect copyright and fair use rules, as an employee's ability to share material in a commercial use is not the same as when they are acting as an individual.
- Maintain confidentiality of our client and organization data.
- Ensure that anything that you post is clearly understood to be your opinion and not the opinion or an endorsement of the organization; speak for yourself and not the organization as a whole.
- Don't post information about our programs or services without appropriate authorization.
- When in doubt, consult with your manager as to whether or not the content you wish to post is appropriate or reasonable under the circumstances.
- Obey the terms of service of any social media site.
- Never post anything on an external or internal site that you would not be comfortable seeing on the front page of a local or national newspaper.

Sending unsolicited e-mail (spamming)

Without the express permission of the President/CPO, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination of employment, and civil and criminal liability.

An employee complaint or a grievance not otherwise covered within this Guide should first be discussed with a supervisor. The supervisor should give courteous attention to the complaint and investigate all facts of the case. The supervisor should make every effort to work out a prompt and satisfactory solution to the complaint. If the answer to a complaint given by the

supervisor does not seem fair to the employee, or the employee is uncomfortable with raising the complaint with the supervisor, the employee may take the complaint or grievance to the President/CPO. The President/CPO will investigate the case, and then make an effort to resolve the complaint or grievance in a prompt, fair, and satisfactory manner. If a viable resolution cannot be reached, the grievance may be referred, either by the President/CPO or by the employee, to the Personnel Committee. The Personnel Committee will review the complaint or grievance, the answers previously given, and promptly take appropriate action to try to resolve the complaint or grievance. The decision of the Personnel Committee will be considered final.

XII. DISCIPLINE AND EVALUATION

Employment with UWP is "AT-WILL". This means that UWP can terminate employees at any time, with or without reason or notice, and employees may resign at any time, with or without reason or notice.

Unacceptable Behavior

Policies, rules and guidelines are necessary in any work environment to ensure a uniformed standard of conduct for all employees. UWP has developed policies for those areas where it is necessary to provide clear and established policies in regard to employee attitudes, actions, and conduct. These policies help provide for a professional and efficient work environment. Violation of these or any other UWP policies or regulations is sufficient grounds for corrective action which can range from warnings to termination of employment, depending on the seriousness and frequency of the offense, and at UWP's sole discretion. Severe or blatant offenses will result in immediate termination of employment without exception. The following nonexclusive examples constitute violations of UWP expectations:

- Theft of company property or materials or the property of other employees,
- The sale of, possession, or use of alcoholic beverages or illegal drugs on UWP property or reporting to work after consuming any amount of alcohol or illegal drugs,
- Fighting, or the use of profane, abusive, or intimidating language or any other inappropriate conduct,
- Violation of UWP's Code of Conduct and Ethics,
- Violation of this Guide,
- Violation of UWP's safety policy or disregard for the safety of others,
- Loafing or sleeping during working hours or deliberately restricting work production,
- Insubordination, including but not limited to an employee's refusal to obey instructions from proper authority or failure to perform a work assignment,
- Willful abuse or damage to UWP property or to the property of another employee,
- Intentionally punching another employee's time card or falsifying time records,
- Gambling on company property,
- Spending excessive, unauthorized time away from your work area,
- Possession of weapons, firearms or biological agents on UWP premises,
- Excessive absenteeism or tardiness,
- Working another job while absent,
- Excessive time at break periods,
- Substandard quality or quantity of work, including deliberate reduction of output,
- Breaching confidentiality requirements including those related to trade secrets, customer lists or other proprietary information of the company,

- Making disparaging statements (not protected by the NLRA – related to the terms and conditions of employment) against UWP or other employees,
- Violations of any Federal and/or State Safety Guideline,
- Loss of confidence in employee, and
- Moonlighting (working for another employer) without prior UWP approval.

The foregoing list is not exhaustive and is not intended to create a progressive system of discipline. At all times, the relationship between UWP and any of its employees shall remain that of "at-will" employment. UWP reserves the right to take any disciplinary action which it deems appropriate or necessary in any given case. Such disciplinary action may include but is not limited to the following:

Verbal Warning

A verbal warning is a statement by the supervisor that an employee has committed an infraction of UWP policies or procedures or failed to meet standards of job performance or conduct.

Documentation of all verbal warnings will be placed in the employee's personnel file.

Written Warning

Written warnings may include, but are not limited to, the following:

- Repeated infractions of one or more UWP policies or procedures,
- Continued unsatisfactory job performance or conduct following other corrective action measures, or
- A problem deemed by the supervisor to be of a serious nature, requiring immediate and heightened awareness of the employee.

If utilized, the supervisor will present a written warning, stating the reason for the warning as well as the specific action to be taken by the employee to improve performance or behavior. A copy of the written warning will be shared with the employee and placed in his/her personnel file.

Intensive Supervision/Suspension

Intensive supervision may be instituted against an employee at any time.

The employee will be informed in writing that intensive supervision is being initiated and the time period during which it will occur. In addition, the employee and the supervisor will work together to develop an action plan for the employee to achieve fully satisfactory standards of conduct or job performance within the designated time period.

Copies of both the notice of intensive supervision and the employee's action plan, signed and dated by the supervisor and the employee, will be placed in the employee's personnel file. The employee's signature on the notice of intensive supervision and the action plan is to acknowledge receipt and does not imply agreement.

The employee may or may not be suspended at the option of UWP, with or without pay, depending upon the circumstances.

Termination

UWP restates its discretionary right to terminate the employment of any employee at any time for cause or no cause with or without notice. However, an employee should expect termination of employment for continued unsatisfactory performance of the job, violation of company policies or procedures, inability to relate to coworkers, customers, clients, or other conduct deemed unacceptable by UWP.

From time to time, an employee's employment may also be terminated simply due to a lack of funds or other financial issue. In such instances, UWP will attempt, but cannot guarantee, that it will provide at least one (1) weeks' notice of economic termination of employment.

Upon termination, an employee must return all keys, equipment, cards, customer lists or other UWP materials to UWP, must continue to respect any applicable confidentiality requirements including those related to trade secrets, customer lists, or other proprietary information of UWP.

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICIES GUIDE

By signing below, I hereby acknowledge that I have received the United Way of Pennsylvania ("UWP") Personnel Policies Guide ("Guide"). I agree to read the contents of this document and ask my supervisor if I have any questions. I understand and agree to follow all policies and procedures as set forth in the Guide and understand that failure to do so may result in discipline up to and including the immediate termination of my employment.

I understand that neither this Guide nor my application for employment provides any contractual rights or guarantees of employment and that my employment with UWP is "at-will," which means that my employment may be terminated at any time with or without notice or cause by either myself or UWP for any reason not prohibited by law. Any modification of my "at-will" status of employment must be signed in writing by the CPO/President of UWP.

I understand that the policies and procedures contained within the Guide are to be interpreted and applied by UWP at its sole discretion. I further understand that, at the discretion of UWP, the policies, procedures, and benefits outlined in this Guide may be changed, modified or eliminated at any time and that it is my responsibility to keep update with any such changes.

_____ _____

Employee Name (Please Print) Date

_____

Employee Signature