



*Fostering creativity in sustainability*

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# **Human Impacts Institute's Employee Handbook**

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## **EMPLOYMENT AT-WILL DISCLAIMER**

### **ALL HUMAN IMPACTS INSTITUTE EMPLOYEES ARE EMPLOYEES “AT WILL”**

As a result, both the employee and/or Human Impacts Institute (the “Organization”) are free to terminate the employment relationship at any time, for any lawful reason or no reason at all, with or without prior notice. No representative of the Organization, other than the Executive Director or President of the Organization, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. Any such agreements purporting to alter the at-will nature of employment with the Organization in any manner must be in writing and signed by the Executive Director or President of the Organization.

The Organization’s policies and procedures, including those stated in this Handbook, and the Handbook itself, are not to be interpreted as promises or contracts of any kind, between the Organization and its employees. The Organization maintains the right to change or terminate these policies or procedures at any time.

To me, one of the biggest mistakes we've made in the environmental movement has been to talk about "saving our planet" as opposed to "living healthy, happy lives". Most of us would put having healthy, happy loved ones as #1 on our priority lists. However, we've created an unnatural divide between nature and humans, environment and society. In order to really think about the "state of the environment", the first step is to look at the "state of our environment"—from the trash on the street corner to the rates of asthma in our kids and the amount of cancer in our communities.

What type of world do you want? Personally, I want my apple to be affordable and free of hazardous toxins; I want access to clean drinking water and I want communities in Brazil to have it too; I want city kids to know that ketchup is made from tomatoes that grow in dirt and country kids to know that good public transportation can mean an incredible amount of freedom. I would love every American, and every global citizen, to ask two questions: Are you proud of your human impacts? And, whether you are or not, what actions will you take to support strong communities and a healthy environment?

In 2010, I realized I was growing as an educator, artist, and environmentalist, but that I could have only so much of an impact as one individual. I started to think of how I could connect these components of my life to create a community dedicated to education, creativity, direct action, big policy, and the environment. I concluded that by building an organization, I could foster exactly this "big picture" approach. In 2011, the Human Impacts Institute was born. Since then, our amazing Crew has grown with experts in transforming ideas into action, while inspiring countless communities to take part—from city kids connecting with life in their waterways to diplomats exploring creative ways to communicate climate change.

When you feel connected to something—whether it's a global issue like climate change or a local one like caring for your neighborhood park—taking action to improve or protect it becomes fulfilling and meaningful. Oftentimes, it is the arts that give us a way to express ourselves or show a personal connection to tough topics. The Human Impacts Institute is a place to help you do just that. My goal was, and still is, to make the environment something personal and close to you, instead of "outside" or "over there". I'm amazed and humbled by how far we've come and thank you for joining us on this amazing ride.

Our Crew members are special people who are passionate, creative, and know how to get-things-done. We selected you to join us because we are excited to build positive Human Impacts with you and look forward to learning and growing together. Welcome to the Human Impacts Institute Crew!

With thanks,

A handwritten signature in black ink, appearing to read 'Tara DePorte', written in a cursive style.

Tara DePorte, Founder and Executive Director

## **Section 1 Introduction**

### **Employee Handbook.**

This Employee Handbook (“Handbook”) is designed to summarize certain personnel policies and benefits of The Human Impacts Institute (the “Organization”) and to acquaint employees with many of the rules concerning employment at the Organization. This Handbook applies to all employees, and compliance with the Organization’s policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express and implied. The Organization reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion. This Employee Handbook is not a binding contract between the Organization and its employees, nor is it intended to alter the at-will employment relationship between the Organization and its employees. The Organization reserves the right to interpret the policies in this Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

### **Changes in Policy.**

The Organization expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, stated in this handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this employee handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Any changes to your at-will employment status, described below, must be in writing and must be signed by the Organization.

If you are uncertain about any policy or procedure, please check with your manager.

### **Employment-At-Will.**

Employment with the Organization is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Organization is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.

Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit management’s discretion to make personnel decisions such as reassignment, change of wages, demotion, etc. No person other than the Executive Director or President has the authority to enter into an agreement for employment for any specified period of time or to make an

agreement for employment other than at-will terms. Only the Executive Director or the President of the Organization has the authority to make any such agreement, which is only binding if it is in writing and signed by the Executive Director or President of the Organization.

## **Section 1 Employment Policies**

### **2.0 Orientation for New Employee (Full, Part time, & Interns).**

When starting at the Organization, new employees and contractors will undergo orientation. During the orientation, current staff will provide training and assist new employees and contractors in completing the “New Employee Checklist” or “New Contractor Checklist,” including training on email, banking, payment, and other procedures.

#### **Human Impacts Institute Diversity Policy.**

The Human Impacts Institute strives to be a model of diversity and inclusion, and our Board, staff, and volunteers reflect the many faces, cultures and walks of life that proudly make up our community. In short, we embrace our diversity as fundamental to the promotion of our values and recognize that diversity has an invaluable influence on us and all that we aspire to be.

We respect, value, and celebrate the unique attributes, characteristics and perspectives that make each person who they are. We also believe that bringing diverse individuals together allows us to collectively and more effectively address the issues that face our communities. It is our aim, therefore, that our partners, strategies, and investments reflect these core values.

#### **Employee Classifications.**

The following terms are used to describe employees and their employment status:

**Exempt employees** are those who are not eligible to receive overtime pay regardless of the number of hours worked.

**Non–exempt employees** are those paid overtime as required by applicable federal, state, and local laws and as set forth in the overtime policy in this Handbook, or who the Organization classifies as eligible for overtime pay under its policies, regardless of whether overtime pay would be required under the law.

For confirmation of whether your job is exempt or nonexempt, or if you believe that your job has been incorrectly designated, contact the Executive Director or Board President.

The Organization is fully committed to complying with its obligations under federal, state, and/or local laws. The Organization prohibits improper deductions as defined by law. If an employee believes that an improper deduction has been made from his or her pay, he or she should immediately contact Personnel, who will promptly and fully investigate the situation. If the Organization determines that the deduction was improper for any reason, the Organization

will reimburse the employee and take steps to help prevent such improper deductions from occurring in the future.

**Full-Time Employees** - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 30 hours per workweek.

**Part-Time Employees** - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 30 hours per workweek.

**Temporary Employees** - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.

**Independent Contractor or Consultant** - These individuals are not employees of the Organization and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits. Consultants are provided with 1099 per IRS and other guidelines.

**Interns** - Interns are individuals – typically university students or recent graduates, etc. – who seek to gain professional knowledge and skills by working for the Organization. Interns receive training, mentoring and practical, applied learning opportunities by supporting our programs, organizational and administrative functions or special assignments for a specified time period. In light of the Organization’s mission to support emerging leaders from poor communities, and upon joint agreements by the organization and the intern, interns may receive lodging or transport/meal stipends to enable them to access learning and mentoring opportunities; or similarly, to continue to learn and develop more specialized skills and knowledge through an extended internship contract. Terms of Reference are signed with each intern stipulating these elements, the staff member supervising and mentoring them, and the specific time frame and terms framing their internship.

**Volunteer** - A volunteer is someone who offers to undertake services of tasks for the Organization in the office or from home without compensation.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee’s status, the employee is employed at-will and the employment relationship can be terminated by the Organization or the employee at any time, with or without cause and with or without notice.

## **Equal Employment Opportunity.**

It is the policy of the Organization to provide equal employment opportunities to all employees and employment applicants in all of our employment programs and decisions. Discrimination in employment on the basis of any classification protected under federal, state or local law is a violation of our policy and is illegal. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, religious affiliation, national origin, alienage or citizenship status, age, sex, creed, disability, sexual orientation, gender (including “gender identity” -- which refers to a person’s actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), familial, marital or partnership status, military or veteran status, status as a victim of domestic violence, sexual violence or stalking, unemployment status, credit history or any other protected classification under applicable law, or any other prohibited factor. This policy applies to all aspects of employment, including, but not limited to, recruitment and hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.

The Organization expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law.

## **Employees With Disabilities Policy.**

The Organization is committed to complying with all applicable laws providing for nondiscrimination in the employment of qualified individuals with covered disabilities. In accordance with these laws the Organization provides reasonable accommodation for such individuals provided the accommodation does not impose an undue hardship on the Organization. It is the Organization’s policy to:

- Ensure that qualified individuals with covered disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with covered disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
- Keep all medical-related information confidential in accordance with the requirements of the law and retain such information in separate confidential files. If any employee feels that his or her confidentiality has been breached, we ask that the employee report this to the Executive Director/Board President immediately. We take such concerns very seriously.
- Reasonably accommodate applicants and employees with covered disabilities, except where such an accommodation is unreasonable or would otherwise create an undue hardship on the Organization. Reasonable accommodations may include, but are not limited to, making existing facilities readily accessible to and usable by individuals with disabilities, acquisition or modification of equipment or devices, provision of qualified

readers or interpreters, appropriate adjustment or modification of examinations, training materials or policies, part-time or modified work schedules, job restructuring (reassignment of nonessential job functions), and reassignment to a vacant position. If you have a disability and believe you need a reasonable accommodation to perform the essential functions of your job, you should contact the Executive Director/Board President to request an accommodation.

- Notify individuals with covered disabilities that the Organization provides reasonable accommodation to qualified individuals with disabilities, by including this policy in this Employee Handbook and by posting the Equal Employment Opportunity Commission's nondiscrimination poster conspicuously throughout Organization facilities.

This policy governs all aspects of employment, including job selection, job assignment, compensation, employee counseling steps, termination, and access to benefits and training. Please refer to the Organization's Anti-Harassment Policy for more information on reporting and other related procedures.

### **Pregnant Employees.**

Additionally, in accordance with the New York City Human Rights Law, the Organization will provide reasonable accommodations to all pregnant employees as well as those who suffer medical conditions related to pregnancy and childbirth provided the accommodation does not cause an undue burden to the Organization.

### **Confidentiality.**

In the course of employment with the Organization, employees may have access to "Confidential Information" regarding the Organization, which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information or other information that the Organization considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the Organization's competitive position in the industry and, ultimately, to its ability to achieve financial success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of the Organization and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies whether the employee is on or off the Organization's premises, and during and even after the end of the employee's employment with the Organization. This duty of confidentiality also applies to communications transmitted by the Organization's electronic communications. *See also* Electronic Mail and Internet policy, herein.

### **Anti-nepotism.**

The Organization recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security or morale, or create conflicts of interest that materially and substantially disrupt the Organization's operations. When the Organization determines any of

these problems will be present, it will decline to hire an individual to work in the same department as a relative. Relatives subject to this policy include: father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild.

If present employees become relatives during employment, the Organization should be notified so that we may determine whether a problem involving supervision, safety, security or morale, or a conflict of interest that would materially and substantially disrupt the Organization's operations exists. If the Organization determines that such a problem exists, the Organization will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

### **Introductory Period.**

The first 30 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, and get acquainted with fellow employees. Your manager will also monitor your performance during this period. Upon completion of the introductory period, your manager will provide a review your performance. If the Organization finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. Completion of the introductory period does not entitle you to remain employed by the Organization for any definite period of time, but instead allows the Organization to evaluate whether or not you are right for the position. Your status as an at-will employee does not change – the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Organization, including *during* the introductory period.

### **Evaluation.**

Evaluation of employees will occur periodically throughout the year through semi-annual reviews, weekly group check-ins, and by-request in one-on-one meetings with management. During these meetings, staff will work together to agree on goals, reflect upon organizational and individual performance, and discuss ideas, questions and concerns. Staff performance and productivity should be managed on an on-going basis throughout the year by:

**On-going Supervision:** Taking the time to observe, examine sources of difficulty and seek solutions.

**Regular Communication:** Regular exchanges so that employees can receive feedback about their performance and receive the necessary supervision.

**Periodic Evaluation:** Formal, scheduled meetings between an employee and supervisor to discuss activities carried out and end results.

**Annual review:** The immediate supervisor and senior management will meet with each staff member annually to conduct a performance review. The employee will complete a

self-assessment of their job and share their views and then the supervisor and senior management will share their evaluation.

### **Salary Adjustments**

The Organization reviews all employee salaries on a regular basis. Increases, if any, are based on the Organization's funding ability, its evaluation of staff, and appropriateness. Increases are strictly at our sole discretion. We grant increases based on job status, performance and our financial ability to fund the same.

### **Promotions**

An employee who receives a promotion can be required to complete an introductory period in the new position. If the introductory period is successfully concluded, the employee will be reclassified in the new job category and at a salary scale level higher than his or her former position.

### **Employee Termination**

Employees shall be terminated from employment under any of the following conditions:

#### **(1) Voluntary Resignation**

- i. Personnel wishing to resign from a post may do so by giving a resignation letter to the Executive Director stating the reasons for resignation and effective date of the same. One month of prior notice is appreciated for such resignations to help with any transitions.
- ii. The date in which the resignation letter is received is considered the date on which notice of resignation is given.
- iii. Employees are not allowed to take accrued vacation time after handing in their resignation. Any accrued or unused vacation time will be included in an employee's final pay, as long as the employee has worked for the Organization for 18 months, and as long as the employee has returned all Organization property.

#### **(2) Redundancy of the Position**

Depending on the nature and volume of its income and operations, the Organization may declare certain positions redundant. The Senior Management will endeavor to inform said employee of this determination with advance notice of at least one month before their employment is terminated. However, the Organization will not always be able to give one month advance notice.

#### **(3) Immediate termination with cause may occur based on the following:**

- A. Continuing inefficiency and gross negligence of duty.

- B. Repeated, unauthorized absences and leaves.
- C. Misuse of office equipment and other properties.
- D. Unauthorized use or disclosure of confidential organizational information, contacts or intellectual property.
- E. Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work.
- F. Fund embezzlement or other theft.
- G. Other breaches in “Code of Conduct.”
- H. Possession, use or sale of controlled substances while on the Organization’s business or on the Organization’s property.

***Please note that the above list is not all inclusive, as the nature and seriousness of other violations may warrant disciplinary action, up to and including termination.*** Terminated employees must gather their belongings and leave the Organization’s premises immediately following termination.

Not all behavior warrants discipline, and as such, the Organization has established a Performance Improvement Process that provides employees the opportunity to improve their unsatisfactory job performance. Implementation of this process is at the sole discretion of the Organization.

The following is the Performance Improvement Process:

#### Verbal Counseling

The supervisor/director will discuss any unsatisfactory job performance with the employee and allow a reasonable time frame for the employee to improve his or her performance. The supervisor/director will maintain written documentation of meetings with employees and forward a copy of verbal documentation to the Executive Director.

#### Performance Discussion

If the employee’s performance does not improve after verbal counseling, the supervisor/director may conduct a performance discussion with the employee. The supervisor/director will formally detail the problem and present the employee with a written action plan for improvement. The plan will include steps to improve performance, a timetable and a date for a follow up progress discussion. The employee is asked to sign the written action plan and is given the opportunity to review and comment on it in writing. The written action plan will be forwarded to the Executive Director and placed in the employee’s personnel record.

#### Progress Review

As a follow up to the performance discussion and any additional formal meeting(s), a progress review(s) will take place. The progress review is for the supervisor/director and employee to assess the employee’s performance for the period written in the action plan. If the supervisor/director identifies performance improvement, the supervisor/director may inform the

employee of the improvement and may discuss steps to maintain improved performance. The supervisor/director will write a statement documenting the employee's progress, signed by the supervisor/director, forwarded to the Executive Director and will be placed in the employee's personnel record. If there has not been any improvement in the employee's performance, the written statement should include a statement informing the employee of possible termination of employment.

The Performance Improvement Process is a guide for supervisors/directors to help communicate behavioral and performance problems to employees and to provide an opportunity for employees to demonstrate acceptable and consistent improvement.

#### **(4) Death**

If an employee dies, his/her final paycheck and accrued benefits will automatically be paid to his/her designated legal heirs.

#### **Personnel Records and Employee References.**

Employees must keep Senior Management informed, in writing, of any change in their address, telephone number, marital status, number of dependents, emergency contact names or phone numbers, insurance and retirement plan beneficiaries, or any other factor that affects eligibility for employee benefits or the Organization's ability to contact the employee.

The Organization maintains a personnel file and payroll records for each employee as required by law. Personnel files are the property of the Organization and may not be removed from Organization premises without written authorization. Because personnel files are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited.

Employees may contact a Senior Management representative to request a time to review their personnel file. With reasonable advance notice, an employee may review his or her own records in the Organization's offices during regular business hours and in the presence of an individual appointed by the Organization to maintain the records. No copies of documents in your file may be made without permission, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

All external requests for employment references and employment verification of current or former employees should be forwarded to Senior Management. By policy, when it receives a request for information related to a current or former employee, the Organization will provide only the former or present employee's dates of employment and position(s) held with the Organization. Compensation information may also be verified if written authorization is provided by the employee.

#### **Privacy.**

The Organization is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information and any medical information is highly confidential and is kept in a separate folder from other human resources forms.

### **Immigration Law Compliance.**

The Organization is committed to employing only United States citizens and other persons who are authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship and national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the Organization within the past three years, or if their previous I-9 form is no longer retained or valid.

### **Political Neutrality.**

The Organization will not discriminate against any employee because of identification with and support of any lawful political activity. Organization employees are entitled to their own personal political position. The Organization will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of the Organization, and that you are not representing the Organization.

### **Whistleblower Policy.**

The Organization requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This policy is intended to cover serious concerns that could have a large impact on the organization, such as actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with company policy, including the Code of Ethics and Code of Conduct;  
or
- Otherwise, amount to serious improper conduct.

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this policy.

**No Retaliation** - No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or 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 the organization prior to seeking resolution outside the organization.

**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.

**Anonymous Allegations** - The policy encourages the reporter to put their name to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

**Malicious Allegations** – Malicious allegations, or allegations not alleged in good faith, may result in disciplinary action up to including termination. Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

The Code addresses the organization's open door policy and suggests 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 the employee is not comfortable speaking with the employee's supervisor or is not satisfied with the supervisor's response, he/she is encouraged to speak with the Executive Director or Board President or anyone in management whom he/she is comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code to the Executive Director, who has specific and exclusive responsibility to investigate all reported violations.

The Executive Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at her discretion, shall advise the Board of Directors.

The action taken will depend on the nature of the concern. Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved by agreed action without the need for investigation.

The Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Executive Director shall immediately notify the Board of Directors of any such complaint and work with the Committee until the matter is resolved.

## **Section 2 Hours of Work and Payroll Practices**

### **Pay Periods and Paydays.**

Employees are paid on a bi-monthly basis. All employees will be paid on the 1st and 15th of the month. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or Organization holiday, employees will be paid on the last business day before the holiday and/or weekend.

### **Overtime.**

Non-exempt employees will be paid overtime at the rate of one and one-half (1.5) times their regular hourly rate of pay for all hours actually worked over forty (40) in any work week.

Non-Overtime-eligible employees (i.e., exempt employees) are not eligible to receive overtime pay, regardless of the amount of time worked in excess of 40 hours in the course of the work week.

Overtime work by non-exempt personnel must be approved in advance by an employee's supervisor. Non-exempt employees will be compensated for all time worked, but anyone working unauthorized overtime will be subjected to disciplinary action, up to and including termination.

### **Rest and Meal Periods.**

All rest and meal periods will be in accordance with New York state law.

### **Time Cards.**

Non-exempt employees are required to keep an accurate and complete record of their attendance and hours worked and submit a signed time card for hours worked each week. Time cards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way. Misrepresentation or any sort of falsification of time cards,

or the failure to properly maintain and submit time cards, may result in disciplinary action, up to and including termination.

### **Payroll Deductions.**

A statement of earnings is provided to employees each pay period indicating gross pay, statutory deductions, and voluntary deductions. Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family Temporary Disability Insurance, and other items designated by you or required by law. The Organization will make mandated deductions (wage garnishments) from your pay required by law, such as child support order, tax levy, creditor judgments, government and student loans. You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to the Executive Director. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

Please review your statement of earnings. Any errors should be brought to the attention of the Executive Director or Board President immediately and adjustments, if necessary, will be made.

### **Direct Deposit.**

All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union. Employees can obtain the paperwork to authorize direct deposit of their paychecks from the Executive Director or Board President.

## **Section 3 Code of Conduct and Employee Performance**

The Human Impacts Institute has a mission to inspire YOU to transform environmental challenges into social action for a just and livable world through creative communication, hands-on education, and curated actions. In pursuing its goals, the Human Impacts Institute serves the interests of diverse stakeholders, including: businesses, schools, government entities, the general public, youth, those with disabilities, and underserved communities. In delivering programs to stakeholders, employees and volunteers work with each other and the public at large. The following Code of Conduct (“the Code”) is designed to allow the Human Impacts Institute to preserve a tradition of integrity, inclusivity, and credibility with the public and within the Organization. This Code applies to all Board members, employees, direct service program volunteers, interns, and any third party service provider in face-to face contact with our clients.

The Code is organized into categories, as follows:

### **Service.**

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to race, color, religion, religious affiliation, national origin, alienage or citizenship status, age, sex, creed, disability, sexual orientation, gender (including “gender identity” -- which refers to a person’s actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with the legal sex assigned to the person at birth), familial, marital or partnership status, military or veteran status, status as a victim of domestic violence, sexual violence or stalking, unemployment status, credit history or any other protected classification under applicable law, or any other prohibited factor.
2. Promote the mission and objectives of the Human Impacts Institute in all dealings with the public on behalf of the Organization and within the Human Impacts Institute.
3. Provide a positive and valued experience for those receiving service within and outside the Human Impacts Institute.

#### **Accountability.**

1. Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that have application to the responsibilities you perform for, or on behalf of, the Human Impacts Institute. Human Impacts Institute is an U.S.-based organization with international programming. Human Impacts Institute’s policies apply to all volunteers and employees.
2. Comply with both the letter and the spirit of any training or orientation provided to you by the Human Impacts Institute in connection with those responsibilities.
3. Adhere to the policies and procedures of the Human Impacts Institute and support the decisions and directions of the Board and its delegated authority.
4. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems.

#### **Conflicts of interest.**

The Organization expects employees and volunteers to support and adhere to the high standards of the ethics that we have sought to develop and maintain. The Organization does not intend to arbitrarily restrict employees’ activities outside of the Organization; rather, we want to ensure that there is no conflict of interest that could conceivably influence an employee’s judgment in handling the Organization’s business or that might jeopardize the quality of our work.

Each employee of the Organization must avoid situations that create a conflict of interest, or the appearance of a conflict of interest, between the employee’s obligations and responsibilities to the Organization and those outside of work. A conflict of interest exists when other business or commercial interests compete with an employee’s obligation to serve the interests of the Organization. Even the perception of a conflict of interest can cause harm to the Organization

and to the employee involved. All employees and members of the Board of Directors are expected to adhere to the organization's Conflict of Interest Policy.

### **Anti-Harassment and Discrimination.**

*Statement of Philosophy.* The Organization has a long-standing commitment to a work environment that respects the dignity and worth of each individual. Inappropriate workplace behavior and unlawful harassment create conditions that are wholly inconsistent with this commitment. The purpose of the policy set forth below is not to regulate the personal morality of employees, but rather to foster a work environment that is free from all forms of harassment, whether that harassment is because of color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, partnership status, alienage or citizenship status, status as a covered veteran, or any other prohibited factor.

*Discriminatory Harassment Prohibited.* Discriminatory harassment, including sexual harassment, will not be tolerated by the Organization. This policy applies to all harassment occurring in the work environment, whether on the Organization premises or in any Organization related setting, and applies regardless of the gender of the individuals involved. This policy covers all employees of the Organization, including applicants for employment and third parties over whom the Organization has control.

*Sexual Harassment Defined.* For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Some examples of what may constitute sexual harassment are: threatening to take or taking employment actions, such as discharge, demotion or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks; horseplay; use of stereotypes; offensive, insulting, derogatory or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender or sex based pranks; and the display in the workplace of sexually suggestive objects or pictures. The above list of examples is not intended to be all-inclusive.

*Other Harassment Defined.* For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, gender identity, age, religion, national origin, sexual orientation, disability, veteran status or any other characteristic protected by law.

Some examples of such harassment are: using epithets or slurs; mocking, ridiculing or mimicking another's culture, accent, appearance or customs; threatening, intimidating or engaging in hostile or offensive acts that focus on an individual's race, color, gender, gender identity, religion, national origin, sexual orientation, disability, veteran status or any other characteristic protected by law, including jokes or pranks; the displaying on walls, bulletin boards or elsewhere on the Organization premises, or circulating in the workplace, of written or

graphic material that denigrates or shows hostility or aversion toward a person or group because of race, color, gender, age, religion, national origin, sexual orientation, disability, veteran status or any other characteristic protected by law. The above list of examples is not intended to be all inclusive.

*Consensual Relationships.* Consensual romantic and/or sexual relationships between an employee with supervisory authority and any subordinate, including one not directly under the supervisor, may compromise the Organization's ability to enforce its policy against sexual harassment. While the Organization neither condones nor encourages such relationships, it does require that individuals handle such relationships in a mature and professional manner. Consequently, supervisors are discouraged from engaging in romantic and/or sexual relationships with any the Organization employee, contractor, intern or volunteer who reports to them or over whom they exercise professional authority. In the event a manager or supervisor becomes involved in such a relationship with a subordinate, the individuals affected should communicate this fact to the Executive Director or Board President.

*Reporting Discriminatory Harassment.* The Organization strongly encourages the prompt reporting of all incidents of discriminatory harassment. If you believe you are being harassed or have observed harassment, The Organization encourages you to notify promptly your supervisor or, if you prefer not to advise your supervisor, the Executive Director or Board President. If, at any time, an employee feels it would be unreasonable to use this procedure to report harassment because of unusual or unique circumstances, the Organization encourages the employee to discuss his/her concerns with a Board Member.

*Nonretaliation.* An employee who reports incidents that the employee, in good faith, believes to be violations of this policy, or who is involved in an investigation of a report of harassment, will not be subject to reprisal or retaliation. Retaliation is a serious violation of this policy and should be reported immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this policy. Any person found to have retaliated against an individual for reporting discriminatory harassment or participating in an investigation of allegations of such conduct will be subject to appropriate disciplinary action.

*Communication.* This policy is part of the Organization's overall commitment to open communication. The Organization encourages any employee with workplace concerns of any nature (including, but not limited to, any alleged discrimination or harassment) to bring those concerns to the attention of the Executive Director or Board President.

### **Attendance.**

Punctuality and regular attendance are essential to the successful operation of the Organization's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

## **Discipline and Standards of Conduct.**

As an at-will employer, the Organization may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time the Organization determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Organization's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Organization property and/or conducting Organization business (on or off Organization property). Engaging in any conduct the Organization deems inappropriate may result in disciplinary action, up to and including termination.

### **Dishonesty;**

- Falsification of Organization records;
- Unauthorized use or possession of property that belongs to the Organization, a coworker, or of the public;
- Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property;
- Insubordination, failure to perform assigned duties or failure to comply with the Organization's health, safety or other rules;
- Unauthorized or careless use of the Organization's materials, equipment or property;
- Unauthorized and/or excessive absenteeism or tardiness;
- Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- Sexual or other illegal harassment or discrimination;
- Unauthorized use or disclosure of the Organization's confidential information;
- Violation of any Organization policy.

In addition to conduct that violates the Organization's ethics and compliance policy, the following conduct is prohibited and will not be tolerated by the Organization. The following list is not exhaustive; other conduct that interferes with or threatens the security, personal property, and welfare of the Organization's employees, property, and residents also may be prohibited. Violation of these rules of conduct will not be tolerated and will result in disciplinary action, up to and including termination.

- Falsification of employment records, application forms, employment information or other Organization records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card.
- Theft of or deliberate or careless damage of, any Organization property or the property of any employee.
- Provoking a fight or fighting during working hours on Organization property.
- Carrying firearms, hunting knives or any other dangerous weapons on Organization property and/or premises at any time.
- Consuming, possessing or being under the influence of alcohol and/or illegal drugs during working hours or at any time on Organization property and/or premises. The only exception to this rule is that employees may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized Organization social or business event.
- Insubordination, including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor, failure or refusal to perform work assigned, or the use of abusive or threatening language toward a supervisor.
- Unreported absences or excessive tardiness and/or absences from work.
- Unauthorized use of Organization equipment, time, materials, facilities or the Organization name.
- Tampering with fire extinguishers unless authorized.
- Sleeping on the job.
- Failure to observe working schedules, including rest and lunch breaks.
- Failure to return promptly at the end of breaks.
- Engaging in criminal conduct whether or not related to job performance.
- Causing, creating or participating in a disturbance of any kind during working hours or on Organization property.
- Distributing unauthorized literature or any written or printed material during working time or in work areas.
- Failure to obtain permission to leave work for any reason during normal working hours.

- Making or accepting excessive personal telephone calls or excessively checking mobile devices during working hours.
- Using profane or abusive language in the workplace.
- Violation of any safety, health or security rules.
- Working overtime without authorization or refusing to work assigned overtime without good cause.
- Failure to immediately report a personal injury sustained on Organization property.
- Committing a fraudulent act or a breach of trust.
- Consistent failure to perform up to expectations.
- Failure to adhere to any policies contained herein.

**The list above provides a general outline of some of the more egregious types of behavior that will not be tolerated by the Organization, but does not constitute any limiting definition of “cause” or “grounds” for termination.**

#### **Dress Code.**

What we wear to work is a reflection of the pride we have in our Organization, in what we do, and in ourselves. We support your personal expression and preferences and support you in feeling good about yourself and your attire. Although dress code requirements will vary according to job responsibilities, we ask that your appearance at all times show discretion, good taste, and appropriateness for the safe performance of your job.

#### **Health and Safety.**

The Organization is committed to providing a safe and healthy work environment for employees and visitors. The Organization complies with relevant occupational health and safety laws with the goal of minimizing exposure to health or safety risks. The Organization appreciates employee participation in maintaining safe and healthy working conditions and adhering to practices and procedures designed to prevent injury and illness. Employee participation in this regard includes:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries;
- Reporting to a manager and seeking first aid for all injuries, regardless of how minor;
- Reporting suspected unsafe conditions, equipment or practices to a manager; and

- Observing conscientiously all safety rules and regulations at all times.

It is also important for you to take an active interest in the safety and security of your workspace and the surrounding area. The Organization cannot accept responsibility for personal property (including cash), belonging to employees. All individuals are responsible for taking care of their personal property. Employees are advised to take reasonable precautions in protecting their personal property as they would in any public facility. For the safety and security of all, any incidents of theft or vandalism of personal property should be promptly reported to the Executive Director and to the police.

Security emergencies such as violent threats, disturbances or unauthorized visitors creating a disturbance are handled by Executive Director. Please contact Executive Director immediately in case of an emergency.

### **Alcohol-Free and Drug-Free Workplace.**

To help ensure a safe, healthy and productive work environment for employees and others, and to ensure efficient operations, the Organization has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Organization.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, manufacture or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on the Organization's premises, while on the Organization's business (whether or not on the Organization's premises), or while representing the Organization, is strictly prohibited. Employees and other individuals who work for the Organization are also prohibited from reporting to work or working while they are using any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions. In such cases, the licensed medical practitioner must have authorized the employee or individual to report to work. Violation of this policy will result in disciplinary action, up to and including termination and, where warranted, will cause the notification of law enforcement authorities.

Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs.

### **Smoke-Free Workplace.**

The Organization maintains a smoke-free workplace. Smoking is prohibited in all offices and facilities, including, but not limited to, all common workplace areas such as rest rooms, elevators, hallways, photocopy machine rooms and conference rooms.

### **Workplace Searches.**

All offices, desks, file drawers, cabinets, lockers, Organization vehicles, and other Organization equipment (including but not limited to computers, email and voicemail) and facilities or any

area on Organization premises are the property of the Organization (“Organization Property”), and are intended for business use. Employees have no expectation of privacy with respect to Organization property and/or items stored within Organization Property or on the Organization’s premises. Inspection may be conducted at any time, without notice, at the discretion of the Organization.

### **Visitors.**

Employees are not allowed to permit visitors into the facilities without an appointment or prior notice. Employees are not allowed to have personal visitors in their place of work during work hours without the approval of their supervisor/director. Visitors include, children, friends, spouse/partner, family members, personal business associates, etc. All approved visitors must wait in the appropriate seating area so that they will not interfere with the work performance employees.

### **Bulletin Boards.**

The Organization maintains bulletin boards located on its premises. Information of interest and importance to employees is posted regularly on the bulletin boards. You should check the bulletin board on a regular basis for information. The bulletin board is reserved for, and restricted to posting of, Organization notices, bulletins and required government posters. The posting of notices other than staff messages or Organization business is strictly prohibited.

### **Internet, Email and Computer Use Policy.**

The purpose of this policy is to define the proper use of electronic mail (E-mail) and Internet services at the Organization. To that end, the following are guidelines for employees’ use of the Organization’s E-mail and Internet systems:

#### **E-mail**

The Organization maintains computer systems, including an E-mail system, to assist in the conducting of the Organization’s business. All messages composed, sent, received or stored on the Organization’s computer systems – including its E-mail system, are (and remain) the property of the Organization. They are not the private property of the employee.

The Organization’s computer systems – including its E-mail system, are not to be used to send offensive, sexually suggestive, obscene, lewd, demeaning or disruptive messages. This includes, but is not limited to, messages that are inconsistent with the Organization’s policies on Equal Employment Opportunity and Anti-Harassment. Moreover, the Organization’s computer systems – including its E-mail system, are not to be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job related solicitations.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, passwords for security do not guarantee confidentiality.

Regarding personal email, the Organization expects employees who wish to check personal email to use his or her personal device and to only check these devices during a break period. Any use of a personal device that disrupts or interferes with an employee's work, the work of any other employee, or the Organization's operations is unauthorized and strictly prohibited. Excessive or inappropriate use of a personal device may result in disciplinary action, up to and including termination of employment.

## **Internet**

The Organization's computer network, including its connection to the Internet, is to be used primarily for work-related purposes. Any use of the Internet that disrupts or interferes with an employee's work, the work of any other employee, or the Organization's operations is unauthorized and strictly prohibited. Unauthorized use includes, but is not limited to, connecting, posting or downloading pornographic material; engaging in computer "hacking" and other related activities; attempting to disable or compromise the security of information contained on the Organization's computers or otherwise using the Organization's computers in a manner that interferes with their business purpose.

Information posted or viewed on the Internet may constitute published material. Therefore, reproduction of information posted or otherwise available over the Internet may be done only by express permission of the author.

Use of the Organization's E-mail and Internet systems from a personal or Organization owned computer through Organization-owned connections is subject to the same policies that apply to use from within Organization facilities. Any employee who violates the Organization's E-mail and Internet policy shall be subject to discipline, up to and including termination of employment.

## **Social Media Guidelines**

Social media is an everyday part of life for many employees at the Organization. As such, you should be mindful of the Organization's values and ethics when participating in social media. These Social Media Guidelines ("Guidelines") are intended to help you protect the Organization's interests and your own interests when using social media. Social media means any website, blog, application, or other on line destination that hosts user-submitted content, including:

- Social and professional networking sites, such as Facebook or LinkedIn;
- Blogs and micro-blogs, such as Twitter;
- Location services, such as Foursquare;
- Review-sharing sites, such as Yelp;
- Content-sharing sites, such as YouTube or Flickr;

- Discussion forums, such as Yahoo! Finance; or
- Free access, such as Wikipedia.

Throughout these Guidelines, we will refer to all user activity on such sites as “posting.”

**Be careful about what you post.** You are personally responsible for what you post. Anything you post could remain public forever, even if you try to change or remove it later. In accessing any social media site, you should review the site’s Privacy Policy and familiarize yourself with how the site uses your information. If you do not want your information to be publicly available, do not post it online. This includes any and all personal information such as your birth date, contact information, and personal pictures. The Organization is not responsible for any errors or damages you may cause or be subject to due to your postings.

**The use of social media may not interfere with an employee’s work or the work of other employees and may not interfere with the Organization’s operations.**

**Respect Company policies.** Your postings must not violate any of the Organization’s policies. Among other things, these policies provide that you must not disclose any confidential information concerning the Organization through social media or otherwise. These Guidelines are in no way intended to prohibit employees from professionally discussing the terms and conditions of their employment with others through social media or otherwise to prevent employees from engaging in protected activity. In conducting such discussions, however, employees should remain aware of the Organization’s policies prohibiting unlawful harassment and discrimination and should comply with these policies.

**Do not make representations on behalf of the Organization absent express permission.** The Organization respects the rights of its employees to express themselves through social media on matters of interest to themselves and the general public. However, you may not post about the Organization’s operations unless you have received express written consent from the Executive Director. In order to maintain consistent and controlled Company messages, you should respond to all media questions by replying that you are not authorized to comment for the Organization or that you do not have the information sought. Please take the name and number of the media organization and direct the inquiry to the Executive Director.

Although you are not precluded from listing the Organization as your employer (for example, on your LinkedIn page), there cannot be any implication that anything you post represents the views of the Organization or is attributable to the Organization without receiving prior written approval to post on behalf of the Organization. When participating in social media activities, employees should use a personal E-mail address and are prohibited from using an E-mail address provided by the Organization, except when engaged in a concerted activity protected under applicable federal, state, or local law.

Additionally, please be mindful of the Organization’s neutral reference policy and refrain from providing professional references to others through social media.

**Be respectful of others.** As an Organization employee, you should be professional and respectful of others, including to the Organization itself and its employees. This means representing yourself on social media as you would in a business setting and using business-appropriate language. It also means not posting statements that are maliciously false, misleading, obscene, defamatory, threatening, offensive, discriminatory, or invasive of others' privacy. This type of conduct is expressly discouraged by the Organization in social media or any other forum.

**Respect laws.** The Organization does not condone the use of social media for any illegal purpose. You must respect copyright, trademark, privacy, financial disclosure and all other laws. Posting other people's materials without their permission – such as photographs, articles, or music – may violate such laws.

**Passwords.** Maintaining the security of your social media passwords is your responsibility. Do not use any Company passwords to access any external sites, including social media sites, and do not disclose your password(s) to others. The reason for this requirement is that, if you use your Company password as your social media password and the security of an external site is breached and your password is stolen, others may be able to access the Organization's network if they are able to identify you as a the Organization employee. This could create confidentiality and privacy issues for the Organization.

In addition, subject to applicable law, you have no reasonable expectation of privacy on social media accessed through the Organization's computers, handheld devices or networks, even when using a private account.

**Ask if you are uncertain.** If you have any questions or comments about these Guidelines, or using social media responsibly, please direct them to the Executive Director. If you feel that anyone associated with the Organization has engaged in any inappropriate conduct using social media, please discuss your concerns with the Executive Director. Please do not publicize such concerns through a social media posting.

**Review these Guidelines periodically.** These Guidelines will evolve as new technologies and social networking tools emerge. Please check these Guidelines periodically to ensure that you are familiar with their content.

### **Cell Phone Policy.**

The Organization may provide cell phone allowances to employees in certain positions in an effort to improve efficiency and effectiveness. When cell phones are used for Organization business, employees must comply with all Organization policies governing conduct, including our policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode during meetings.

## **Section 4**

### **Employee Benefits and Services**

#### **Generally.**

The Human Impacts Institute also offers certain benefits for its full-time employees. From time to time, benefits may be added or deleted from the benefits package. The Organization reserves the right to make such changes.

This Handbook does not contain the complete terms and/or conditions of any of the Organization's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact the Executive Director.

#### **Group Health Insurance.**

The Human Impacts Institute does not offer a group health plan at this time.

#### **Worker's Compensation.**

The Organization provides workers' compensation insurance as required by law. All work-related injuries or illnesses, no matter how minor, should be reported to the Executive Director, which is responsible for making the necessary reports. The injured employee must fill out a written Employee Report of Accident form, detailing the circumstances surrounding the injury or accident suffered in the course of the working day and submit such form to the Executive Director. It should be noted that the New York State Workers' Compensation Board—not the Organization—makes all decisions concerning workers' compensation benefits.

To ensure that you receive workers' compensation benefits that you may be entitled to, you will need to do all of the following:

- Immediately report any work-related injury or illness to your supervisor;
- Document any work-related injury or illness as requested by the Executive Director; and
- Seek medical treatment and follow-up care, if required.

You may utilize accrued vacation time and any other accrued paid time off during an approved workers' compensation leave. All such payments will be coordinated with any state disability, workers' compensation or other wage reimbursement benefits for which you may be eligible (i.e., short or long term disability). At no time will you receive a greater total payment than your regular salary.

The Organization will grant a workers' compensation disability leave for occupational illnesses or injuries in accordance with state law. You must provide the Organization with a certification of disability from a healthcare provider.

If there are any questions regarding the workers' compensation insurance program, please contact Executive Director.

### **Unemployment.**

The Department of Labor's Unemployment Insurance (UI) programs provide unemployment benefits to eligible workers who become unemployed. Eligible workers must meet certain eligibility requirements. You should contact the State Unemployment Insurance agency as soon as possible after becoming unemployed. You can file a claim by telephone or over the internet. <http://www.labor.state.ny.us>.

## **Section 5 Employee Leaves of Absence and Time Off**

### **Generally.**

While regular attendance is crucial to maintain business operations, the Organization recognizes that, for a variety of reasons, employees may need time off from work. The Organization has available a number of types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request at least 5 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of Organization management.

### **Sick Days.**

Pursuant to New York City's Earned Sick Time Act ("the Act"), certain employers, including the Organization, are required to give employees working in New York City unpaid time off that can be used for:

- an employee's personal mental or physical illness, injury, or health condition;
- the employee's or family member's need to obtain preventive care, or to care for a family member who needs medical diagnosis, care or treatment for a mental or physical illness, injury or health condition; or
- a closure of the Employer's place of business by order of a public official due to a public health emergency or when an employee needs to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency.

The law defines family member to include child, spouse, domestic partner, parent, sibling, grandchild or grandparent, or the child or parent of the employee's spouse or domestic partner.

Employees at the Organization are eligible to start using earned sick time 120 days after the start of their employment and after 80 hours of working in New York City. Employees will accrue 1 hour of unpaid sick time for every 30 hours worked, up to 40 hours in a year, and may use sick

leave as it is accrued. Employees can carry over up to 40 hours of unpaid sick time per year. The Organization's calendar year is January 1 through December 31.

If the need for unpaid sick time is foreseeable, the employee must provide notice at least 5 days in advance of the date such sick time is to begin. If the need is unforeseeable, the employee must provide notice as soon as practicable, by notifying their supervisor or an appropriate staff member. When feasible, employees are encouraged to schedule planned medical appointments in a manner that minimizes disruption of workflow. The Organization may require documentation from a licensed health care provider if an employee uses unpaid sick leave for more than 3 consecutive workdays. The employee will be allowed at least 7 days from after returning to work to obtain such documentation. The Organization will not require that such documentation specify the nature of the employee's or the employee's family member's injury, illness or condition. Disclosure may be required by other laws. Unpaid Sick time must be used in increments of at least four (4) hours.

When an employee has used all available earned sick time, provisions may be made with the supervisor for the employee to take sick time that has not been earned. With written approval by your supervisor, the Organization may advance you sick time. If you receive an advance, subsequent earning of sick leave will be applied to the advanced sick time until it is made up. Earned Vacation time can also be used.

When an employee is separated from employment and re-employed within 6 months of the separation date, the employee's unused sick time for that year will be reinstated, and the employee will be entitled to use their remaining time off under this policy.

The Organization prohibits discrimination and/or retaliation against employees who request or use sick leave for reasons covered under the New York City Earned Sick Time Act, who make a complaint about suspected violations of the law, communicate with any person about any violation of this act, participate in any administrative or judicial action regarding the alleged violation of this act or inform any person of his or her potential rights under the act. If you believe you have been discriminated or retaliated against, please contact the Executive Director. In addition, you can file a complaint with the DCA at [www.nyc.gov/PaidSickLeave](http://www.nyc.gov/PaidSickLeave) or 311, who will conduct an investigation.

### **Vacation Days.**

All part-time and full-time employees are eligible for paid vacation. We believe that flexibility and time for rest and reflection is important for any individual. Therefore, eligible employees are encouraged to take two weeks of paid vacation per year. With approval from the Executive Director or President, employees are permitted to use any number of additional unpaid vacation days above and beyond these two weeks, as long as they can fulfill their work requirements. When employees eligible for paid vacation days do not take the full amount of vacation time they could have taken in a year, that amount automatically carries over to the next year.

### **Parental Leave.**

Employees are entitled to 12 weeks of unpaid parental leave that can be used for the birth of a child or placement of an adopted or foster-child. Employees also may be eligible for leave under other applicable federal, state and/or local laws. For further information, please contact the Organization's Executive Director.

### **Family and Medical Leave.**

We recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.

If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.

### **Bereavement Leave.**

Employees will be granted up to three consecutive days off with pay in the event of a death in their immediate family, is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents and grandchildren.

### **Jury Duty.**

Employees are entitled up to 5 working days, with pay, at their regular straight time or base salary for jury duty.

The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work on those days or parts of days when their presence in court is not required.

### **Victim/Domestic Violence/Sexual Assault Leave.**

Consistent with state laws, any employee who is a victim of a crime may take time off, as needed, to appear in court as a witness, to comply with a subpoena or other court order, consult with the district attorney, or to otherwise exercise his or her rights as a victim provided by law. Any employee who is a victim of domestic violence, sexual assault or other violent crime also may take time off, as needed, to obtain relief or to attempt to obtain relief— by means such as but not limited to restraining orders or other injunctive relief— to help ensure the health, safety or welfare of the employee and/or the employee's child. An employee may elect to use accrued vacation, sick leave or personal days for absences under this policy. The Organization will make reasonable efforts to keep confidential the fact that the employee has been a victim of a felony crime, domestic violence or sexual assault. An employee seeking leave under this provision must provide notice at least one day prior to the day of attendance, unless such advance notice is not feasible. Please see the Executive Director for further information regarding this leave.

### **Voting.**

Employees who are registered voters and who lack four consecutive non-work hours at the beginning or end of their shift when polls are open to vote in any local, state, and national election may take as many hours at the beginning or end of their shift as will give employee enough time to vote when combined with non-work time. Up to two hours of this will be paid as time worked. Employees should provide notice no more than ten or less than two working days before the election when time off is required.

**ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK**

I acknowledge receipt of the Employee Handbook. I further acknowledge that this Handbook supersedes all prior oral or written statements by the Human Impacts Institute (the “Organization”) concerning its employment policies, guidelines and benefits. I understand, acknowledge, and agree that:

- My employment with the Organization is guided by the policies described in this Handbook and it is my responsibility to act in accordance with these policies and procedures in connection with my employment or affiliation with the Organization;
- This Handbook is neither an employment contract nor an agreement guaranteeing employment and/or the provision of benefits of any kind for any specified period of time; furthermore, unless otherwise specified in an employee’s offer letter or employee agreement, any employee may voluntarily leave the Organization, and the Organization may terminate employment or terminate or modify the benefits of any employee at any time for any reason or no reason at all;
- Immediately upon the termination of my employment with the Organization, I must return all Organization-owned property, including, but not limited to, identification cards, computer files, documents (electronic or otherwise), computer databases, Organization manuals, equipment, computer software, files, office keys, credit cards, Organization handbooks, financial and other reports, notes and all other information or property obtained or used by me in the course of my employment.
- I understand and acknowledge that at any time and for any reason, the Organization may make changes to the Handbook in its sole discretion (including adding or terminating any policies, benefits or practices), with or without prior notice to me.
- I acknowledge that I have had the opportunity and a reasonable period of time to review and consider these policies and raise any questions with the Organization.

By signing below, I acknowledge receipt of the Handbook:

Employee name (printed): \_\_\_\_\_  
Employee signature: \_\_\_\_\_  
Date: \_\_\_\_\_