



Community
FOUNDATION

for the
Central Savannah
River Area

HUMAN RESOURCE POLICIES AND PROCEDURES MANUAL



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About this Manual

The purpose of the Human Resource Policies and Procedures Manual (HRPPM) is to guide the Community Foundation for the Central Savannah River Area (Community Foundation) staff members on matters related both to human resources and standard operating procedures. All staff members should use this manual as a reference tool and any questions should be addressed with the staff member's immediate supervisor or the President/CEO.

Welcome to the Community Foundation

The Community Foundation, a 501(c)(3) public charity, was founded in 1996 with great expectation and commitment to making a positive and long lasting impact on charitable efforts in our community and we are excited to have you on board. We are optimistic about the future and hope that your employment with us will be mutually rewarding. The work, professionalism and attitude of our employees are essential to the success of our organization. We look forward to an enjoyable and productive working relationship with you.

Mission

The mission of The Community Foundation for the Central Savannah River Area is to encourage and promote philanthropy through education, responsible management of charitable contributions and the distribution of these funds, and to provide the structure for this to be accomplished by individuals, companies and organizations.

It exists for those people who are concerned about the quality of life in the Central Savannah River Area (CSRA). To this end the Foundation has five primary goals:

- To be a catalyst for the establishment of endowments to benefit the community now and in the future,
- To provide a vehicle for donors varied interests,
- To promote local philanthropy
- To serve as a steward of funds, and
- To provide leadership and resources in addressing local challenges and opportunities.



Our Values

The Community Foundation uses the following values to support and move the organization forward:

- Integrity
- Responsiveness to Donors and Partners
- Knowledge
- Leadership
- Fiscal Responsibility and Accountability
- Collaboration
- Results

This handbook has been prepared for employees of the Community Foundation. As an employee, you should review the handbook and become familiar with all of the policies. Following your review of the handbook, you are to sign and return an Employee Handbook Acknowledgement Form that will be provided to you. (A copy of the form can be found at the last page of this handbook.)

This handbook is only a summary of current personnel policies of the Community Foundation compiled for convenient reference. Neither the handbook nor any policy set forth herein is a contract of employment, an offer to enter into a contract of employment, or provides employees any contract rights. No contract of employment is being offered or implied. No contract of employment is valid and binding unless it is in writing and signed by the President/CEO.

The employees of the Community Foundation are “at will” employees. This means that the Community Foundation may terminate the employment of any employee at any time for any reason, or no reason at all, and the employee may terminate their employment at any time for any reason, or no reason at all. Employment is for an indefinite period and is subject to change in conditions, benefits, and operating policies.

The information contained in this document is in summary form and is intended to give you an overview of what is expected. The Community Foundation reserves the right to at any time supplement, revise, revoke or rescind any part or all of this handbook or any or all of the benefits or policies set forth herein.

The Community Foundation reserves sole discretion to interpret this handbook or any policy or benefit contained in this handbook.



1.1 Administrative Policies

In order to ensure that the Community Foundation hires and maintains only qualified employees, it has established policies, guidelines, and procedures that govern the hiring process. All new employees are given New Hire Orientation Training. This training occurs during the first week a new hire reports to work and is conducted by the appropriate Community Foundation staff. Items covered under orientation training are per the *New Hire Orientation Checklist* (**APPENDIX A**). All employees shall be furnished with a letter of employment which includes the following: a position description, the effective hiring date, the hourly or annual salary rate, a benefit summary (where applicable), and a copy of these guidelines.

1.1 At-Will Employment

The provisions of these policies and practices are not contractual in nature and are not to be interpreted as providing permanent employment or in any way altering the at-will relationship between the Community Foundation and its employees. It is the policy of the Community Foundation that all employees are employed at the will of the Community Foundation for an indefinite period, and are subject to termination at any time for any reason, not prohibited by applicable law, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason, or for no reason. The Community Foundation reserves the right to change any provision of its HR Policies and Practices at any time. However, the policy of at-will employment may be changed only on a case-by-case basis and only in a written employment contract expressly limiting the right to terminate employment and signed by both the affected employee and the President/CEO of the Community Foundation.

1.2 Office and Working Hours

Employee's office hours can be between 7:30 A.M. and 6:00 P.M., Monday through Friday, unless otherwise established at time of employment or required by workload. Normal office hours are 9 a.m. to 5 p.m. In the event of severe weather, each employee is expected to report to work if the Foundation is open for business.

1.3 Classification of Employees

Probationary Employee

A new employee is designated as probationary for the first six months of employment. This probationary period is intended to allow both the Community Foundation and the new employee to evaluate one another. At the end of six months of employment, the Supervisor completes a Probationary Performance Review on the employee. If work is satisfactory, the employee becomes a Regular Employee.



Regular Full-Time

An employee who is normally scheduled to work 80 hours in a two-week period and is not a temporary or as needed employee.

Regular Part-Time

An employee who is normally scheduled to work less than 80 hours in a two week period and is not a temporary or as needed employee. This category also includes employees who work on an as-needed basis without a defined schedule. Part time employees are eligible for certain benefits to include: sick/personal days and vacation days. Calculations are based on the number of scheduled hours worked.

As Needed/Occasional Employees

An Employee who works intermittently and less than 1000 hours per year; or on a part time basis less than twenty hours per week. As needed/occasional employees are not eligible for benefits.

Exempt Employee

An employee who performs a high-level of work that requires the use of judgment and discretion on a regular basis. These employees are paid by salary and are not required to be compensated for overtime, in accordance with the Overtime Provisions of the Fair Labor Standard Act.

Non-Exempt Employee

An employee who is required to be compensated for overtime at the rate of one and one-half's time the employee's regular rate of pay, in accordance with the Overtime Provisions of the Fair Labor Standards Act. Holiday, vacation and sick/personal time will not be included as part of the 40-hour workweek for determining overtime. Except for unusual circumstances where conditions prevent prior approval, all employees covered by this policy must receive prior approval from their supervisor before working overtime. Extenuating business circumstances may cause management to extend the normal workweek in peak periods. Overtime may be required of an employee in these circumstances.

1.4 Equal Employment Opportunity Employer

It is the policy of the Community Foundation that no employee or applicant for employment be discriminated against or suffer harassment on the basis of race, color, religion, handicap, national origin, sex, age, sexual orientation, veteran status or any other reasons prohibited by law.

Equal Opportunity will be applied in the areas of recruitment, hiring, training, promotion, job classification, transfer, discipline, demotion, lay-off, recall, termination, compensation and all other terms and conditions of employment.



1.5 Harassment Policy

The law does not permit nor will the Community Foundation tolerate any form of discrimination, including harassment. This includes harassment because of race, sex, religion, color, national origin, citizenship, disability, marital status, age, sexual orientation, or any other basis protected by law. Such conduct is prohibited regardless of whether it is committed by a management employee or a non-management employee or by a non-employee who comes into contact with Community Foundation employees in the workplace. In addition to prohibiting harassment of Community Foundation employees, this Policy Prohibiting Harassment also prohibits Community Foundation employees from harassing non-employees (including volunteers, vendors, and donors) with whom they come into contact in the course of performing their jobs.

Sexual harassment is broadly defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It does refer to any remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive. No one should imply or threaten that an employee or applicant's "cooperation" with unwelcome sexual advances or requests for sexual favors (or refusal thereof) will have any effect on an individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Prohibited harassment of a nonsexual nature is broadly defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that individual's race, color, religion, gender, national origin, citizenship, age, disability, sexual orientation, marital status, veteran status, or other status protected by applicable law and that—

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's work performance.

All harassing conduct prohibited by this policy, whether committed by management or non-management personnel, is strictly prohibited and will bring prompt and certain disciplinary action, including possible termination. No one has the authority to engage in this kind of unacceptable behavior and the Community Foundation will not tolerate it.

Harassment prohibited by this policy includes verbal and physical conduct and graphic material that is considered offensive or hostile to an employee such as but not limited to:

- Oral or written statements such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;



- Derogatory and or racially/sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss;
- Implicit or explicit offers of special benefits or considerations, assignments, advancements, career development or any other condition of employment in exchange for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

Any employee who feels that he or she is a victim of harassment, or is aware that other employees or volunteers are being harassed must, without fear of reprisal, immediately report the matter pursuant to the *Employee Grievance Policy in Section 3.7* of this manual.

All complaints of harassment will be investigated and the results of the investigation will be reported to the complaining party. Investigation of a harassment complaint may include, but is not limited to, interviewing the complaining party as well as other persons necessary to obtain sufficient information upon which to make a determination of the situation.

No one will be retaliated against for making a good faith report of harassment or for participating in good faith in an investigation of a harassment complaint.

1.6 Performance Reviews

The first period review will be scheduled with the employee's supervisor at the end of employee's probationary period. In December of each year, the employee will meet with their supervisor in a formal performance review session to set the following year's goals and for his/her annual review. Employees will be evaluated as to their general performance, management performance (if applicable), personal qualities and technical expertise. All tasks will be reviewed and performance will be evaluated. Suggestions for areas of improvement will be given and evaluations will become part of the employees' permanent record. The annual review will be documented on a form furnished by the Community Foundation. The President/CEO will review all evaluations.



2.1 Conduct Policies

In an effort to maintain a high standard of conduct and to enable the organization to continue to offer its quality services, the Community Foundation operates under several documents, designed to specify the conduct expectations for employees. All employees are required to sign the Code of Conduct Receipt and an Internal Controls, Property Management, and Fraud Statement Receipt agreeing to adhere to the policies and procedures stated in those documents. The signed receipts are placed in each employee's personnel file.

2.1 Code of Conduct (APPENDIX G)

All the Community Foundation employees are expected to comply with the standards and policies set forth by the Code of Conduct. Violations of these codes will result in disciplinary action up to and including termination of employment. The maintenance of extremely high standards of honesty, integrity, performance and conduct is essential to the proper performance of our business, the satisfaction of our stakeholders and the maintenance of stakeholders' trust. The Community Foundation expects its employees to have careful regard for standards and avoid even the appearance of dishonesty or misconduct. Employees are expected to conduct themselves at all times in a professional and courteous manner, to exercise good judgment in the discharge of their responsibilities, and to conduct themselves in a manner that can be supported by management.

Any misconduct or violation of the policies in this handbook or otherwise of the Community Foundation may result in disciplinary action up to and including termination of employment. Following are examples of conduct that may result in such disciplinary action:

- Unsatisfactory or careless performance or neglect of duties.
- Failure to use or maintain Community Foundation or stakeholder property in a proper manner.
- Altering, removing or destroying Community Foundation or stakeholder records and/or property.
- Deliberate or careless damage to Community Foundation or stakeholder property.
- Inappropriate, malicious, disparaging or derogatory oral or written statements concerning Community Foundation or any of its stakeholders or employees.
- Falsifying personal, stakeholder or Community Foundation records, including any employment application or other employment information, or any other records or documents related to the Community Foundation its business or any of its stakeholders or employees.
- Excessive tardiness, absenteeism or abuse of any paid time off policy.
- Failure to give proper notice of an expected absence.
- Dishonesty of any kind, including theft or misappropriation of property of Community Foundation, its employees, or past, current or prospective stakeholders.
- Possession, use or display of any weapon on Community Foundation premises or while on Community Foundation business.



- Possession, use or being under the influence of drugs or alcohol on the premises or while on Community Foundation business.
- Any conduct endangering, or any verbal or nonverbal threat to endanger, property, life, safety or health.
- Disrespect for management, or any supervisor or employee or stakeholder of the Community Foundation, including insubordination, failure to perform any reasonable assignment, or obscene or abusive language or behavior.
- Willful violation of HIPAA privacy laws.
- Violations of Community Foundation harassment policy or any other form of unlawful or unethical conduct, harassment or discrimination.
- Off-duty or pre-employment conduct that reflects or may adversely reflect on the Community Foundation if the employee were to remain employed.

These examples are not all-inclusive, but merely illustrate the kind of conduct that may be detrimental to the Community Foundation, its stakeholders or employees. Employees may be discharged or disciplined for conduct not specifically mentioned in this handbook, as determined in the sole discretion of the Community Foundation Board of Directors.

2.2 Internal Controls, Property Management, and Fraud Statement (APPENDIX H)

In order to deter fraud and unethical behavior among Community Foundation personnel, the Community Foundation has implemented Internal Controls and Property Management protocols related to cash handling, and the receipt of donations and contributions of any type.

2.3 Whistleblower Policy (APPENDIX J)

General

As employees and representatives of the Community Foundation, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations and with all contractual commitments of the Community Foundation.

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to report perceived violations of law, policy, or contracts in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, or employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence because of that report. 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 Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Community Foundation prior to seeking resolution outside of the Community Foundation.



Reporting Violations

Employees should share in writing their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the President and CEO is in the best position to address an area of concern. However, if you are not comfortable speaking with the President and CEO or are not satisfied with his/her response, you are encouraged to speak with the Chairman of the Board of Directors or anyone else on the Board you are comfortable in approaching. The President and CEO, or members of the Board of Directors, as the case may be, have specific responsibility to investigate all reported violations.

Acting in Good Faith

Anyone submitting a complaint concerning a violation or suspected violation of any law, policy, or contract must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of law, policy, or contract. Any allegations that prove not to be substantiated and that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations of a law, policy, or contract 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. Nondisclosure of the identity of the employee submitting the complaint cannot be guaranteed, however.

Handling of Reported Violations

The President and CEO or Board member, as the case may be, will acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

2.4 Policy on Drugs and Alcohol in the Workplace (APPENDIX I)

The Community Foundation is firmly committed to the health and safety of its employees and volunteers. The Community Foundation considers the influence of illegal drugs and alcohol in the workplace to be detrimental to its employees and to its continued growth and future success. The Community Foundation is committed to maintaining a drug- and alcohol-free workplace and may periodically conduct an awareness program to inform all employees of the dangers of drug and alcohol abuse in the workplace; the penalties that may be imposed upon employees for abuse violations; the availability of counseling, and rehabilitation; and the Community Foundation's Drug- and Alcohol-Free Workplace policy. To further these objectives and to ensure compliance with the Drug-Free Workplace Act of 1988, the Community Foundation abides by the following Drug- and Alcohol-Free Workplace rules and regulations:

1. The unlawful manufacture, distribution, dispensation, sale, purchase, use, being under the influence, or possession of non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed, controlled substances or possession of paraphernalia related to the abuse of such substances on the Community Foundation premises is prohibited at all times.



2. A Community Foundation employee required to use a physician-prescribed medication is responsible for being aware of any effect such drug may have on the performance of his or her duties. Prior to reporting to work, an employee must report to his or her Supervisor the use of any such substance that could affect the employee's safety or ability to perform his or her job. When an employee fails to comply with this requirement, a physician's prescription will not be an acceptable excuse for the use or possession of a controlled substance and the employee will be subject to disciplinary action up to and including discharge.
3. All employees must notify the Community Foundation of any criminal drug statute conviction for a violation occurring in the workplace within five days of such conviction. Such a conviction may subject the employee to disciplinary action up to and including discharge. Discipline for violations of this Drug- and Alcohol- Free Workplace Policy shall not, however, be limited to situations in which an employee is convicted of a criminal offense.
4. In the interest of enhancing workplace safety and identifying the cause of work-related accidents, all employees, as a condition of employment, shall submit to a urinalysis or other test designed to identify current illegal drug use when they are involved in an on-the-job accident that results in a loss of work time, personal injury, or damage to the property of the Community Foundation or of a Community Foundation partner or client, regardless of whether there is any reason to suspect that the employees involved in such accidents are using or under the influence of illegal drugs at the time of the accident. In addition, an employee involved in such an on-the-job accident shall be required to submit to an alcohol test if there is reasonable suspicion to believe that the employee is under the influence of alcohol at the time of the accident. Employees required to submit to a post-accident substance-abuse test must submit a test specimen as soon as practicable after the accident. Employees are required to cooperate fully with the testing procedure. Any employee who refuses to take a post-accident substance-abuse test when requested or who attempts to tamper with the sampling or testing procedure is subject to immediate termination. Employees with a confirmed positive drug or alcohol test, as reported to the Community Foundation, will be subject to immediate termination for violation of this policy. Any substance-abuse test under this policy will be administered by qualified personnel under established methods in compliance with applicable state and federal laws.



2.4.1 Alcohol

1. “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol.
2. No employee is to use, sell, manufacture, distribute, possess, store, dispense, consume, or be under the influence of alcohol on the Community Foundation premises at any time or anywhere while performing work for the Community Foundation.
3. When serving alcohol for consumption at any off-premises Community Foundation related activities, it is the responsibility of the employee to comply with federal and state laws regarding the use of alcohol and the legal drinking age.
4. Employees may only consume alcohol at certain off-premises Community Foundation related activities when approved by the President and CEO.
5. All employees are prohibited from reporting to work while being under the influence of illegally used drugs or of alcohol or of legally used prescribed drugs that may impair performance and that have not been reported to and approved by management.
6. All Community Foundation property and all items and containers brought onto the Community Foundation premises are subject to search at the Community Foundation’s discretion.
7. Adherence to The Community Foundation’s Drug- and Alcohol-Free Workplace policy is a condition of employment for all employees. Violation of the policy will result in disciplinary action up to and including discharge.

2.4.2 Tobacco

The Community Foundation is a tobacco-free environment. Smoking or the use of tobacco products is not permitted in any place or at any time during working hours or at Community Foundation related functions.

2.5 Personal Activities

The standards of efficiency are necessarily very high for optimal performance. Employees are expected to postpone personal tasks until after work or during the lunch period. Personal phone calls are discouraged and the use of Community Foundation property, including computers and telephones, for personal activities is discouraged.

2.6 Email and Internet Policy (APPENDIX K)

Voicemail, email, and Internet usage is solely for the purpose of conducting Community Foundation business. Only Community Foundation employees are allowed use of Community Foundation computers and software unless Community Foundation business is being conducted by a volunteer or intern and permission is given by the President and CEO. The Community Foundation reserves the right to review the use of any Community Foundation -owned computer.



2.6.1 Software and Server Access Procedure

The purchase and installation of software must be authorized by the President and CEO. If you need access to software, not currently installed, consult the Director of Finance and Administration. Documents saved are to be Community Foundation related. The disclosure of other employees' passwords and folder contents is a violation of Community Foundation policy.

2.6.2 Internet Use

Internet use is authorized to conduct Community Foundation business. Internet use brings the possibility of breaches to the security of confidential Community Foundation information and can create the possibility of contamination to our system via viruses or spyware so all Community Foundation computers are required to have up-to-date virus and spyware protection software installed. Additionally, under no circumstances may Community Foundation computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

2.6.3 Email Use

Email is to be used for Community Foundation business only. Community Foundation confidential information must not be shared outside of the organization, without authorization, at any time.

2.6.4 Computer Use

The Community Foundation computers, communications resources and related computer programs and their products, may be used only for the purposes of conducting Community Foundation business. Employees should make every effort to protect computer resources from accidents, tampering, theft, loss and unauthorized use or modification. Any misuse or offensive, unlawful or indiscriminate use will not be tolerated. Examples of misuse are:

- sending, saving or downloading material that is sexually explicit or suggestive, derogatory against racial, ethnic or religious groups, or otherwise offensive;
- sending chain letters, including messages that are sent so that the sender allegedly becomes entitled to financial benefit based upon the number of recipients;
- sending unauthorized broadcast messages; and
- using the computer for computer games, internet games, or social networking.



2.7 Employee Grievances

Employee feedback, whether positive or negative, is viewed as an opportunity to improve employee relations, employee-supervisor communications, and job satisfaction. Employees are encouraged to use the system outlined in the following procedure to resolve any employment-related questions, problems or complaints. The Community Foundation strictly prohibits retaliation of any type against any employee who has formally filed a grievance in good faith. If an employee has a grievance, the following actions should be taken:

- Issues should be raised verbally by the employee to the President and CEO. Every effort will be made to resolve the issue at this level.
- If the issue cannot be resolved between the employee and the President and CEO, the employee should put his/her grievance in writing and send it to the Chairman of the Board of Directors. In writing out the grievance, the employee should clearly identify the particulars of the situation and the relief being sought.
- Immediately upon receiving the grievance, the Board Chair should request a written statement of the President and CEO's position in regard to the grievance. The President and CEO's statement should be received within three working days of its request.
- The Board Chair will interview the employee, the President and CEO, and any other employees relevant to the issue.
- The Board Chair will make the final decision regarding the issue and give it in writing to the President and CEO and employee within seven working days of receiving the written grievance.

2.8 Disciplinary Guidelines

The Community Foundation uses a progressive system defining the procedure for handling employee disciplinary matters, up to and including termination. When necessary, terminations will be handled in a consistent, timely, and equitable manner by the President and CEO or Executive Committee of the Board of Directors.

The Community Foundation desires to keep turnover to a minimum. Formal warnings are a means for supervisors to communicate with employees concerning unacceptable performance, conduct, or attendance. Warnings may be oral or written and must be documented.

2.8.1 Verbal Warning

An oral warning is used to improve performance and document unsatisfactory performance. This warning is used for items such as failure to follow a Community Foundation policy or procedure or for unsatisfactory performance. A private conversation should be held between President and CEO and employee establishing that a problem exists and what must be done to remedy the problem. At the conclusion of the conversation, the President and CEO should specifically identify the interview as a formal oral warning to the employee. The supervisor should fill out an Employee Warning Form, ensure all necessary parties have signed the document, and then make two copies. One copy is given to the employee and the other goes into the employee's personnel file.



2.8.2 Written Warning

A written warning is used as a follow-up to a verbal warning to document continued unsatisfactory performance. Action to resolve the problem is identified and a probationary period is established. The President and CEO should fill out an **Employee Warning Form**, indicating the problem, resolution, and probationary period. The employee is asked to sign the warning and is given a copy. Another copy of the warning should be placed in the employee's personnel file. It is the President and CEO's responsibility to document performance during the probationary period and to hold a review meeting on the scheduled date.

2.9 Work Related Injury or Illness

An employee must inform the President and CEO that a work-related injury or the commencement of a work-related illness has occurred. This must be done on the day of injury prior to leaving the work place if at all possible. The employee must complete (in his/her handwriting) an Accident Report within forty-eight hours of occurrence, and forward it to the President and CEO. A signed copy will be returned to the employee.

3.0 Separations

3.1 Voluntary Termination

When an employee resigns or retires, it is considered a voluntary termination. Notification of resignation should be given in writing with sufficient lead-time as not to cause significant operational problems for The Community Foundation. Normal lead-time is considered two weeks for non-exempt employees and thirty days for exempt employees.

An employee who does not report to work for three consecutive workdays without contacting his/her supervisor is considered to have abandoned the position and voluntarily resigned from employment.

3.2 Involuntary Termination

Involuntary terminations are those initiated by the Community Foundation. An employee will be notified in writing of his/her dismissal.

Occasionally, there may be reductions in workforce or furloughs. These are typically due to lack of funds and budgetary constraints unrelated to the employee's performance. Any employee who has been separated for a period of twelve months or less because of a reduction in force shall be considered for reinstatement if the employee meets the minimum qualifications for any new openings.



3.3 Final Exit Interview

If the situation allows, a final exit interview will be conducted by a board chosen representative, or termination paperwork will be forwarded to the employee for completion if a meeting is not possible. At the time of the interview, all The Community Foundation property should be returned.

3.4 Final Compensation

Employees terminating employment with the Community Foundation must return office keys, all office equipment, and corporate credit cards and settle all outstanding obligations to the Community Foundation before a final paycheck can be issued. After all outstanding obligations are fulfilled, the final paycheck will be available during the next normal pay period. If there are unpaid obligations to the Community Foundation, the final paycheck will reflect the appropriate deductions, as permitted by applicable law.

4.1 Compensation

4.1 Payroll

Paychecks are processed twice monthly on the 15th and 31st, and are distributed as soon as practical. An “employee pay record” shall be submitted to and approved by the President/CEO prior to payday.

4.2 Overtime

From time to time, it may be necessary for employees to work beyond their normal work hours to achieve the Community Foundation’s goals. Non-exempt employees (that is, employees paid on an hourly basis and salaried employees who have been classified as being subject to federal overtime-compensation requirements) must obtain the prior approval of the President/CEO before working more than their regularly scheduled work hours on any day or during any week. When the President/CEO directs an employee to work beyond his or her regularly scheduled work hours, the employee’s cooperation is expected as a condition of employment.



4.3 Expense Reporting

An employee who has incurred reimbursable expenses must submit a **Business Expense Report** with-in thirty days of the expense. The President and CEO will examine the expense report to see that it conforms to this policy and procedure and will approve it on that basis. Payment shall be approved only if:

- The expenses incurred are for a proper business purpose;
- The expenses are supported by a satisfactory record or documentation. Documentation must show: 1) The nature of the expenses; 2) the date and approximate time of day of the expenditure; 3) the business purpose of the expenditure);
- The expenses are reasonable in amount.

Employees shall be reimbursed for all use of privately owned automobiles when conducting authorized Community Foundation business at the rate approved by the President/CEO, not to exceed that rate allowable by the IRS. Employees using personal automobiles shall at least have such minimum insurance coverage as required by State law.

Receipts must document all expenses appearing on a Business Expense Report. The Community Foundation does not use per diem expense accounts. The Community Foundation reimburses appropriately documented direct expenses. Expense Reports will be approved by the President and CEO and then forwarded to the Director of Finance and Administration, who will check the expense reports for adherence to policy. Reimbursement checks will be issued on the same day as paychecks.

5.0 Leave and Benefits

5.1 Vacation

All regular full-time employees and part-time employees are eligible for vacation time. Temporary and seasonal employees are not eligible for vacation benefits. Eligible employees will start accruing vacation time on the first day of employment. However, only unpaid vacation is permitted during his/her three-month (90 days) probationary period, provided proper notification/approval procedure has been followed.

Employees must obtain approval from the President/CEO prior to taking vacation by completing an Employee Vacation/Personal Time Request Form in order to be granted the requested time.

5.1.1 Full-time Employees

The amount of vacation a full-time employee receives annually is 12 days or 96 hours. During the first year of employment, vacation time will be determined based on the employee's start date relative to the calendar year. For example, if an employee starts in



June, six (6) months into the calendar year, he or she is eligible for six (6) days, or half of the annual amount, of paid vacation time that can be taken after the probationary period.

After the first year of employment, and then beginning in January of the following year, vacation time is accrued on a calendar year basis. Annual vacation time may be accumulated and carried over into, but not beyond, the first quarter of the next year to a maximum of five (5) days. Employees may take vacation days in half-day increments. Employees may take vacation in connection with holidays.

Untaken vacation days will not be paid out when an employee leaves the Community Foundation.

Requests for additional vacation time can be discussed as part of the annual review process and will be considered based on employee responsibilities and length of service.

5.1.2 Part-time Employees

Part-time employees will accrue vacation proportionally as their normal hours of work compare to the 40-hour workweek.

5.1.3 As Needed Employees

As needed employees are not eligible for any benefits.

5.1.4 Status Changes

Employees changing their full-time status to part-time will begin to accrue vacation on a part-time basis at the beginning of the next pay period. Employees changing from part-time to full-time regular will begin to earn full-time vacation time at the beginning of the next pay period.

5.2 Sick Time/Personal Leave

Employees may use sick time up to the following limits: Full-time employees: seven (7) days or 56 hours per year.

Part-time employees: proportionally as their normal hours of work compare to the 40-hour workweek.

After the first full year of employment, and then beginning in January of the following year, sick/personal leave is accrued on a calendar year basis.



5.2.1 Sick Leave

Sick leave with pay is provided for periods of disability or illness and for medical, dental or optical treatment when it is not possible to arrange for appointments at times other than during the working day, and to care for immediate family members (spouse, children, parents and grandparents) that become disabled or ill. The Community Foundation reserves the right to require employees to provide a note from the doctor verifying that an absence was caused by a medical situation. The Community Foundation also reserves the right to require documentation from the doctor authorizing the employee to return to work. Employees must use sick leave for its intended purpose. The President/CEO will monitor employee use of sick leave for patterns of abuse. Abuse of paid sick leave will result in disciplinary action. Upon termination, sick leave is forfeited.

Unused sick days may not rollover to the next year.

5.2.2 Personal Leave

Employees may use up to three days per calendar year from their available sick day bank for personal day absences. Employees may take personal days in half-day increments. Personal days are designed to provide employees with discretionary time. The time off must be approved by the President/CEO prior to the absence, with the exception of unforeseen emergency situations.

Time granted beyond the standard sick leave will be evaluated on a case-by-case basis at the President/CEO's discretion. Illness that occurs during a scheduled vacation may not be counted as sick leave.

5.3 Bereavement Leave

The Community Foundation allows a maximum of five (5) days paid leave per occurrence when a member of employee's immediate family (spouse, children, parents, siblings, father/mother-in-law, and sister/brother-in-law) or grandparent dies. Bereavement leave may be extended at the discretion of the President/CEO.

5.4 Leave of Absence

When possible, a leave of absence without pay may be granted to regular, full-time employees in order to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence. During leave, employees are considered on an out-of-pay status, which is understood to mean that holidays are not granted, sick leave and vacation time will not be accrued. Accrual of benefits will resume upon the date employee returns to regular, full-time status active employment and will include previously accrued benefits, if any.



5.5 Holidays

The following policy applies to all regular full-time and part-time employees. In order to allow all employees to celebrate holidays for their personal enjoyment, the following holidays will be considered paid holidays. Full-time employees will be paid 8 hours per day of designated holiday, and part-time employees will be paid per their normal regularly scheduled hours that fall on the designated holiday.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas Eve
- Christmas Day
- One (1) Floating holiday

If a holiday falls on a weekend day, the Friday immediately preceding or Monday following the holiday will be considered the workday holiday. When a holiday falls during a scheduled vacation, vacation time is not charged for that day.

5.6 Jury Duty and Court Appearances

An employee summoned for jury duty must notify his or her supervisor, submit a copy of the summons as soon as it is received and keep the supervisor informed of the dates and times of service as soon as they are known. Upon the conclusion of jury service, employees should obtain a certificate from the clerk of the court verifying the dates of service. If the length of jury service will cause a hardship for the Community Foundation, the President/CEO may request that the court either postpone or excuse the employee from service.

An employee serving on jury duty will be paid his or her salary at the regular rate of pay. Time serving on a jury is not charged against accrued annual leave.

If an employee is required to appear as a witness in court because the employee is suing, being sued, or serving as a non-state witness in a non-Community Foundation related case, that employee may have the absences counted against accumulated leave or may request leave without pay. Leave without pay requires supervisory approval.

Employees must report to work on days when their services are not required by the court and are expected to return to work on any day or partial day of at least four hours when services are not required by the court. Any request to deviate from this procedure requires supervisory approval.



5.7 Military Leave

The Community Foundation is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Community Foundation's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the President/CEO.

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces will be granted leaves of absence, without pay, for military service, training or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay and benefits.

Employees are requested to notify their Supervisor as soon as they are aware of the military obligation.

5.8 Time Off to Vote

Employees who cannot reach their polling place outside their scheduled working hours will be permitted time off to vote on Election Day. The time off to vote should not exceed 3 hours and it is not charged to available vacation leave. Employees should arrange their specific time off to vote in advance with their supervisor.

5.9 Employee Development

Each employee will be encouraged and assisted, at the discretion of the President/CEO, to further his/her personal and professional development through academic study, volunteer involvement with nonprofit organizations, attendance at professional meetings, and by such other means as will constitute further service to the Community Foundation. Assistance from the Community Foundation may consist of release time in situations that contribute directly to the Community Foundation. Full or partial payment for tuition or expenses will be at the discretion of the President/CEO and will be dependent upon the satisfactory completion of any program undertaken.



6.0 Travel

All travel is limited to business purposes only and must be pre-authorized by the President/CEO. During travel all receipts must be kept in order to justify reimbursements and expense claims.

Travel allotments are considered additional income by the Internal Revenue Service and are therefore taxable. Such income will be listed on paycheck stubs as "Travel Allotment," and will appear on W-2's as "Taxable Fringe Benefits." Mileage reimbursement associated with approved Community Foundation travel is tax exempt.

6.1 Personal Vehicles

Use of an employee's personal vehicle is at the employee's own risk. The Community Foundation's insurance policy does not provide coverage for physical damage to an employee's personal vehicle used on company business, or for any liability to third parties. See Section 5.3 Expense Reporting for mileage reimbursement policy.

6.2 Rental Car

If a rental is needed, Community Foundation employees should use an economy-size car unless there are more than two passengers or the trip is in excess of 100 miles.

6.3 Lodging

Lodging costs should be kept to a minimum. Valet service and room service are not authorized unless valet service is the only option available.

6.4 Daily Expenditures

Daily expenditures for meals on trips for an individual should not exceed \$30.00.

6.5 Company Credit Card

The Community Foundation has a company credit card and, when possible, can be used to pay for travel expenses like airfare, car rental and lodging.

6.4 Liability for Lost or Stolen Items

The Community Foundation is not responsible for personal items lost or stolen during Community Foundation travel.



Employee Handbook Acknowledgement Form

By my signature below, I acknowledge that I have received and read the Employee Handbook for The Community Foundation for the Central Savannah River Area, that I have been given the adequate opportunity to ask questions and receive clarification regarding the policies and procedures set forth in the Employee Handbook, and that I understand its contents.

I understand that I am required to abide by, and agree to abide by, The Community Foundation for the Central Savannah River Area's policies as set forth in the Handbook or as otherwise adopted or implemented by the Foundation from time to time. I understand that there may be other policies or procedures in effect at The Community Foundation for the Central Savannah River Area from time to time that are not included in the Employee Handbook, and I agree to abide by those policies and procedures.

Unless otherwise agreed in writing by the Executive Committee, Board of Directors or President/CEO of The Community Foundation for the Central Savannah River Area (or a designee of any such Officer), I understand that I have no contract of employment with The Community Foundation for the Central Savannah River Area for any definite period of time, either oral or written, and that either I or The Community Foundation for the Central Savannah River Area may terminate my employment at any time with or without cause or notice. I understand that I am an "at will" employee of The Community Foundation for the Central Savannah River Area and that no agent or employee of The Community Foundation for the Central Savannah River Area, other than the officers listed in the preceding sentence has any authority to alter or make any agreement other than the "at will" relationship. I understand that neither this handbook nor any provision herein constitutes an employment contract, an offer to enter a contract of employment or part of an employment contract, or confers any contract rights.

I understand that The Community Foundation for the Central Savannah River Area, may rescind, modify, change, or deviate from the Employee Handbook or any of its policies or procedures at any time, and any such rescission, modification, change, or deviation may become effective regardless whether the Employee Handbook has been revised or I have been notified.

I understand that this signed acknowledgement will be inserted in my personnel file.

Employee Signature

Date

Print Employee Name



Document Control Log

Change Made	Rev. No.	Rev. Date	Distribution Date
Creation	1	05/23/17	05/24/17
New logo added and document save path added to footer	1	06/13/17	06/13/17
Minor punctuation updates and smaller sizing of logo	2	07/18/17	N/A
Added Front Title Page			



APPENDIX A - New Hire Orientation Checklist

EMPLOYEE NAME:

JOB TITLE:

SUPERVISED BY:

HIRE DATE:

START DATE:

General:

- Resume
- Offer Letter
- Signed Job Description
- Emergency Contact Form (APPENDIX B)
- Receipt of Property Form (APPENDIX C)
- Return of Company Materials Form (APPENDIX D)
- Employee Direct Deposit Authorization Form (APPENDIX E)

Government Forms:

- Form W-4
- Form G-4
- Form I-9
- GA New Hire Report Form
- Required Copies of Identification: SSN Card and Driver's License

Policies and Release Forms:

- Employee Handbook Acknowledgement Form (CF HRPPM Pg 24)
- Authorization to Release Personal Information Form (APPENDIX F)
- Code of Conduct (APPENDIX G)
- Internal Controls, Property Management, and Fraud Statement (APPENDIX H)
- Drug/Alcohol Policy Acknowledgement Form (APPENDIX I)
- Whistleblower Policy (APPENDIX J)
- Information Systems Use Policy (APPENDIX K)



APPENDIX B - Emergency Contact Information Form

NAME:

DATE:

Emergency Contact 1

NAME:

BUSINESS/SCHOOL/ORGANIZATION:

ADDRESS OF CONTACT:

BUSINESS PHONE NUMBER:

PERSONAL PHONE NUMBER:

EMAIL ADDRESS:

NOTES (IF ANY):

Emergency Contact 2

NAME:

BUSINESS/SCHOOL/ORGANIZATION:

ADDRESS OF CONTACT:

BUSINESS PHONE NUMBER:

PERSONAL PHONE NUMBER:

EMAIL ADDRESS:

NOTES (IF ANY):



APPENDIX C - Receipt of Property Form

NAME: _____

Please list any keys, credit cards, or other The Community Foundation for the CSRA, Inc. (The Community Foundation) property that are assigned to you for your use as an employee:

Item (give description)	Identifying Number	Qty.

By signing this, I agree to abide by all policies laid out in The Community Foundation HR Policies and Procedures Manual that are related to the items in my possession. I understand that these items may not be assigned to any other employee or person without the consent of my supervisor. I also understand that any abuse of said items could necessitate disciplinary action as per The Community Foundation policies.

Employee Signature

Date



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APPENDIX D - Return of Company Materials Form

Upon my termination of employment with The Community Foundation for the CSRA, Inc., I will return all materials provided by The Community Foundation for the CSRA, Inc. for the discharge of my duties. This will include all credit cards, cash advances, printed materials, equipment, tools, client listings, keys, etc. prior to my departure.

I have read and understand the preceding policies pertaining to return of company materials and personal photographic release. I hereby signify my agreements.

Employee Signature

Date



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APPENDIX E - Employee Direct Deposit Authorization Form

Employees requesting automatic deposit of their payroll checks, must fill out this form, sign and attached a voided check before returning the completed form to the Director of Finance and Administration. A voided check must be attached for each account to help verify account numbers and bank routing numbers. A deposit slip **will not** be accepted.

Account 1 Type: Checking Savings

Percentage or dollar amount to be deposited to this account: _____

Account 2 Type: Checking Savings

Percentage or dollar amount to be deposited to this account: _____

This authorizes the Community Foundation for the Central Savannah River Area (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method to my account(s) indicated above (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until a) the Company receives a written termination notice from myself and has a reasonable opportunity to act on it; or b) I am not longer employed by the Company.

Authorized Signature: _____

Print Name: _____ Date: _____

Attach a voided check for each account here. Deposit slips will not be accepted.



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APPENDIX F - Authorization to Release Personal Information Form

I, _____,
employed by The Community Foundation for the CSRA, Inc., give authorization to release the
following information for the purposes indicated below:

EMPLOYEE NAME:

JOB TITLE:

STARTING SALARY:

FINAL SALARY:

DATES OF EMPLOYMENT:

PURPOSE:

- Reference Inquiry
- Credit Check

Please note it is The Community Foundation for the CSRA, Inc. policy to provide dates of employment without written authorization from the employee.

I release The Community Foundation for the CSRA, Inc. of any liability in releasing the above information for the purpose indicated.

Employee Signature

Date



APPENDIX G - Code of Conduct

The Community Foundation for the CSRA, Inc. (The Community Foundation) and its employees must, at all times, comply with all applicable laws and regulations. The Community Foundation will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates and bribery. The Community Foundation does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, all employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing The Community Foundation operations or in conflict with the stated mission, purposes, or positions of The Community Foundation.

Any violation of this Code of Conduct will result in disciplinary action to the employee up to and including termination. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek the advice of the President/CEO.

Conflicts of Interest

The Community Foundation expects that employees and Board members will perform their duties conscientiously, honestly, and in accordance with the best interests of The Community Foundation. Employees and Board members must not use their position or the knowledge gained as a result of their position for private or personal advantage. Employees must not conduct The Community Foundation business with individuals closely related to them. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with The Community Foundation, they should immediately communicate all the facts to the President/CEO. All Board members and staff sign a conflict of interest statement annually. A formal conflict of interest policy has been adopted by The Community Foundation Board of Directors.

Outside Activities, Employment, and Directorships

All employees share a serious responsibility for The Community Foundation good public relations, especially at the community level. Their readiness to help with non-profit and civic activities brings credit to The Community Foundation and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside The Community Foundation that would, or would appear to:

- Create a conflict of interest – an obligation, interest, or distraction – that may interfere with the independent exercise of judgment in The Community Foundation’s best interest.



Relationships with Constituents and Suppliers

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with The Community Foundation, or that provides goods or services, or both to The Community Foundation either directly or through third parties, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of The Community Foundation.

Gifts, Entertainment and Favors

Employees and Board members must not accept entertainment, gifts or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which The Community Foundation has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with The Community Foundation might be inclined to, or be perceived to, place them under obligation.

Kickbacks and Secret Commissions

Regarding The Community Foundation's business activities, employees and Board members may not receive payment or compensation of any kind, except as authorized under The Community Foundation's remuneration policies. In particular, The Community Foundation strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

The Community Foundation Funds and Other Assets

Employees who have access to The Community Foundation funds in any form must follow the prescribed procedures for recording, handling, and protecting money as dictated by the Internal Controls Policy. The Community Foundation imposes strict standards to prevent fraud and dishonesty.

When an employee's position requires spending The Community Foundation funds or incurring any reimbursable personal expenses, that individual must use good judgment on The Community Foundation's behalf to ensure that good value is received for every expenditure. The Community Foundation's funds and all other assets of The Community Foundation are for The Community Foundation purposes only and not for personal benefit. This includes the personal use of organizational assets, such as office supplies and computers.

The Community Foundation Records and Communications

Accurate and reliable records of many kinds are necessary to meet The Community Foundation's legal and financial obligations and to manage The Community Foundation's affairs. The Community Foundation's books and records must reflect in an accurate and timely manner all business transactions.



The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

Dealing with Outside People and Organizations

Employees and Board members must take care to separate their personal roles from their Community Foundation positions when communicating on matters not involving The Community Foundation business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve The Community Foundation business, employees must not presume to speak for The Community Foundation on any topic, unless they are certain that the views they express are those of The Community Foundation's, and it is The Community Foundation's desire that such views be publicly disseminated. The President/CEO is the official spokesperson for The Community Foundation; however s/he may defer to staff as appropriate.

When dealing with anyone outside of The Community Foundation including public officials, employees and Board members must take care not to compromise the integrity or damage the reputation of The Community Foundation, or any outside individual, business or government body.

Prompt Communications

In all matters relevant to donors, suppliers, government authorities, the public and others in contact with The Community Foundation, all employees must make every effort to achieve complete, accurate and timely communications – responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality

When handling financial and personal information about donors, employees and others with whom The Community Foundation has dealings, observe the following principles:

- Collect, use and retain only the personal information necessary for The Community Foundation's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
- Retain information only for as long as necessary or as required by law. Protect the physical security of this information.



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- Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.
- Outside requests for personnel records/information (reference checks, employment verification, etc.) will be directed only to the President/CEO.

Acknowledgement of Receipt

I, _____, acknowledge that I have received a copy of The Community Foundation's Code of Conduct. These policies were discussed with me and I fully understand their scope. I also understand that violation of these policies can lead to disciplinary action up to, and including, employment termination.

Signature

Date



APPENDIX H - Internal Controls, Property Management, and Fraud Statement

Fraud

The Staff and Board of Directors of The Community Foundation for the CSRA, Inc. (The Community Foundation) continuously strive to create a culture and environment that promotes honesty and ethical behavior throughout The Community Foundation. Toward that end, an internal control policies and procedures has been adopted for the prevention and detection of fraud. This policy is included in The Community Foundation's HR Policies and Procedures Manual. All staff members are given a copy of this policy and sign a statement indicating receipt and understanding of the policy.

Staff is made aware that they are held accountable to act within The Community Foundation's Code of Conduct (APPENDIX H), and that unethical or dishonest behavior will not be tolerated and could result in termination. They have been made aware of the means to obtain advice internally before making decisions that appear to have significant legal or ethical implications. They have been encouraged and given the means to communicate concerns, anonymously if preferred, about potential violations of The Community Foundation's Code of Conduct, without fear of retribution. Staff is also made aware that in these matters, all employees are treated equally, regardless of their position.

As part of their orientation, new The Community Foundation employee is informed of these policies and procedures and must sign a statement that they have received, read, and understand these policies.

Property Management

All property purchases over \$1,000 with a useful life of two years or more are capitalized. Some purchases are reviewed on a case-by-case basis depending on the nature of the asset, but any deviation from this policy is documented in The Community Foundation's accounting records and property book. The disposal of any capitalized property will be documented in The Community Foundation's accounting records and property book.

Internal Controls

Internal financial controls are governed by "Internal Financial Procedures" adopted by the Board on .

The retention of The Community Foundation's records is governed by the "Records Retention Policy" adopted by the Board on .



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The financial records are maintained through Microedge FIMS Host*Net online service. The bank and investment statements are reconciled monthly by the Director of Finance and Administration and the coding of expenses is reviewed by management. The Community Foundation uses the services of an outside certified public accountant for the oversight of the financial records. They review monthly financial, bank and investment statements along with Year to Date General Ledger reports. Monthly financial, bank and investment statements are also sent to Finance and Investment Committee Board members for review. Quarterly financial statements are presented at Board of Directors meetings.

Acknowledgement of Receipt

I, _____, acknowledge that I have received a copy of The Community Foundation's Internal Financial Controls, Property Management, Records Retention and Fraud Statement. These policies were discussed with me and I fully understand their scope. I also understand that violation of these policies can lead to disciplinary action up to, and including, employment termination.

Employee Signature

Date



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APPENDIX I - Drug and Alcohol Policy Acknowledgement

Pursuant to my employment with The Community Foundation for the CSRA, Inc. (The Community Foundation), I acknowledge that I have received a copy of the company's policy on Drugs and Alcohol in the Workplace. I understand that the use, possession, sale or distribution, or presence in body, of alcohol, drugs or controlled substances in the workplace is strictly prohibited. Violators will be subject to disciplinary action up to and including discharge. I agree to abide by the terms of the policy, and to assist the company in maintaining a drug-free workplace.

I also agree to notify The Community Foundation in writing within five calendar days if I am convicted of violating a criminal drug statute for conduct occurring in the workplace. I understand that my failure to notify The Community Foundation in a timely fashion will result in my discharge from employment.

Employee Signature

Date



APPENDIX J - Whistleblower Policy

Policy

The Community Foundation for the CSRA, Inc. (The Community Foundation) is committed to maintaining a workplace where employees are free to raise good faith concerns regarding The Community Foundation's business practices, specifically:

- 1) reporting suspected violations of law on the part of The Community Foundation, including but not limited to federal laws and regulations
- 2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body
- 3) identifying potential violations of policy, specifically the policies contained in The Community Foundation Policies and Procedures Manual.

An employee who wishes to report a suspected violation of law or The Community Foundation policy may do so confidentially by contacting the Chairman of the Board or President/CEO or anonymously by calling any board member at any time.

The Community Foundation expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other forms of retaliation, against employees who raise suspected violations of law, cooperates in inquiries or investigations, or identify potential violations of The Community Foundation's policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the Chairman of the Board, the President/CEO, the employee's immediate supervisor, or a member of the board.

Any supervisor or staff member who receives complaints of retaliation must immediately inform the Chairman of the Board or President/CEO.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The investigating parties will notify the concerned individuals of their findings directly, or indirectly through the outside company managing the hotline where appropriate, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Board of Directors.



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In the event that a report of a suspected violation of law or policy or retaliation involves an individual who reports to the President/CEO or Supervisor, then that official will not participate in the investigation and the remaining officials or their designees will conduct the investigation.

Purpose

To provide a mechanism for employees to raise good faith concerns regarding suspected violations of law on the part of The Community Foundation to cooperate in an inquiry or investigation by a court, agency, law enforcement, or other governmental body, or to identify potential violations of The Community Foundation policy; and to protect employees who take such actions from retaliation.

Acknowledgement of Receipt

I, _____, acknowledge that I have received a copy of The Community Foundation's Whistleblower's Policy. These policies were discussed with me and I fully understand their scope.

Signature

Date



APPENDIX K - Information Systems Use Policy

Email and Internet Policy

Voicemail, email, and internet usage is solely for the purpose of conducting The Community Foundation for the CSRA, Inc. (The Community Foundation) business. Only authorized employees are allowed to use The Community Foundation's computers and software.

Software and Server Access Procedure

The purchase and installation of software must be authorized by the President/CEO. If you need access to software, not currently installed, consult the President/CEO. Documents saved are to be The Community Foundation related. The disclosure of other employees' passwords and folder contents is a violation of The Community Foundation policy.

Internet Use

Internet use is authorized to conduct The Community Foundation business. Internet use brings the possibility of breaches to the security of confidential The Community Foundation's information and can create the possibility of contamination to our system via viruses or spyware. Additionally, under no circumstances may The Community Foundation computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Email Use

Email is to be used for The Community Foundation business only. The Community Foundation confidential information must not be shared outside of the company, without authorization, at any time. Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy. Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

Employee Signature

Date



APPENDIX L - Information Security Policy for Cardholder Data

Overview

This policy is intended to relay the importance of information security and protecting donor data.

Purpose

To establish the Community Foundation for the CSRA, Inc.'s (The Community Foundation) policy for the secure handling of sensitive cardholder data including but not limited to magnetic strip data, Primary Account Numbers (PAN's), expiration date, and service code

Scope

This policy applies to all employees and systems of The Community Foundation.

Policies to Protect and Manage Cardholder Data

The importance of protecting cardholder data is paramount. Allowing data theft or destruction, inadvertently sharing confidential information, infecting system networks with viruses, misuse of company resources, allowing the theft of company property, and allowing the compromise of private or confidential company or client information are all very real examples of what might result from a security compromise.

- 1) Strong cryptography and security protocols, such as SSL, TLS or IPSEC, are to be used to safeguard sensitive cardholder data during transmission over open, public networks.
- 2) All sending of unencrypted Primary Account Numbers by end-user messaging technologies (i.e., email, instant messaging, and chat) are strictly prohibited. If a PAN must be sent by end-user messaging, only email is allowed and the PAN will be encrypted using WinZip. The WinZip password will be communicated to the end user by means other than end user messaging (phone or fax is allowed).
- 3) Access to system components and cardholder data is limited to only those authorized individuals whose job require such access or have a need-to-know. This authority is granted by the President/CEO and reviewed annually.
- 4) All paper that contains cardholder data is to be identified and physically secured in a locked drawer. No electronic cardholder data will ever be stored.



- 5) Strict control is to be maintained over the internal or external distribution of any kind of media that contains cardholder data
 - Media is classified and clearly marked as confidential
 - Media is sent by secured courier or other delivery method that can be accurately tracked
- 6) Management approval is to be obtained prior to moving any and all media containing cardholder data from a secured area.
- 7) Strict control must be maintained over the storage and accessibility of media that contains cardholder data.
- 8) Media containing cardholder data is to be destroyed when it is no longer needed for business or legal reasons.
 - Paper materials are to be shredded, incinerated, or pulped so that cardholder data cannot be reconstructed.
 - The general rule is that media containing cardholder data will be destroyed when over 180 days old. Exceptions to the rule must be approved by senior management.

Policy Maintenance and Employee/Contractor Awareness

- 1) Review of this policy will be conducted on an annual basis or as changes to the environment occur
- 2) Usage of employee-facing technologies such as remote access, wireless, electronic media, internet, PDA's and wireless will adhere to the following:
 - No unauthorized equipment can be brought in or set up in the Community Foundation offices. This includes, but is not limited to modems, computers, or wireless devices.
 - Wireless devices must be set up securely by establishing secure accounts/passwords, disabling SSID broadcasts, and using the highest available encryption for the device.
- 3) One or more employees will be designated with security responsibility.
- 4) Incident response documents will be created, reviewed by all employees, and will be updated on an annual basis.



- 5) These security policies will be formally reviewed annually with all employees/contractors.
- 6) A list of Service Providers must be maintained. This list will be updated and reviewed by senior management when necessary but at every 180 days.
- 7) A written Agreement that includes an acknowledgement that the service providers are responsible for the security of cardholder data the service provider possesses is required from each Service Provider.
- 8) Due diligence is to be performed prior to the engagement of Service Providers. Procedures performed will include when possible:
 - A visit to the Service Providers physical offices to discuss security practices and procedure with their management and staff.
 - A written statement acknowledging their responsibilities to securely process, handle and transmit cardholder data.
 - Written proof that the Service Provider is PCI compliant.
 - Request reliable industry references.
- 9) A program is to be maintained to monitor Service Providers' PCI DSS compliance status. On an annual basis a request for a new compliance certificate will be requested.

Employee Signature

Date



Community
FOUNDATION

for the
Central Savannah
River Area

Document Control Log

Change Made	Rev. No.	Rev. Date	Distribution Date
Creation	1	05/23/17	As needed
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