

EMPLOYEE HANDBOOK



**RHODE ISLAND COMMUNITY
FOOD BANK**

Effective October 24, 2018

Rhode Island Community Food Bank Employee Handbook

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Introduction

This Handbook has been prepared to acquaint employees with the policies and procedures of the Rhode Island Community Food Bank (RICFB). It will provide employees an outline of the RICFB's expectations so that everyone may effectively work together.

This Handbook does not constitute an employment contract or guarantee of continued employment for any length of time. Employment with the RICFB is strictly on an "at-will" basis. At-will means either the employee or the RICFB may terminate employment at any time, for any reason or no reason, with or without notice. This Handbook should not be viewed as a total statement of the policies of the RICFB. Instead, it is a summary of the general guidelines of some important employment considerations. Employees should consult their supervisor or the Director of Administration if they have any questions about anything covered or not covered in this Handbook.

Changes and conditions may require the RICFB to supplement, modify or eliminate employment policies described in this Handbook to suit the needs of employees or to respond to the business environment. The RICFB reserves the right to amend, add to, or delete these policies at any time at its sole discretion. While the organization will try to give notice of such changes either by a posting or interoffice memo, this may not always be practicable. It also may be necessary to deviate from customary practices in certain unanticipated circumstances.

RICFB Background

The RICFB, founded in 1982, distributes food to people in need through a statewide network of 160 member agencies. These agencies include food pantries, meal sites, shelters, youth programs, and senior centers.

The RICFB solicits food donations from the public and from the food industry, including supermarkets, food manufacturers, and growers. To keep up with the high demand for food assistance, the RICFB also purchases food at low cost from wholesalers.

In addition to distributing food, the RICFB operates several programs which promote long-term solutions to hunger. Programs include Community Kitchen, Kids Cafe, Community Cooking: Wholesome Eating on a Budget, Commodity Supplemental Food Program, Community Farms, and School Pantries.

Mission

To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Vision

We envision a state where no one goes hungry.

Values

We believe in...

Compassion: We approach our work with empathy, understanding and respect for the diverse communities we serve.

Fostering Health: We want all Rhode Islanders to have access to healthy food because good nutrition is essential for good health.

Innovation: We are flexible and responsive to the changing needs of the community. We lead by finding creative ways to prevent and reduce food insecurity.

Collaboration: We know we cannot end hunger alone. We succeed in partnership with others to strive to include a rich tapestry of voices in our work.

Accountability: We deliver outstanding service and high quality programs, effectively and efficiently. We steward our resources with integrity and transparency.

Diversity

The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Benefits

Employee Benefits Package

This summary provides general information about RICFB's benefits package. The RICFB reserves the right to modify, revoke or suspend any or all of the benefits outlined.

This summary is not intended to take the place of more detailed Benefit Plan Documents and Summary Plan Descriptions (SPD'S). Should there be a discrepancy between the outline and the legal document, the legal document shall prevail. Employees should read the SPD's carefully and direct any questions about compensation and benefits to the Director of Administration.

The RICFB reviews its benefits program periodically and changes are made where appropriate. Any changes shall be communicated to employees in writing.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

Any employee and qualified beneficiaries covered by the RICFB's health and/or dental insurance may be eligible to continue coverage if he/she loses coverage for any of the following reasons:

- Termination of employment (other than for gross misconduct)
- Reduction in hours
- Divorce or legal separation
- Death
- A dependent child ceasing to be a dependent according to plan provisions
- An employee's entitlement to Medicare benefits.

COBRA benefits are administered by an outside agency; please see the Director of Administration for details.

Disability Insurance:

• Short-Term Disability Insurance

Rhode Island TDI provides Short-Term Disability. To be eligible for TDI benefits, an employee must have worked for a Rhode Island employer subject to the TDI laws. Employees must have accumulated wage earning as specified by government regulations. The elimination (or waiting period) is 7 days ending on a day other than Sunday. The TDI program is financed entirely by employee wage deductions. Information on TDI can be found on the Rhode Island Department of Labor and Training website: www.dlt.ri.gov/tDI/.

• Long-Term Disability Insurance

All RICFB employees working 30 or more hours per week are eligible for disability insurance on the first day of the month after completing 30 days of service. The RICFB pays the full cost of this coverage. The details of this coverage are explained in the pamphlet distributed by the insurance company.

Employee Assistance Program

The Employee Assistance Program (EAP) is sponsored by the RICFB and provided by Resources for Living. It offers confidential assistance to employees and/or members of their immediate families who are experiencing personal difficulties. Assistance is available on a voluntary basis through:

Resources for Living

(866) 656-5831

or

www.rfl.com

Provided by Resources for Living's Wellness and Workplace Services
For Group Disability Customers of Symetra Life Insurance Company

Resources are available for emotional wellness, relationships, finances, parenting and childcare, addiction and recovery, and health. Web resources include: well-being, healthy living, self-mastery, family care, relationships, everyday matters, and work life.

Health and Dental Insurance

All RICFB employees, working 30 hours or more per week, are eligible for coverage in a comprehensive health and dental insurance program on the first day of the month after completing 30 days of service. The RICFB is pleased to contribute 75% of the cost of single and family coverage. Part-time employees hired after July 1, 2007 will be required to make contributions on a pro-rata basis. Part-time employees hired prior to July 1, 2007 will continue to receive same benefits as full-time employees. The employee's contribution is a payroll deduction on a pre-tax basis. The details of coverage are provided in the booklet distributed by the insurer.

Life Insurance

All RICFB employees, working 30 hours or more per week, are eligible for coverage under the RICFB's group life insurance program on the first day of the month after completing 30 days of service. The level of coverage is approximately one times your salary up to \$50,000. The RICFB pays the full cost of this coverage. The details are explained in the pamphlet distributed by the insurance company.

Retirement Plan

To recognize the hard work and good efforts of its employees, the RICFB maintains a retirement plan. There are three discrete components to the 401(k) plan sponsored by RICFB that will assist employees in their retirement planning. These plans can provide income in addition to the income you will receive from your Social Security benefits and the funds you accumulate through your personal savings program. You will be provided with a Summary Plan Description that will describe in greater detail the Plan and its operation. In brief that Plan has:

- **Non-Elective Contributions:**

The RICFB makes discretionary contributions, based on financial results. This part of the plan is funded solely by funds from the RICFB and does not require any employee salary deferral contributions. Employees become eligible for this contribution on the January 1st or July 1st following the completion of 1 year of service and attainment of age 18. A year of service is defined as a 12 month period in which one works 1,000 hours.

- **Salary Deferrals:**

The RICFB will **automatically** defer 2% of the salary of all employees. Employees will be eligible as of the first of the month following successful completion of their probationary period. Each employee can decide to defer up to the IRS limit, which stands at \$18,000 for 2016, with an additional \$6,000 for those over 50. An employee may opt out of the 401(k) program and have no salary deferred, but then becomes ineligible for any matching contributions (see below).

- **Matching Contributions:**

We shall make matching contributions equal to 50% of the first 5% of your pay that is deferred, **including automatic enrollment amounts**. You can defer more than 5%, but you will not receive matching contributions on those funds. You will be eligible for this matching contribution on the January 1st or July 1st after the attainment of age 18 and having completed a year of service.

All employer contributions, including both match and non-elective, are subject to a vesting schedule, which starts at 20% after 2 years of service and increases at the rate of 20% for each additional year, with full vesting after 6 years. Credit is given for a year of service by working at least 1,000 hours during the year.

Supplemental Insurance

The RICFB offers AFLAC Supplemental Insurance products that include a personal accident expense plan, a personal cancer protection plan, a hospital stay plan, and additional life insurance. These products are 100% employee paid and are deducted from the employee's bi-weekly paycheck.

Tuition Reimbursement

A tuition reimbursement plan is available to all RICFB employees working 30 hours or more per week after the initial six (6) months of employment.

- All course work must be related to the employee's position or be in pursuit of a degree, and is subject to written approval by the CEO.
- The RICFB will pay for four (4) courses per year. The RICFB will pay for the cost of the course up to a maximum of \$500 per course, plus a book allowance of up to \$100 per course.
- Employees will receive the tuition reimbursement and book allowance upon successful completion of the course.
- Successful completion is considered a grade of a C or better.
- An employee may receive permission from the CEO for the funds in advance if there is an economic hardship.
- The funds paid in advance must be reimbursed to the RICFB through payroll deduction if the employee does not earn a grade of a C or better upon completion of the course.

Paid and Unpaid Time Off

Paid Time Off

The RICFB offers a comprehensive Paid Time Off (PTO) policy for full-time and part-time employees. Under this system, an employee may draw upon their PTO days for vacation, sick leave, personal time, doctor's appointments or any other leave of absence.

Procedure

The following procedures and guidelines apply to eligible employees.

- PTO is based on years of service. Employees accrue PTO each pay period and accrual levels are as follows:

Years of Service	Annual Accrual	Bi-Weekly Accrual
0-3	20 days	6.16 hours
3-6	25 days	7.7 hours
6+	30 days	9.23 hours

- An employee must be employed for three consecutive months to be eligible for PTO. At that time, the PTO accrual is retroactive to an employee's first full day of employment. PTO is earned every pay period and available for use as earned.
- No more than one-half of the annual PTO accrual may be carried over to the following year. If an employee does not use at least half of his/her annual PTO within a calendar year, the employee loses the ability to use or accrue that time. At separation, 100% of the unused PTO balance will be paid to a departing employee, less all applicable taxes.
- Employees cannot accumulate more than 240 hours at any one time.
- Part-time employees earn PTO on a pro-rata basis. The maximum accumulation is determined on a pro-rata basis.
- The accrual schedule is based on seniority.
- PTO will be granted in quarter-hour increments. Any time taken off beyond accrued PTO will be unpaid.
- A legal holiday that falls within an employee's scheduled paid time off will not be counted as part of the employee's scheduled PTO.
- When three or more consecutive days of PTO are taken for health reasons, employees are required to submit a "return to work" release to their immediate supervisor and complete the appropriate FMLA paperwork, if applicable.
- Employees are required to use any accrued PTO for any time off that is requested and approved.
- Employees must obtain the approval of their supervisor for PTO in advance unless it is used for illness or an emergency. An employee's supervisor must approve all PTO requests. Anyone requesting more than two weeks at any one time must provide at least two months' notice or approval by his/her supervisor.

- The scheduling of PTO will be subject to the work requirements of the department.
- Supervisors should not approve allow employees to use PTO not yet earned.
- Employees are expected not to abuse PTO through frequent unscheduled PTO. More than six unscheduled PTO days per year is considered excessive.
- If an employee uses all of his/her PTO as vacation or personal time and then becomes sick, he/she does not receive additional sick time.
- Employees on authorized leaves of absence do not accrue PTO while on leave.
- The RICFB hopes that every employee will exercise the prerogative to register and vote at every election. If for some reason, it is impossible for an employee to vote outside of working hours, arrangements will be made for him/her to have the necessary PTO during the normal working day.

Bereavement Leave

In addition to paid time off, the RICFB will grant an employee an appropriate amount of time-off in the event of a death in the immediate family. The immediate family is an employee's spouse or spousal equivalent, parent, stepparent, sibling, child, stepchild, grandparent, grandchild, those bearing the same relationship to the employee's spouse or spousal equivalent, or another significant relationship, shall be determined on a case-by-case basis.

An employee who has completed three months of service shall be paid for up to three consecutive days at the regular straight-time hourly rate. Employees should notify their supervisor as soon as possible if they need bereavement leave.

Time off to attend funeral services for other family members or friends will be charged against the employee's paid time off days.

Jury Duty

All full-time employees who have completed more than three months of service are eligible for jury duty compensation.

- If an employee is called to jury duty, he/she must notify his/her supervisor and submit a copy of the Notice to Serve. A copy of the Notice to Serve must also be turned into the Director of Administration.
- If an employee reports for jury duty and is excused, the RICFB asks that he/she return to work to complete his/her regular workday.
- An employee serving jury duty will be compensated with his/her regular salary for up to 30 workdays in any one calendar year. Because the employee will be compensated his/her salary, he/she must sign over the amount received for serving on a jury to the RICFB.

Holidays

Paid holidays at the RICFB are the following:

New Year's Day
 Martin Luther King Day
 Presidents' Day
 Memorial Day
 Independence Day
 Victory Day
 Labor Day
 Columbus Day
 Veterans' Day
 Thanksgiving Day
 Friday after Thanksgiving
 Christmas Day

- Each full-time employee, who has worked the full scheduled workday before and after a holiday, will receive eight hours of holiday pay at his or her regular straight time hourly rate.
- For hours worked on a designated paid holiday, employees are paid time and one-half in addition to their eight hours regular straight-time hourly pay.
- Part-time employees who regularly work on a day on which a holiday falls will be compensated for their scheduled hours.
- A holiday that falls on a Saturday or Sunday will be observed on the nearest Friday or Monday, as determined by the RICFB. Holidays are not counted as paid time off.
- Employees on an unpaid leave of absence are not entitled to holiday pay for holidays occurring during their leave.
- On those occasions when the office is officially closed early, employees should indicate a full day on their time sheets. Likewise, if an employee is on scheduled paid time off when the office is closed early, that employee should indicate a full day of paid time off on his/her time sheet.

Leave of Absences:

• **Family & Medical Leave**

The RICFB is pleased to provide eligible employees family and medical leave (FMLA). An eligible employee is any employee that has been employed for three or more months.

Basic FMLA Entitlements. The organization will provide an unpaid family leave of up to 13 weeks to eligible employees for any of the following reasons:

(1) incapacity due to pregnancy, prenatal medical care, or child birth; (2) care for the employee's child after birth, adoption or foster care placement; (3) the employee's own "serious health condition", if the condition makes that employee unable to perform his or her job; or (4) care for a spouse, child, or parent (excluding parents-in-law) who has a "serious health condition."

FMLA Military Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use up to 12 weeks of FMLA leave to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and ending post-deployment reintegration briefings. FMLA leave also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Rolling Basis. The RICFB measures FLMA leave entitlement on a rolling 12-month basis.

Intermittent and Reduced Schedule Leave. The FMLA does not require the leave to be used in one block; it may be used, when medically necessary, as “intermittent leave” or “reduced schedule leave”. “Intermittent Leave” involves leave taken in separate blocks of time. For example, intermittent leave could be used for doctor’s appointments or for periodic treatments (e.g., physical therapy or chemotherapy). “Reduced schedule leave” involves a reduction in an employee’s daily or weekly hours of work when the health provider so requires. Leaves of these types are not available after the birth or placement of a child in adoption or foster care for the employee to care for the healthy child. Intermittent leave is available for other types of leave, including the employee’s own or the employee’s family member’s serious health condition and leave due to qualifying exigencies.

Leaves of this type will be counted (pro-rata based on the employee’s regular schedule) towards statutory entitlements. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. If an employee requests an intermittent or reduced schedule leave, the company may require that the employee transfer temporarily to an alternative position, for which they are qualified and which provides equivalent pay and benefits, in order to accommodate both the employee’s schedule and the company’s needs.

Your Rights Under the FMLA. The FMLA makes it unlawful for any employer to: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. You may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Definition of “Serious Health Condition”. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Concurrent Nature of Leave. FMLA is a federal law. There is also a Rhode Island state law on family and medical leave. Leaves under these laws run concurrently. For example, an employee would not be able to take 13 weeks of maternity leave under the FMLA and then additional weeks for maternity leave under the state version of the law.

Return from Leave. If the leave is due to the employee's own serious health condition and is two (2) weeks or longer, the employee will also be required to furnish the company with medical certification of their fitness to return to work prior to returning to work.

Health Insurance. Subject to the terms, conditions, and limitations of the applicable plans, the company will continue to provide health insurance benefits for the full period of an approved family and medical leave. Employees are responsible to pay their regular weekly contribution towards health and dental insurance. Failure to make such payments may result in termination of benefits.

Failure to Return to Work. If an employee fails to return to work at the end of his or her leave, his or her employment will be considered voluntarily terminated. The employee may be liable to the company for any health insurance premiums paid on the employee's behalf. The company may pursue legal remedies to collect those amounts.

Use of Vacation/Sick/Personal Time. An employee must use available earned paid time off during an unpaid family and medical leave. This paid leave will occur concurrently with the family and medical leave.

Our Responsibilities. The RICFB must inform employees who have requested leave whether they are eligible for leave under the FMLA. If the employee is eligible, the RICFB must provide a notice specifying additional information requested, as well as the employees' rights and responsibilities. If the employee is not eligible, we must provide the reason for ineligibility. We must also inform employees if the leave will be designated as RIFMLA and/or FMLA-protected leave and the amount of leave counted against the employee's leave entitlement. We must also notify employees if we determine the leave is not FMLA protected.

Your Responsibilities. You must provide 30 days advance notice of the need to take family medical leave when the need is foreseeable. When 30 days' notice is not possible, you must provide notice as soon as practicable and generally must comply with the company's call-in procedures.

You must provide sufficient information for the RICFB to determine if the leave may qualify for family medical leave protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military leave. Employees also must inform the company if the requested leave is for a reason for which family medical leave was previously taken or certified.

Employees requesting a leave for personal or family medical reasons will generally be required to provide a medical certification. Under most circumstances, the medical certification must be provided to the Company within fifteen (15) calendar days of the request for leave. Further medical verification may be required during the leave. Moreover, employees on leave may be contacted periodically for updates concerning their status and intent to return to employment. Employees are expected to be fully cooperative and responsive to such requests. Failure to provide requested certification within 15 days after certification is requested will result a denial of the employee's leave.

Restoration of Rights. At the conclusion of approved leave, an employee is entitled to reinstatement to their old job or a comparable position. Reinstatement will include full seniority to the date the leave began, as well as all other benefits accrued at that time. However, the employee will not earn additional seniority or accrue other benefits while on leave. Employees are also not entitled to a more favorable employment status as a result of taking leave. Thus, the employee on leave is subject to pay or benefit reductions or other adverse actions, including layoff, which would have been experienced had the employee not been on leave.

School Involvement Leave. Eligible employees may take a total of ten hours of leave during a twelve (12) month period to attend school conferences or other school related activities for a minor child of whom the employee is the parent, foster parent, or legal guardian. Employees must provide at least twenty-four (24) hours' notice of this leave. This leave is also unpaid, but employees may substitute any accrued PTO for any part of this leave.

- **Military Leave**

This policy covers two types of military leave:

Members of our Armed Forces:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Family Members:

This policy applies to Rhode Island employees who have worked at least 1250 hours in the previous 12 months and have been employed for at least 12 months. The Company will grant an unpaid leave of absence to employees whose spouse or child is called to military service lasting longer than thirty (30) days by order of the Governor of the State of Rhode Island or the President of the United States. The maximum amount of leave is thirty (30) days. However, leave may not be taken until and unless all accrued paid leave has been exhausted (sick or disability leave does not have to be exhausted). The employee must provide at least fourteen (14) days' notice of the date the leave will commence if the leave is expected to last for five (5) or more consecutive days. Otherwise, the employee shall provide as much notice as practicable. The employee should consult with his or her supervisor so as to schedule leave to not unduly disrupt company operations. During leave, the employee may continue to obtain benefits such as health insurance at the employee's expense. Vacation, seniority and other benefits do not accrue during leave. Unless conditions unrelated to the employee's exercise of this leave prevent it, upon completion of leave, the employee shall be restored to their former position or an equivalent position.

Compensation

Direct Deposit

RICFB employees have the option of having their paycheck conveniently and automatically deposited into the financial institution(s) of their choice. Funds are available at the opening of business on normal paydays. A Deposit Authorization form with appropriate personal and financial information should be submitted to the Director of Administration. Please allow 2 or 3 pay-periods for direct deposit to begin.

Overtime and Premium Pay (Non-Exempt Employees Only)

Non-exempt employees shall receive overtime pay at the rate of one and one-half times their regular straight time hourly rate for any hours worked over 40 in any one week (Saturday – Friday). Holiday hours will count as hours worked for the overtime calculation. Work performed on Sunday or a holiday is voluntary and will be paid at one and one-half times the employee's regular straight-time hourly rate of pay.

Payroll Deductions

RICFB is required by federal and state law to make routine payroll tax deductions from employees' paychecks. Among these are federal, state, and local income taxes and the employees' contribution to Social Security, Medicare, Temporary Disability Insurance, wage garnishment and any other deductions required by law.

These deductions are itemized on the check stub along with any voluntary deductions for elected benefits. The amount of the required deductions may depend on an employee's earnings and on the information furnished on an employee's W-4 form regarding the number of dependents/exemptions he/she claims.

If a court ordered wage assignment or garnishment is received, the employee will be notified by the Director of Administration. Payment collected for garnished deductions will be forwarded to the appropriate collection agency.

Any change in an employee's name, address, telephone number, or marital status **must** be reported to the Director of Administration. The W-2 form employees receive for each year worked indicates precisely how much of their earnings were deducted for these purposes.

Timesheets

The Federal Government requires that the RICFB maintain an accurate record of time worked by each employee.

All employees shall be provided access to the RICFB's timesheet internet portal system. All employees will be asked to enter a password into the system and will not provide their password to other employees. The password must be changed every six months.

Timesheets:

Exempt Employees:

- Must accurately complete a bi-weekly timesheet.
- Any benefit time (PTO, bereavement, etc.) used during the pay-period must be recorded.

Non-Exempt Employees:

- Must accurately record the time they begin work and end work each day, on the bi-weekly timesheet.
- Must record the time they stop and start work for each unpaid break period.
- Must record the beginning and ending time of any split shift or departure from work for personal reasons.
- Must record any benefit time (PTO, bereavement, etc.) taken each day.
- Overtime work must always be approved before it is performed.

Altering, falsifying, and/or tampering with timesheets may result in disciplinary action, up to and including termination of employment.

An employee's submission of his/her timesheet for approval to his/her supervisor signifies the employee's certification of the accuracy of the timesheet. If any corrections or modifications are made, both the employee and their immediate supervisor should verify the accuracy of the timesheet before submitting for final approval.

If an employee does not submit his/her timesheet on time, it could delay the employee's pay check.

Timesheets will be electronically approved by the employee's direct supervisor. Once approved, timesheets are automatically submitted to the Director of Administration for payroll processing.

Hiring Practices

Employment of Relatives

The RICFB is committed to the objective treatment of all its employees based upon their job performance and the organizations operational needs. For this reason, the organization will not hire an employee's immediate relative (spouse, child, parent, sibling, in-law) to work in a position that is supervised by or supervises that employee

The RICFB will make every effort to re-assign an employee if such a relationship develops during employment. However, it may be necessary, at the discretion of the CEO, for one of the parties to resign from the organization.

Americans with Disabilities Act

The RICFB is committed to complying with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA) and all applicable state and local fair employment practices laws. The Food Bank will not discriminate against any qualified employee with regard to any terms or conditions of employment because of such individual's disability or perceived disability. However, all employees are expected and required to perform the essential functions of their position, with or without a reasonable accommodation. Reasonable accommodations will be made available to any qualified individual with a disability, as defined by the ADA in accordance with the ADA and so long as an accommodation would not constitute an undue hardship on the RICFB.

Requesting Reasonable Accommodation:

Any employee that requires an accommodation for a disability is responsible for requesting a reasonable accommodation from the Director of Administration and notifying his/her supervisor of the request.

Equal Employment Opportunity Policy

The RICFB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, HIV/AIDS status, gender identity, age, national origin, or disability. This equal opportunity policy extends to all aspects of the employment relationship, including compensation, training, promotions, job assignments, and discipline. All other policies, such as employee benefits, education, and social and recreational programs are also administered on the basis of fair and equal treatment.

Employment

Employment Classifications

<u>Regular Full Time</u>	Employees who are regularly scheduled to work 40 hours per week.
<u>Regular Part Time</u>	Employees who are regularly scheduled to work more than 20 hours and less than 40 hours.
<u>Temporary</u>	Employees hired either on a full-time or part-time basis for a defined period of time. People in this category are not eligible for employee benefits.
<u>Exempt</u>	Employees who are in jobs which are not subject to the provisions of the Fair Labor Standards Act which requires reporting of hours and payment for overtime work (i.e. those hours worked in excess of 40 hours per week). Those jobs by function are executive, administrative and professional.
<u>Non-Exempt</u>	Employees whose jobs are subject to the provisions of the Fair Labor Standards Act which require reporting of hours and payment of overtime for hours worked in excess of 40 per week.

Performance Evaluations

The RICFB follows a policy of regular performance reviews. The organization believes employees should receive prompt, thorough feedback regarding their performance. The first scheduled performance review usually occurs after three months of employment. After the initial three-month review, employees will be reviewed at least once annually in June. Other periodic reviews may be scheduled as an ongoing form of communication between employees and supervisors.

The performance review is an ongoing communication between employees and supervisors to provide a clear understanding of what is expected in the job. A performance review provides an opportunity for employees to communicate any concerns they may have about their job or their future with the RICFB.

Personnel Records

One confidential file will be established for each employee and shall contain pertinent personnel data, periodic performance reports, evaluation of current job performance, as well as other records pertinent to salaries, promotions, absences etc. Employees will have access to their own personnel file for review through the Director of Administration. Upon written request to the Director of Administration, materials can be copied, and copies given to employees. All original materials in employee's personnel files remain the property of the RICFB.

Probationary Period

Making sure the right person is in the right job is important for the RICFB as well as for the employee. For all staff, the first three months of employment are considered a probationary period, during which time it can be determined whether the expectations of both the employer and the employee are being met. At the end of the three month probation period, the supervisor and employee may discuss whether continued employment is appropriate. Please understand that completing the probationary period does not change an employee's "at-will" status. The employee is employed "at-will" at all times.

Resignation

Employees are expected to give at least two working weeks' notice of the intention to resign. Any RICFB property must be returned before leaving. Employees will be expected to participate in an exit interview with the Director of Administration.

Final payment for all wages due will be made as soon as is practical, but no later than the next regularly scheduled payday. Upon termination of employment, paid time off (PTO) accrued and all reimbursable expenses due will be paid along with the employee's final paycheck.

Seniority and Job Posting

The RICFB recognizes and appreciates the length of service of all its employees. An employee's years of service with the RICFB will be a factor when employment decisions are made about assignments, job vacancies, and promotions.

Of course, it is also essential that these decisions are made with due recognition of operational needs and qualifications. Therefore, length of service is one factor along with the organization's needs and the individual's qualifications and job performance.

The organization's job-posting program is designed to enhance the opportunities for employee career development. The RICFB attempts to fill positions from within the organization with qualified employees whenever available before seeking external applicants.

Under the RICFB program, most vacant positions are posted internally via email and posted on the RICFB's website. Internal applications are accepted within five working days from the posting date. All applicants will be advised of the outcome of their application for a posted position.

Work Place Expectations and Work Environment

Anonymous Employee Hotline

The RICFB has engaged Lighthouse Services, Inc. to provide all employees with access to an anonymous hotline for reporting significant issues (see Whistleblower and Harassment policies). Lighthouse Services provides confidential reporting services to enable management and employees to blow the whistle on fraud, abuse, ethics, compliance and HR violations. The purpose of this service is to ensure that any employee wishing to submit a report can do so anonymously and without fear of retribution.

Reporting

The hotline is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, unethical or illegal conduct or significant violations of HR policies should be reported in any of the following ways:

- English speaking Phone: (855) 400-6002
- Spanish speaking Phone: (800) 216-1288
- Website: www.lighthouse-services.com/rifoodbank
- E-mail: reports@lighthouse-services.com (must include company name with report)
- Fax alternative for written documents: 215-689-3885 (must include company name with report)

Reporters to the hotline will have the ability to remain anonymous if they choose. Please note that the information provided by you may be the basis of a RICFB internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law. However, your identity may become known during the course of the investigation because of the information you have provided. Experienced Lighthouse Services employees will collect detailed information about all complaints and complete thorough reports. Reports are submitted by Lighthouse Services to the RICFB's Director of Administration unless not appropriate in which case it will be reported to the Chair of the HR Committee. All reports will be investigated by the RICFB.

Less serious employment-related concerns should continue to be reported by following the RICFB's existing procedure for resolving issues in the workplace. Regular business matters, such as difficulties with co-workers or supervisors, can be reported to a supervisor, the Director of Administration, the CFO or the CEO. Please see the Employee Issue Resolution Procedure located in the employee handbook.

Timing

The earlier a concern is expressed, the easier it is for us to take action.

Evidence

Although, you are not expected to prove the truth of an allegation, the employee submitting a report needs to demonstrate in their hotline report that sufficient grounds for concern exist.

How Initial Report will be Handled:

The action taken will depend on the nature of the concern. The RICFB's Human Resources Committee Chair will receive a copy of each report.

Initial Inquiries

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 upon action without the need for an investigation.

Feedback to Reporter

The individual submitting a report will be given the opportunity to receive follow-up on their concern:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with initially; and
- Whether further investigation will follow.

Further Information

The amount of contact between the individual submitting a report and the body investigating the concern will depend on the nature of the issue, the clarity of information provided, and whether the employee remains accessible for follow-up. Further information may be sought from the reporter.

Outcome of an Investigation

At the discretion of the RICFB and subject to legal and other constraints the reporter may be entitled to receive information about the outcome of an investigation.

Appropriate Dress

Personal appearance, grooming, and appropriate dress are important to RICFB's image. It is essential that each employee display professionalism in his/her personal appearance. The RICFB maintains a casual dress code and requests that each employee represents himself/herself in a professional manner appropriate for his/her position. Certain positions have required dress code based on regulations. These positions include but are not limited to warehouse and kitchen positions.

Perfumes, hairsprays, colognes and other body fragrances should be used sparingly while at work, as allergies can be common place.

If an employee has a question about what constitutes proper appearance or dress at work, he/she should speak with his/her supervisor.

Attendance

Regular attendance and punctuality are expected from all employees. Habitual or unexpected absences or tardiness may be cause for termination. If an employee is absent from work for three consecutive workdays without reporting the absence to his/her supervisor, the employee will be considered to have resigned.

Procedure:

- If it is necessary to be late or absent because of illness or for some other unanticipated reason, the employee should personally phone his/her immediate supervisor or department senior manager.
- If the employee will be absent more than one day, unless on an approved leave of absence, the employee's supervisor should be notified on the subsequent day(s) by the time the employee would normally have reported to work.
- If the absence qualifies under the Family Medical Leave Act (FMLA), the employee must complete the appropriate paperwork within 15 days.

Company Equipment

The RICFB provides its employees with such materials and equipment as are necessary for the efficient and effective execution of responsibilities. The employee is expected to display good judgement and to exercise due diligence in the requisitioning, use, and care of such materials and equipment.

- Telephones may be used for short personal calls or emergency purposes; they are not intended to be used for lengthy non-business purposes.
- Employees with company-issued cell phones should minimize the use of these phones for personal purposes.
- All office supplies are intended for business use only and are not to be used for personal reasons.
- Portable equipment, such as computers (desktop or laptop), cameras, audio/visual equipment, etc. is to be used for RICFB business only. All portable equipment must be signed out prior to use.
- The employee is personally responsible for any equipment in his/her care, whether in the office, at home or on travel. While the RICFB will maintain all company owned equipment and will provide the necessary and appropriate insurance coverage, the employee is expected to care for and use such equipment in a manner that protects the equipment from damage other than normal wear and tear.
- Any lost or stolen equipment must be immediately reported to your Department's Senior Manager and the Director of Administration.
- All RICFB property is not the personal property of the employee and the RICFB therefore reserves the right to inspect its property, including employee's workspace, desks, files, etc. It should also be noted that the above mentioned items and any other items provided by the RICFB in connection with employment are the property of the RICFB and for the use of employees only during their employment with the RICFB.

Disciplinary Process

The RICFB reserves the right to apply appropriate disciplinary action when an employee demonstrates unacceptable behavior or is having difficulty meeting job expectations. It is the organization's intent that the employee will improve his/her performance upon receipt of a verbal or written warning. However, some infractions may be so serious that the employee will not receive a verbal or written warning prior to termination of employment.

Verbal Warning – A formal discussion between an employee and his/her supervisor to discuss a minor violation or poor job performance. If the behavior continues, the employee may be subject to a written warning or termination. The supervisor will document the verbal warning for his/her record. The CFO is to be informed of all verbal warnings issued.

Written Warning – A formal discussion accompanied by a written letter stating the violation of company policy or poor job performance. If the behavior is not corrected the employee may be subject to termination of employment. The supervisor will file a copy of any written warning in the appropriate personnel file. The CFO is to review and approve written warnings prior to issuance to employees.

Dismissal/Termination of Employment – The most severe action taken when conduct or job performance issues stated in the written warning do not improve, or a serious violation of company policy occurs. Actions that are illegal or purposeful violations of company policy are subject to immediate termination and do not require a written warning prior to termination.

Employment at the RICFB is "at will" and employees can be terminated with or without cause, and with or without notice, at any time, at the discretion of the RICFB except as otherwise provided by law.

If satisfactory change does not occur, employment may be terminated. Some incidents may result in immediate dismissal.

Department Directors, in consultation with the CFO, will bring recommendations for employee terminations to the CEO for final approval.

Electronic Systems and Data Security

The RICFB provides and maintains the following forms of Electronic Systems and Data: voicemail, email, computer software, computer files and databases, and Internet access. These systems are intended for work-related purposes only. Employees have no expectation of personal privacy when using the RICFB's email or domain for the content of such communication. Occasional use for incidental personal purposes in a reasonable manner is permitted, subject to the RICFB's sole discretion.

Every employee has the responsibility of maintaining and enhancing the RICFB's public image, and using all forms of Electronic Systems and Data in an effective, ethical, and lawful manner. In no case may any Electronic Systems or Data be used for personal business purposes, religious or political causes.

The RICFB expressly prohibits the unlawful dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws.

Ownership:

- All Electronic Systems and Data and all Messages are the exclusive property of the RICFB. The term "Message(s)" refers to any email message, text message, internet message, file or other electronic data, created, uploaded, downloaded, sent, received or stored on any RICFB owned electronic data system.
- Upon termination (voluntary or involuntary), such messages remain the property of the RICFB and must be turned over to the employee's supervisor and/or the Human Resources Department. In addition, passwords, and locations of electronic files & directories must also be provided.

Message Content:

- No message may contain content that may be reasonably considered offensive, disruptive, defamatory, or derogatory or that would be in violation of the RICFB's Non-Discrimination and Anti-Harassment Policy. Examples include, but are not limited to, sexual comments, or images, racial slurs, or other comments or images that would offend someone on the basis of his/her race, color, sex, religion, national origin, sexual orientation, age, disability, or any other basis prohibited by applicable law.

Privacy:

- All materials, data, communications and information, including but not limited to email (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages, internet and social media postings and activities ("content") created on, transmitted to, received or printed from, or stored or recorded on the device that passes through the RICFB's IT infrastructure is subject to the same policies that exist for electronic information transmitted from work and may be monitored or considered the property of the RICFB, regardless of who owns the device(s) used. For example, emails sent from a device, regardless of ownership, through the RICFB's servers is treated the same as email sent from work computers.
- No employee should assume that any message is private. Despite features or any Electronic System giving the appearance of privacy (e.g., passwords, and the apparent ability to delete messages), messages are not necessarily private. Even when a message is deleted, it still may be "backed-up" elsewhere and/or it may be possible to recreate the message without your consent or knowledge; highly confidential or sensitive information should not be communicated via any Electronic System.

Right to Monitor:

- The RICFB reserves the right to monitor, access, copy, retrieve and/or read any message and to disclose any message to persons other than the intended recipient, including but not limited to law enforcement or other third parties, without any prior notice to the originator or recipient of the message.

Software:

- All employees are bound by the software license restrictions imposed on the RICFB by the manufacturer or distributor of the software used by the company. Without prior written permission, an employee may neither install the RICFB software on a non-company owned computer nor alter or otherwise modify the software without the permission of the software producers.
- To ensure proper licensing and to prevent viruses, all software acquisition, whether purchased or downloaded from the internet, should be coordinated with the RICFB's IT vendor.

Notice:

Any violation of this policy may result in disciplinary action, up to and including immediate termination.

Employee Issue Resolution

The organization has always recognized that its success depends upon maintaining clear communications with all its employees. It is of the utmost importance that management has the opportunity to respond to all concerns, problems, or anything that an employee feels is unfair or unacceptable in any way.

If an employee has a problem with another employee, or if some other problem is bothering him/her, it is to everyone's benefit to correct the situation as soon as possible. An employee should feel free to discuss any concern or problem with his/her immediate supervisor.

- If after this discussion he/she does not feel that the issue is resolved, he/she should take the issue to either his/her department director or the CFO.
- If the answer from the Department Director or the CFO is unsatisfactory, the employee may discuss his/her problem with the CEO.

In order to document the issue, the CEO may request that the employee put his/her questions or concerns in writing. Any question or concern in writing will be confidential and only shared with appropriate individuals.

It is also recognized that there are times when problems arise that are of a private nature or may involve a subject that an employee does not wish to discuss with his/her immediate supervisor or Department Director. In these cases, an employee may bring the matter directly to the attention of the CFO or the CEO.

- However, if the matter involves the CEO, the employee should report the matter to Lighthouse Services, the RICFB's Anonymous Employee Hotline. Please see the RICFB's Anonymous Employee Hotline for reporting procedures.
- If a resolution at any level is still unsatisfactory, within five working days of a decision rendered by the CEO, employees have the right to report the matter to Lighthouse Services, the RICFB's Whistleblower Hotline. Please see the RICFB's Whistleblower Policy for reporting procedures.
- In no case will an employee be penalized for using the above procedures.

External Communications

1. Media Policy

All media contact with the Food Bank should be cleared through the Chief Executive Officer or the Director of Communications or in their absence, the Chief Philanthropy Officer.

When a member of the media reaches a staff member, simply refer them to the Director of Communications or Communications Coordinator. The Communications Team will determine the necessary follow up, which may include identifying and preparing the appropriate staff person to speak.

You may say: "Let me direct you to a member of our Communications Team, who will help you with your request."

We institute this policy to protect our employees – so that they are not put in a difficult situation with an unfriendly media outlet. It also allows the organization to maintain consistent messaging across the board and to build relationships with the media through one central contact.

If you have any questions, please contact the Director of Communications.

2. Social Media Policy

Policy Statement:

The RICFB believes social media is a valuable tool and continues to advocate the responsible involvement of all RICFB employees in this space. While we encourage this online collaboration, we would like to provide you with a set of guidelines for appropriate online conduct to avoid the misuse of this communication medium. Nothing in this policy is intended to interfere with your rights under federal and state laws, including the National Labor Relations Act.

Introduction:

Social media involves applications such as LinkedIn, Facebook, Twitter, YouTube and activities such as blogging.

When you participate in social media and have identified yourself as a RICFB employee, you are representing both yourself personally and the RICFB.

Your participation in social media is subject to all of the RICFB's policies and procedures, including, for example, the RICFB's policies on (i) protecting the confidentiality of RICFB's information, (ii) safeguarding RICFB's property, (iii) prohibiting any type of employment discrimination or harassment, and (iv) the use of RICFB's communication and computer systems. These policies include: Non-Discrimination and Anti-Harassment Policy, Confidentiality Policy, Company Equipment Policy, Electronic Systems and Data Policy, and the Employee Conduct Policy.

Online Etiquette:

Beware of comments that could reflect poorly on you and the RICFB. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, or the organization. The RICFB's outstanding reputation and brand are the direct result of our employees and their commitment to uphold our core values.

While the RICFB encourages the use of social networking, employees need to use common sense and take responsibility for using this communication medium.

Prohibited Content:

Employees participating in social media are prohibited from disclosing or discussing any of the RICFB's confidential or proprietary information or any confidential information regarding the RICFB's employees, clients, member agencies, business partners, donors, and vendors/suppliers. Employees participating in social media are prohibited from using the trademarks or logos of the RICFB without prior approval from the Chief Philanthropy Officer or Director of Communications. Employees should not post material that is obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful or embarrassing to the RICFB or another person or entity.

Disclaimer:

For any employees who are identified as employees of the RICFB's on social media sites, such employees shall make it clear in the form of a written disclaimer in their social media profile that the views and opinions they express in such social media are their own, have not been reviewed or approved by their employer, and do not necessarily represent the views and opinions of their employer. Employees are personally responsible for the commentary they express and the material they post while engaging in

online social networking activities. Any messages that might act as the "voice" or position of the RICFB must be approved by the Chief Philanthropy Officer and/or the Communications Director.

Endorsements:

Employees who endorse any product or service of an organization that has a relationship with the RICFB, (donor, client, member agencies, business partner or vendor/supplier), must identify themselves as a RICFB employee in their endorsement. For example, an appropriate post would be "the RICFB, the charity I work for, is partnering with company X on a great new campaign. They will give us a donation every time someone buys X."

References/Recommendations:

Employees shall not provide employment references or recommendations for other current or former employees of the RICFB without first consulting the CFO or Director of Administration. Employment references do not include endorsing an individual's skills on LinkedIn or similar connections that may be available on other social media sites.

Management of Food Bank Social Media

Management of the Food Bank's social media presence is the responsibility of the Chief Philanthropy Officer and the Director of Communications. Without express authorization, no one else may create or manage a social media site representing the Food Bank or any of its programs. Individual pages may not be created unless there is an agreed upon strategy and a commitment to maintaining them. Approved pages may include news, recruitment information, events, updates, and other topics related to programs and their participants. *See the Director of Communications for details and assistance.*

Additional Information:

The personal use of social networking web sites must not interfere with working times.

The RICFB may monitor content on the web. Whether or not you are connected to other co-workers or the RICFB, your posts may still be subject to review.

Users who violate this policy may be subject to discipline, up to and including termination of employment. If you have any questions about this policy or a specific posting on the web, please see the CFO or Director of Administration.

Gifts, Gratuities and Business Courtesies

It is the RICFB's policy to discourage employees from accepting, extending, or soliciting courtesies to/from vendors, service referral sources, or other individuals/entities who have a business relationship with the RICFB. While this policy is not intended to prohibit employees from accepting or extending nominal non-cash business courtesies (e.g. meals, refreshments, goods valued at less than \$25.00, etc.), employees should exercise the utmost care in such matters to avoid any semblance of impropriety or unethical business practice. Questions that arise that are not specifically addressed in the following policy should be directed to the CFO and/or CEO for direction and clarification. The following are examples of both acceptable and unacceptable practices, either accepted or extended by the RICFB:

- Cash or cash equivalents are unacceptable under any circumstance from/to a vendor, service referral source, or individuals/entities with a financial interest in the RICFB.

- Meals and/or invitations to social events for the purpose of developing a business relationship are deemed acceptable provided that they are consistent with employee's job responsibilities and expectations (as determined by the CEO and/or the Board), occur on an infrequent basis, and do not impair an individual's ability to perform his or her employment responsibilities in the best interests of the organization. In rare circumstances where courtesies, extended or accepted, are in excess of four times per year per business affiliate, or they are of an atypical nature (e.g. expensive daytrips or overnight travel), prior approval must be received from the CEO.
- Invitations, both extended or accepted, that directly relate to the performance of the CEO's responsibilities (e.g. business networking, consensus building, partnering, etc.) that are in excess of four times per year, relative to a specific vendor or business affiliate, shall require prior approval from the RICFB Board President. All invitations involving overnight travel must be submitted to the board President for prior approval. Exceptions, including rationales, shall be reviewed on an annual basis as an element of the CEO's annual evaluation by the Board President.
- Honorariums for speaking engagements conducted on agency time and/or as a result of a staff member's direct affiliation with the agency, are allowable provided that any donations are made payable to the organization and not the individual, and that compensation is of a reasonable amount relative to the service provided. Honorariums in excess of \$2,500 must be reviewed by the CEO for appropriate compensation to avoid unintended impropriety.
- Perishables, consumables, goods, and promotional materials (e.g. pens, pads, mugs, etc.) are acceptable provided that they are not directed towards a specific individual or group of individuals and such that the distribution of said materials occurs on an infrequent basis.

Hours of Work

The regular workweek is forty hours, consisting of five days, eight hours per day, Monday through Friday. The normal work hours vary; an employee's supervisor will assign his/her regular hours. Each employee that works six or more hours per day, receives a one-half hour unpaid break for lunch. During the morning, there is a fifteen-minute paid break and a fifteen-minute paid break in the afternoon.

Inclement Weather

On occasion it may be necessary to close the RICFB due to inclement weather. Closings will be posted on the RICFB voicemail system, the RICFB's website and social media. Employees should call the Food Bank and listen to the message or check the website after 6:30 am.

Most times, however, employees who are scheduled to work are expected to report to work. If an employee is absent, it will be considered an unpaid absence, unless the employee is eligible for and requests that the day be counted as a PTO day. If employees are dismissed early due to inclement weather, they will be compensated for the regular workday.

Non-Discrimination and Harassment

It is the policy of the RICFB that there will be no discrimination against any employee or applicant on the basis of sex, age, race, creed, color, religion, national origin, disability, gender identity or sexual orientation. In keeping with this policy, the organization strives to maintain an environment that is professional, pleasant, and productive.

As an employer interested in maintaining human dignity and providing a work environment of tolerance and respect for its employees, the RICFB is therefore committed to providing a workplace that is free from all forms of abuse or harassment. Harassment in any form – verbal, physical, or visual – will not be tolerated by the RICFB.

The purposes of this policy are:

- To establish that the RICFB will not condone any form of harassment in the workplace;
- To define specific prohibited behavior;
- To delineate corrective and/or disciplinary action the RICFB will enforce;
- To provide employees with procedures for reporting harassment;
- To describe the investigation process the RICFB will use in response to any report of harassment.

This policy applies to all employees: regular, temporary, part-time, or full-time. It also applies to any contractors or consultants performing work on behalf of the RICFB.

Sexual, ethnic, and other harassment is a form of behavior, which adversely affects the employment relationship and is prohibited by state and federal law. The RICFB likewise condemns and prohibits any form of harassment by any employee.

Sexual harassment does not refer to purely voluntary social activities or occasional compliments of a socially acceptable nature. It does refer to sexual behavior which is unwelcome to the employee, is offensive to him/her, and which undermines morale and/or interferes with the ability of the employee to work effectively. While it is impossible to identify in this manual every instance of such harassment, it certainly includes slurs, threats, and derogatory remarks which are sexual in nature; unwelcome sexual jokes, remarks, or teasing; displays of sexually explicit or suggestive material; sex-oriented verbal abuse; unwelcome physical contact; demands or requests for sexual favors accompanied by implied or an overt promises of preferential treatment or threats concerning an individual's status as an employee; or assaults and molestation.

In keeping with the organization's non-discrimination policy, the RICFB will take immediate corrective and disciplinary action up to and including termination of employment against any employee who engages in the type of behavior noted above, particularly when:

1. Submission to such conduct is made either an explicit or implicit condition of employment; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions (such as hiring, firing, promoting/demoting, training, or granting pay increases), affecting the employee; or
3. Such conduct has the purpose or effect of interfering with an employee's ability to perform his or her job; or
4. Retaliation is threatened or undertaken against an individual for filing a complaint of sexual harassment or cooperating in the investigation of such a complaint; or
5. A hostile or intimidating work environment is created for the employee.

Any employee that believes he/she has been subjected to harassment, or if he/she believes he/she has witnessed harassment directed towards other employees, he/she should report the incident immediately. He/she should report the matter to Lighthouse Services, the RICFB's Anonymous Employee Hotline. Please see the Anonymous Employee Hotline policy for reporting procedures. If an employee feels that their anonymity is not required, they should follow our existing employee, issue-resolution procedure.

The RICFB forbids retaliation of any kind against an employee for making a complaint of harassment, for reporting an incident of harassment or for his or her cooperation or participation in the investigation of a complaint of harassment. **Retaliation is illegal.**

Upon completion of a preliminary discussion with an employee, all such complaints will be investigated promptly and thoroughly. An investigation will be made to the extent appropriate in each case. The investigation will be kept as confidential as possible. It must be recognized, however, that the alleged harasser will be informed of the nature of the complaint and asked to respond, and that other persons who can provide information concerning the complaint may be interviewed.

In determining whether the reported conduct constitutes harassment and a policy violation, the RICFB's investigation will focus on the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred. If the RICFB determines that the charges are accurate, we will take corrective and/or disciplinary action appropriate to the offense, which may include termination. The complainant will be notified of the outcome of the investigation.

The law prohibiting workplace harassment, including sexual harassment, is enforced by the Rhode Island Commission for Human Rights, 180 Westminster St, 3rd Floor, Providence, Rhode Island, 02903 (401-222-2661) and the Equal Employment Opportunity Commission, John F. Kennedy Building 4th Floor, Room 475, Boston, Massachusetts, 02203 (617-565-3200).

Reimbursable Expenses (including Travel)

Business-related expenses incurred on the job may be eligible for reimbursement. Expenses such as mileage when using a personal automobile to attend business appointments, tolls, parking fees, and other travel and hotel expenses must be submitted on a monthly basis for reimbursement. Itemized receipts and a detailed explanation of the charges must be included. Approved mileage and expense forms must be submitted to the Accounts Payable Manager.

On occasion employees may need to travel on behalf of the RICFB. Employees should remember the following guidelines when traveling for RICFB business:

- All travel should be booked in a cost-effective manner to minimize disruption to the employee's RICFB schedule. In the event that it is necessary to rent a vehicle, the RICFB requires that the optional vehicle insurance be purchased.
- The RICFB provides a maximum per day travel meal allowance of \$60, which must be supported by receipts and reports as stated above.
- The RICFB does not reimburse employees for alcoholic beverages consumed with their meal.
- The RICFB does not reimburse employees for parking tickets or moving vehicle violations.
- All expense reports must be approved by the department director, senior managers, or in the case of senior managers, by the CEO.

Safety

Policy Statement:

The RICFB is committed to providing a safe and healthful workplace for all employees and companies with all applicable provisions of The Occupational Safety and Health Administration (OSHA). Maintaining a safe work environment, however, requires the continuous cooperation of all employees. You are responsible for reporting all safety, health, and fire hazards promptly to their supervisor, or to the Director of Facility.

Procedure:

- Employees are responsible for reporting all safety, health, and fire hazards promptly to their supervisors or the Director of Facility.
- When an injury is sustained while at work, it must be reported to the Office Manager, Director of Administration, or the Chief Financial Officer. If required as part of AIB or other regulations, the report must also be filed with the Director of Facility and/or the Chief Operating Officer and the appropriate department director.
- Upon notification, the employee is required to assist with the completion of the Incident/Accident Report Form. If an employee is injured on the job, the RICFB provides coverage and protection in accordance with the Workers' Compensation law.
- Failure to report accidents is a serious matter as it may preclude an employee's coverage under Workers' Compensation Insurance.
- Use of smoking materials is prohibited in the RICFB building and within 20 feet of entrances, exits and open windows. Use of smoking materials refers to the lighting and/or smoking of cigarettes, cigars, pipes, chewing tobacco, and other similar items.

Security Cameras

There are security cameras throughout the building. The cameras are located in the warehouse and the parking lot. They are set up to monitor exits and entrances to prevent crime and to maintain food defense standards. The cameras are digital and record continuously; however they are not monitored constantly. They are viewed randomly or upon an incident. Incidents may include:

1. Equipment accidents
2. Incidents between staff
3. Unauthorized people in the building
4. Volunteers issues

While cameras are not regularly monitored, if any employee is observed to be acting in violation of any company policy, disciplinary action may occur.

Solicitations

As the RICFB tries to provide a relaxed workplace atmosphere, it has instituted a no solicitation rule. Solicitation of an employee by another employee is prohibited while at work. The prohibition does not include an employee's own time, however, such as lunch time and scheduled breaks and the time before and after work. An exception to the above rule can be made for a specific charitable purpose designated by the RICFB.

Use or Influence of Controlled Substances

The use or abuse of any drugs or controlled substances in the workplace or while on duty is serious and unacceptable. The users of drugs or other controlled substances may endanger the well-being of employees or the public, and also may cause damage to property.

Therefore, it is the policy of the RICFB that the use, transfer, manufacture, distribution, possession, purchase, or sale of any drug or controlled substance in the workplace is prohibited. It is also strictly prohibited for any employee to report to work, or to be present on duty, while under the influence of any drug or controlled substances, regardless of whether that person's access to any such substance was medically authorized or authorized as a matter of law. Any employee violating these policies will be subject to discipline up to and including termination of employment to the fullest extent permitted by law. An employee may also be discharged or otherwise disciplined for a conviction involving illicit drug behavior, regardless of whether the employee's conduct was detected within employment hours or whether his/her actions were connected in any way with his/her employment. Any testing of employees for use of drugs or controlled substances in the workplace, and the consequences of any such testing, shall be governed by Rhode Island General Laws section 28-6.5-1.

This policy includes prescription drugs which have not been legally obtained or which are not being used as a therapy in accordance with a valid prescription by a licensed physician. Possession means the presence of a drug on an employee's person or in areas under his/her control. Use means being under the influence of such substances, or the presence of such substances in one's system.

Notwithstanding the foregoing, employees are permitted to take prescription medications that are legally obtained and which are being used as a therapy in accordance with a valid prescription by a licensed physician unless the use of such medications would impair an individual's ability to perform his or her job safely, responsibly and capably. It is each employee's responsibility to ensure that he or she is able to perform his or her duties while taking any such medications. Employees are permitted to take over the counter medications in accordance with instruction and appropriate medical practice while engaged in RICFB business, provided they can do so safely and responsibly, without affecting safety or their job performance. When any such prescribed or over-the-counter medications could affect the employee's judgment, performance, or behavior, it is the employee's responsibility to report the use of such medication to the supervisor. It may be necessary to transfer to another job temporarily, or a leave of absence may be required.

Any employee is required by law to inform the RICFB within five (5) days after he/she is convicted for violation of any federal or state criminal drug statute. It must be reported in writing to the CFO. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

The RICFB is responsible for reporting conviction(s) to the appropriate federal granting source, within ten (10) days after receiving notice from the employee of conviction(s). If any employee is convicted of

violating any criminal drug statute while on or off duty, he/she will be subject to discipline up to and including termination of employment.

Any employee who desires assistance in dealing with an alcohol, drug, or controlled substance abuse problem may seek confidential help from the CFO. The employee must be capable of performing the essential functions of his or her job duties, with or without reasonable accommodation, in an acceptable manner and must cease abuse of alcohol, drugs, and/or controlled substances. The employee may be required to enroll in and complete a prescribed treatment program; an employee enrolled in such a program is subject to RICFB rules, policies, procedures, and/or disciplinary actions on the same basis as any other RICFB employee. Evidence of continued abuse, including impaired workplace performance, may result in termination.

All information obtained in the course of assistance, counseling, treatment, or rehabilitation of an employee with alcohol, drug or controlled substance abuse problems shall be protected as confidential medical information and shall be kept separate from the employee's official personnel file. The RICFB regards confidentiality of such issues to be critical to the success of employee rehabilitation efforts; therefore, only those persons with legitimate need to know will be given access to this information.

Vehicle Policy

1. Company Owned Vehicles

Policy Statement:

The RICFB maintains a fleet of vehicles to assist us in the completion of our mission. For various reasons, including liability concerns, employees are not permitted to use these vehicles for their personal use. Specific qualifications, such as a Commercial Driver's License and participation in the random drug testing program, are required to operate certain of our vehicles.

Authorized Drivers

The Director of Administration will maintain a list of our vehicles and the employees that are authorized to operate them. The authorized driver list will be updated and submitted to the Director of Operations each quarter. Authorized drivers are never permitted to drive vehicles home or keep them overnight.

Requirements and Qualifications

Outlined below are the requirements for any employees operating Food Bank vehicles.

For all vehicles over 10,000 pounds:

- Employees must maintain a valid driver's license. If driving a vehicle over 26,000 pounds, a valid Commercial Driver's License (CDL) license is required. If a driver has his/her license suspended or revoked for any reason, he/she is not to drive a RICFB owned vehicle and must notify the Director of Operations immediately.
- Employees must maintain a current medical card.
- Must be on the approved drivers list and be included in the random drug test pool.

For small vehicles – cargo and refrigerated vans:

- Employees must maintain a valid driver's license. If a driver has his/her license suspended or revoked for any reason, he/she is not to drive a RICFB owned vehicle
- All drivers will be included on the annual auto insurance driver list.

General Rules for all RICFB Drivers:

- All drivers listed on the approved driving list must review RICFB driving and vehicle requirements with the Director of Operations prior to driving a RICFB owned vehicle.
- All drivers of RICFB owned vehicles will have their driving record checked upon hire (or upon first request to use company owned vehicle) and then once per year, thereafter. If driving record lists a

major “moving violation” as defined in the Operations Department Manual, use of the RICFB vehicles may be suspended.

- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- All accidents must be reported immediately to the police and to the Director of Operations. A police report should always be filed, regardless of the amount of damage to either vehicle.
- Drivers are personally responsible for any motor vehicle violations. The RICFB is not responsible.
- Passengers are only allowed if the driver and the passenger receive prior approval from the Director of Operations.
- Drivers and all passengers must wear available personal restraints.
- Company owned vehicles may never be used for personal use.
- Company owned vehicles may not be driven to your home at any time, even during a break time.

2. Business Use of Personal Vehicle

Policy Statement:

Any employee that drives his/ her personal vehicle for RICFB business is responsible for his or her own safety as well as the safety of any passengers. The RICFB bears no responsibility for the operation or operating condition of personal vehicles and expects drivers of personal vehicles to comply with applicable local, state and federal laws.

- The employee must carry at least the minimum automobile liability limits required by state law. The employee’s automobile liability coverage shall be the primary insurance coverage. The RICFB insurance policy is secondary and does not cover the employee’s deductible or damage to the employee’s vehicle.
- It is the employee’s responsibility to ensure that his/her insurance policy covers the business use of the vehicle. If not, he/she may not use the vehicle for business purposes.
- The owner of the vehicle is responsible for any applicable deductible (e.g., liability or collision coverage) and is responsible for any increased personal automobile insurance premiums as a result of any accidents. *There is no physical damage coverage through the RICFB for personal vehicles.*
- Claims arising from use of a personal vehicle are to be reported to the owner’s insurance agent. In the event of a serious or potentially serious claim, the employee must notify his/her direct supervisor and the Director of Administration or CFO.
- The employee must ensure that the vehicle is registered and inspected, as is required by the State.
- The employee must have a valid driver’s license. If at any time the employee driver’s license is revoked or suspended, he/she must not drive for RICFB business purposes. If the change in your driving status affects your ability to do your job, you must notify your direct supervisor. The RICFB is not liable for any employee that drives with a suspended or revoked license.
- It is the employee’s personal liability for any motor vehicle violations received while driving on business matters. The RICFB will not cover the cost of any motor vehicle violations.
- Personal vehicles used for business must be properly maintained and should not be used for business purposes if the employee knows of a defect.
- The RICFB reimburses the use of a personal vehicle for official RICFB business at the standard mileage rate published by the RICFB. The rate is intended to cover the maintenance and insurance for the business use of your vehicle.

- An injury resulting in lost work time or medical expenses to a RICFB employee driving or riding as a passenger while on official RICFB business will be handled as a routine workers' compensation claim. Workers' compensation does not cover any damage to vehicles.
- Driving to/from home **OR** to/from lunch does not constitute driving on official RICFB business.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle when driving on official RICFB business is not allowed.
- Drivers and all passengers must wear available personal restraints when driving on official RICFB business.

Whistleblower Policy

Scope

This policy applies to all RICFB employees, including full time, part time, temporary, and contract employees.

Purpose:

The RICFB is committed to the highest possible standards of ethical, moral and legal business conduct. In conjunction with this commitment and the RICFB's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

If an employee feels that he/she does not need to remain anonymous, then he/she should follow our existing procedure for resolving issues in the workplace. These issues include difficulties with co-workers or supervisors and can be reported to a supervisor, the Director of Administration, the CFO or the CEO. Please see the Employee Issue Resolution Procedure.

Policy:

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

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with RICFB policy, including the Code of Business Conduct;
- Otherwise amount to serious improper conduct; or
- Are not in line with the RICFB's Non-Discrimination and Sexual Harassment Policy.

Regular business matters that do not require anonymity for the reporter should be directed to the employee's supervisor and are not addressed by this policy.

Safeguards:

Harassment or Victimization

Harassment or victimization of individuals submitting hotline reports will not be tolerated.

Confidentiality

Every effort will be made to protect the reporter's identity by our hotline vendor. Please note that the information provided in a hotline report may be the basis of an internal and/or external investigation by the

RICFB into the issue being reported. It is possible that as a result of the information provided, the identity of the reporter may become known to us during the course of our investigation.

Anonymous Allegations

The policy allows employees to remain anonymous at their option. 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 may result in disciplinary action.

Report an Issue

See the Anonymous Employee Hotline policy for reporting information.

Receipt of Employee Handbook (Effective October 24, 2018)

I have this day received a copy of the Rhode Island Community Food Bank Employee Handbook dated **October 24, 2018**.

I understand that this Handbook has been provided to me for guidance purposes only, and that this Handbook is not a contract of employment, nor does it provide me with any contractual rights or guarantee of benefits.

I also understand that I am an employee-at-will, and that this means that I or the Organization can terminate our employment relationship at any time, for any reason or no reason at all.

I also understand that this Handbook replaces any and all prior handbooks, policies and practices of the Organization, and that the policies and benefits contained herein may be added to, deleted or changed by the Organization at any time at the Organization's sole discretion.

Employee's Name (Print): _____

Employee's Signature: _____

Date: _____