

THE CORNERSTONE FOUNDATION INC.

Employee Policy and Practice Manual

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INTRODUCTION

This Policy and Practice Manual (the “Manual”) is designed to familiarize you with our policies and practices for employees. This document may be updated periodically and new and/or updated policies and practices will be distributed as appropriate. Most of your questions that are not covered in this manual can be addressed with your Manager/Supervisor.

This manual is not a contract for employment. **All employees of Cornerstone Foundation, Inc. (“Cornerstone”) are employed on an at-will basis, with both parties having the right to terminate the employment relationship at any time, with or without cause or notice, so long as there is no violation of applicable federal or state law.**

All policies, practices and procedures described in this Manual may be changed, modified or discontinued without prior notice at Cornerstone's sole and complete discretion. It is the intent of Cornerstone to be at all times in compliance with applicable acts, laws and regulations. Therefore, to the extent any policy conflicts with an applicable law, Cornerstone will adhere to its legal obligations, despite the existence of a written policy.

This Manual supersedes all previous verbal or written policies, practices, understandings or agreements concerning the conditions of your work and employment with Cornerstone. Any revisions to this Manual will be made in writing.

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I. BUSINESS PRACTICES

A. Equal Employment Opportunity

Cornerstone is an Equal Employment Opportunity employer and is committed to providing a work environment that is free of discrimination against employees and applicants on the basis of any factor prohibited by applicable laws and regulations. These include, but are not limited to: race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, marital status, veteran status, military status, genetic information, citizenship status, pregnancy, gender expression or identity, or any other factors prohibited by law. Cornerstone's policy is to hire and promote qualified individuals from within, when possible, based upon their ability to perform, to accommodate reasonable requests (at the sole discretion of Cornerstone) for each qualified individual with a disability or a sincerely-held religious belief except when such accommodation would impose an undue burden upon Cornerstone, and to comply in this respect with all applicable laws and regulations.

B. Non-Discrimination Policy

Cornerstone does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

Cornerstone is an equal opportunity employer. We shall not and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.

Cornerstone's Equal Employment Opportunity policy applies to all employment practices. It is Cornerstone's policy to base all employment-related decisions on principles of equal employment opportunity. In particular:

- To recruit, hire, promote, reassign, compensate and train highly qualified individuals without regard to any legally protected basis such as those listed above;
- To administer all personnel actions such as compensation, benefits, transfers, scheduling, layoffs, returns from layoffs, sponsored education, training and educational assistance, social and recreational programs, without regard to any basis listed above;
- To accommodate reasonable requests relating to religion or disability, where necessary and feasible, except where such accommodations would impose an undue burden upon Cornerstone;
- To provide a workplace free of harassment.

It is Cornerstone's intention to adhere to both the letter and the spirit of the laws which are intended to further the principle of equal employment opportunity. Managers/Supervisors are accountable for maintaining Cornerstone's Equal Employment Opportunity practices and to promptly notify the Board of Directors or the Executive Director of incidents in violation of this policy. Employees are expected to cooperate with this policy by refraining from discriminatory actions or statements, as well as actions or statements which may be interpreted as discriminatory.

Employees may report a violation of this policy to their Manager/Supervisor, the Executive Director or Board of Directors. Cornerstone will investigate all allegations and will take appropriate corrective action if warranted. Complaints brought under this policy will be promptly investigated and handled with respect of all involved. Retaliation for reporting violations of this policy in good faith or participating in any investigation is strictly prohibited.

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C. Mail and Other Property

Staff are not permitted to use Cornerstone's office as their personal mailing address and use of Cornerstone postage for personal mail is prohibited.

All business equipment, work spaces and intellectual property are the property of Cornerstone. Cornerstone reserves the right to have access to and search employee work stations, computers, Cornerstone-owned electronic devices, lockers, desks and any other work or storage space, furniture or equipment in situations in which Cornerstone determines such searches to be necessary. Thus, employees should not have an expectation of privacy, even if they have desk or locker keys, passwords, combination locks or access codes. Where feasible, the employee may be present during such a search.

D. Social Media Policy

There are more ways to share information more quickly than ever before. Social media including individual or multi-user blogs, microblogs (i.e., X, Instagram, etc.), networking sites (Facebook, LinkedIn, etc.), video-posting sites (e.g., YouTube), theme-based image collections (e.g., Pinterest) and others encourage the free and fast flow of information and opinions. This opportunity for instant, global communication carries with it the need for thoughtful judgment and mature conduct.

This policy outlines Cornerstone's expectations for employee participation in social media where such participation relates to Cornerstone or its employees. Follow Cornerstone's standards of conduct. Employees are expected to behave in a professional manner in all business activities, including all internal and external communications.

- The standards that apply to work-related use of communications technology including email, voicemail and the Internet apply equally to the use of social media relating to Cornerstone or its employees.
- As always, be respectful to all concerned, including colleagues, customers, suppliers and competitors. While social media may seem more informal in tone, such communication still should be approached in a professional and courteous manner.
- Social networking must not interfere with your work responsibilities. Social networking of a personal nature during work hours is prohibited.
- When communications are on your own behalf and not on behalf of Cornerstone, make this clear. Please note:
- Adhere to Cornerstone policies and procedures about behavioral standards and standards regarding the disclosure of information. Remember that it is NEVER acceptable to disclose non-public information about Cornerstone or its operating entities.
- Include the following disclaimer: "the views expressed on this [blog, website, etc.] are my own and do not reflect the views of my employer."
- Use a personal email address (not your Cornerstone email address) as your primary means of identification.
- If your views are inconsistent with Cornerstone's, or might negatively affect Cornerstone's reputation, you should clearly state that your statements are your own and not made on behalf of Cornerstone. However, the U.S. Federal Trade Commission specifically requires that employees clearly and conspicuously disclose their Cornerstone connections when posting favorable comments about Cornerstone's products or services, because knowledge of an individual's employment likely would affect the weight or credibility accorded to his or her endorsement. Any errors or omission of relevant information reflect poorly on Cornerstone and may result in liability for you and/or for Cornerstone.
- Nothing in this policy is intended to prohibit employees from communicating in good faith about wages, hours, or other terms and conditions of their or their co-workers' employment.
- You are personally responsible for your actions. If you are in doubt about the appropriateness of a post, do not post it.
- Failure to adhere to these standards could result in liability for you and/or Cornerstone.

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Go through channels in response to any negative comments. If you see any derogatory comments about Cornerstone, avoid the temptation to react yourself. Instead, please inform your Supervisor.

As with Cornerstone's other policies and procedures, any deviation from this policy may be subject to disciplinary action, up to and including termination.

E. News Media Policy

Cornerstone's reputation can be positively or negatively affected by the quality of information provided to the public. It is important that such information be communicated through a single source to help ensure accuracy, consistency and appropriateness. Therefore, all news media inquiries to Cornerstone headquarters should be referred to the Media Relations resource.

F. Open Door Policy

Cornerstone maintains an Open Door Policy that encourages employees to bring to the attention of Cornerstone any ideas, suggestions, recommendations or other issues that they feel are important to improve Cornerstone, its operations or its services.

Employees who have input with regard to a Cornerstone policy or practice should bring it to the attention of the immediate Manager/Supervisor. Cornerstone strives to encourage a culture of open communications that provides everyone with an opportunity to be heard and have matters resolved timely and without fear of incrimination or penalty. Information regarding issues brought forward will be treated confidentially to the extent possible and will be divulged only with those who have a business need to know.

G. No Solicitation / No Distribution Policy

In order to maintain and promote efficient operations, maintain security and protect employee privacy, Cornerstone has established the following policies pertaining to solicitation and distribution of written, recorded or other materials.

Unless otherwise specifically approved by your Manager/Supervisor, employees are not permitted to solicit on behalf of any cause or organization during their working time or during the working time of the employee(s) to whom such activity is directed.

Further, employees may not post, distribute or circulate any written, recorded, electronic or other tangible material during their working time or during the working time of the employees to whom such activity is directed or in any work areas at any time. In this regard, employees are prohibited from using any Cornerstone system or equipment to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Persons not employed by Cornerstone are prohibited from distributing literature or soliciting on Cornerstone property (including parking lots) at any time.

As a matter of employee privacy and to prevent problems associated with identity theft, all employees are forbidden at all times from using or disclosing personal employee contact information such as telephone numbers, addresses, or email addresses for purposes of any solicitation or distribution activities.

This policy applies to solicitation, distribution, and posting on behalf of membership organizations and commercial enterprises, but does not apply to solicitation, distribution, or postings sponsored and approved by Cornerstone on behalf of charitable causes or other non-membership organizations.

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H. Respectful Workplace – NO Harassment Policy

Cornerstone is committed to providing a respectful and productive work environment and will not tolerate verbal, visual, written or physical conduct that harasses, disrupts, or interferes with another's work performance or which creates an intimidating or hostile work environment. This type of conduct can be verbal, visual, written, physical, or electronic and it will not be tolerated. Simply stated, Cornerstone maintains a strict zero-tolerance policy against harassment of any kind. This policy applies to all employer agents and employees, including supervisors and non-supervisory employees and to volunteers.

Any form of harassment, whether because of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, marital status, veteran status, military status, genetic information, citizenship status, arrest record, pregnancy, gender expression or identity, or any other factors prohibited by law, is prohibited. Cornerstone also prohibits all acts of violence, threats, or threatening actions by or toward any Cornerstone employee. These prohibitions apply to both the workplace and to other work-related settings such as business trips and business-related social events. If an employee fails to comply with our harassment policy, it will result in corrective action, up to and including termination of employment.

1. Harassment

Harassment is defined as any unwelcome verbal, visual, written or physical conduct, which creates an intimidating or hostile work environment. Some examples include, but are not limited to: derogatory comments or jokes regarding a person's race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, marital status, veteran status, military status, genetic information, citizenship status, arrest record, pregnancy, gender expression or identity, or any other factors prohibited by law or the distribution or display of written or graphic materials which have the same effect.

2. Sexual Harassment

Sexual Harassment is defined as unwelcome verbal, visual or physical conduct of a sexual nature when (1) submission to or rejection of this conduct by an individual is made a condition of continued employment/services or is used as a factor in decisions affecting hiring, retention, evaluation, promotion, wages, assigned duties, shifts or other conditions of employment or employee development; or (2) this conduct unreasonably interferes with an individual's work or creates an intimidating or offensive work environment. Cornerstone may at any time, and without notice, expand its policies with regard to identifying behaviors constituting sexual harassment.

Examples of sexual harassment may include, but are not limited to:

- Unwelcome sexual flirtations, touching, advances, jokes, questions or propositions;
- Demands for sexual favors;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- Sexually suggestive or insulting sounds or gestures, including whistling;
- The creation, transmittal, viewing, storing or display in the workplace of sexually suggestive objects, pictures, electronic images or words.

Cornerstone will provide two (2) hours of sexual harassment training to all employees. Training will be provided within six (6) months of hire.

3. Regarding Bullying

Cornerstone defines bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment. Cornerstone promotes a healthy workplace culture where all employees are able to work in an environment free of bullying behavior.

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Cornerstone considers the following types of behavior to constitute workplace bullying. Please note, this list is not meant to be exhaustive and is only offered by way of example:

- Staring, glaring or other nonverbal demonstrations of hostility;
- Exclusion or social isolation;
- Excessive monitoring or micro-managing;
- Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- Being held to a different standard than the rest of an employee's work group;
- Consistent ignoring or interrupting of an employee in front of co-workers;
- Personal attacks (angry outbursts, excessive profanity, or name-calling);
- Encouragement of others to turn against the targeted employee;
- Sabotage of a co-worker's work product or undermining of an employee's work performance;
- Stalking;
- Unwelcome touching or unconsented-to touching;
- Invasion of another's person's personal space,
- Unreasonable interference with an employee's ability to do his or her work (i.e., overloading of emails);
- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;
- Conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests.

Cornerstone may at any time, and without notice, expand its policies with regard to identifying behaviors constituting bullying behavior.

4. Respectful Workplace - Regarding Dating

Cornerstone prohibits Directors/Managers/Supervisors from dating any subordinate in their chain of command. Such relationships can be disruptive to the work environment, create conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination and claims of sexual harassment. While Cornerstone has no desire to interfere with the private lives of its employees, or their off-duty conduct, where such conduct impacts the work environment in a negative manner (such as noted above, but not limited to the situations described above), Cornerstone reserves the right to take whatever action is appropriate in regard to such instances. All employees are required to self-report the commencement of any such relationship to allow Cornerstone to take appropriate measures to remove any potential conflict or perceived conflict. This may include, but is not limited to, transferring, if possible, one of the individuals so that a supervisor-subordinate relationship no longer exists. If no such alternative position is available, termination of employment of one of the involved employees may be required.

5. Respectful Workplace - Regarding Nepotism

Cornerstone prohibits family members from being in any reporting relationship that may cause a conflict of interest to occur. Family member is defined as a person you are related to by blood, marriage, adoption or with whom you have a close relationship. Examples of a family member include parents, children, spouse/partner and siblings.

Employees must disclose and receive advance written approval of any potential conflicts of interests, which would include any immediate family relationship or other private interest that interferes, or reasonably appears to interfere, with Cornerstone's interests. Employees must self-disclose any potential reporting relationship that may conflict with this policy prior to any hire or transfer, to the extent possible. If such a circumstance currently exists, the involved Director/Manager/Supervisor is required to immediately notify the Executive Director so that appropriate action can take place, and each case will be managed based on its own circumstances. This action may include, but is not limited to, transferring one of the individuals, if possible, so that the manager- subordinate relationship no longer exists.

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6. Reporting a Complaint

If you believe the words or actions of any employee or a third-party person (client, vendor or consultant) constitute a violation of this Respectful Workplace policy regardless of severity, you must report the situation as soon as possible. Such report or complaint should be made to your Manager/Supervisor or a member of the Board of Directors.

Do not assume that the management of Cornerstone is aware of the offending behavior. Although not required, it is preferred that such complaints be made in writing, with as many details included as possible to facilitate a thorough and effective investigation. Anonymous complaints are discouraged because of the serious implications of harassment allegations, the difficulties associated with an investigation of an anonymous complaint, and the questions of credibility involved. Your confidentiality will be protected to the extent possible. Prompt reporting of any violations is essential, as delays in reporting may impact the accuracy and effectiveness of any investigation. Managers and Supervisors who become aware of any incident are required to immediately report such incident to Directors and the Board of Directors, even if the involved employee has requested that the Manager or Supervisor not take any action.

7. Investigations of a Complaint

Complaints under this policy are to be managed and investigated by the Executive Director and/or Board of Directors. Complaints are taken seriously and will be fairly, timely and thoroughly investigated. The merits of the complaint will be evaluated based upon the results of the investigation and the particular circumstances. Confidentiality will be maintained to the fullest extent appropriate given the circumstances. Appropriate corrective action will be taken, as necessary. The complainant (if known) will be given a general description of the results, subject to appropriate restrictions on confidentiality.

I. Whistleblower Policy and Protection against Retaliation

Cornerstone will not in any way retaliate against an individual who makes a good faith complaint or report under this policy or provides information related to such complaint or report, nor permit any employee to do so. Retaliation is a serious violation and must be reported immediately, whether it relates to you or someone else in the workplace. Any employee who is found to have retaliated against another employee for making a report or complaint in good faith under this policy will be subject to corrective action, up to and including termination of employment.

Employees have the right to report, without suffering retaliation, any activity by Cornerstone or any of our employees that the employee reasonably believes: 1) violates any state or federal law; 2) violates or amounts to noncompliance with a state or federal rule or regulation; or 3) violates fiduciary responsibilities by a nonprofit corporation. In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

The whistleblower protection laws do not entitle employees to violate a confidential privilege of Cornerstone (such as the attorney-client privilege) or improperly disclose trade-secret information.

1. Where to Report

Employees have the duty to comply with all applicable laws and to assist Cornerstone to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation(s) to the Executive Director or the Board of Directors if the complaint involves the Executive Director. Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

2. Protection from Retaliation

It is the intent of this policy to encourage employees to report fraudulent or illegal activities and there shall be no retaliation for any reports made in good faith, pursuant to this policy. Any employee who believes they have been retaliated against for whistle blowing may file a complaint with either the Executive Director or the Board of Directors, or other appropriate government law enforcement or reporting agency. Any complaint of retaliation will be promptly

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investigated, and remedial action taken when warranted. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors.

J. Safety in the Workplace

We consider safety in the workplace to be of primary importance. We demonstrate our dedication to this philosophy in the daily conduct of our operations. Employees are expected to comply with any facility or location-specific workplace policies, as well as statutory laws regarding health and safety.

Cornerstone promotes safe activities designed to eliminate accidental bodily injury and property damage and to control the costs resulting from such losses. We provide and maintain a safe working environment and protect our property from loss by controlling exposures and eliminating hazardous activities and conditions, which can adversely affect our operations, our employees, our contractors, our vendors, our customers and the public. You must immediately report any safety concerns to your Manager/Supervisor.

1. Workplace Injuries

Cornerstone is committed to your safety, and it is important that you help to reduce the potential for workplace accidents during your employment with Cornerstone. To help ensure your physical well-being and to correct problems quickly, you must immediately notify your Manager/Supervisor of any injury that occurs during or as a result of employment with Cornerstone, no matter how slight, and complete an incident report. Failure to timely report injuries may result in possible corrective action up to and including termination of employment.

State law determines when an employee is eligible to receive a percentage of his/her standard pay while unable to work due to a work-related injury.

If you are injured or are involved in, or witness, an injury or accident, you must immediately report the injury or accident to your Manager/Supervisor. In addition, you must notify your Manager/Supervisor when taking medication that may adversely affect your ability to perform your job.

You should be aware of all evacuation procedures and emergency exits, the location of all emergency equipment in your area and who will be in charge in case of a fire or other disaster.

2. Inclement Weather

It is the policy of Cornerstone to remain open as much as feasible. However, where circumstances warrant, Cornerstone reserves the right to close the facility. Thus, employees are encouraged to listen to radio/TV broadcasts during periods of inclement weather to find out if the facility is open or closed. Staff will only be paid if Cornerstone remains open AND they report to work. No paid time off will be paid if Cornerstone closes any facility OR if any staff is unable to report to work.

Cornerstone will make a decision and notify whether the facilities will be open or closed during periods of inclement weather and communicates this via Cornerstone's text alert service and to local media outlets.

Regardless of whether the facility is open or closed, it is each employee's decision whether it is safe to report to work during such weather. Employees must advise their manager or supervisor as soon as possible if they are unable to report to work due to inclement weather.

3. Violence and Threats of Violence

Any and all acts of violence, threats or threatening actions by or toward any Cornerstone employee will not be tolerated. Prohibited conduct includes any act of physical aggression and/or statement, which could be perceived as intent to cause physical harm, sabotage or destruction of property. This prohibition includes, but is not limited to: menacing gestures, stalking, possessing or bringing weapons on Cornerstone premises (or at any Cornerstone sponsored events), verbal and physical abuse or other aggressive, injurious and destructive actions against employees, contractors, visitors, guests, vendors, customers or other individuals conducting Cornerstone business

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or on Cornerstone premises (or at any Cornerstone sponsored events) or the commission of, or attempted commission of, any violent act on Cornerstone's premises or the threat of such an act. If instances noted occur, Cornerstone will take immediate corrective action, up to and including termination of employment. Commission of these acts may also result in criminal prosecution by government authorities.

When possible, you should seek assistance before intervening in a violent situation. If, however, you are confronted by a violent or potentially violent situation, you are expected to take all reasonable steps to avoid harm to yourself or others, which may include contacting law enforcement if appropriate.

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidentially to the extent maintaining confidentiality does not impede Cornerstone's ability to investigate and respond to the report. All threats will be promptly investigated, and employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat, in good faith, under this policy.

An employee who is the recipient of a threat made by an outside party should follow the steps detailed in this section. It is important for Cornerstone to be aware of any potential danger in the workplace, as Cornerstone wants to take effective measures to protect everyone from the threat of a violent act by an employee or a third party.

4. Weapons

Cornerstone prohibits all employees from possessing any weapons of any kind in the workplace, while engaged in activities for Cornerstone, and at Cornerstone-sponsored events. For purposes of this policy, the workplace is defined to include Cornerstone's buildings, vehicles, equipment, and outdoor areas. As used in this policy, the term "weapons" includes:

- Guns.
- Knives (with the exception of a pocketknife with a blade no longer than 2.35 inches).
- Explosives.
- Any item with the potential to inflict harm that has no common purpose.

(The above list is illustrative only, and not exhaustive.)

Employees who believe an employee, temporary employee, applicant, visitor, or contractor is in violation of this policy, they should immediately notify their Supervisor and should follow the complaint procedure set forth in the Respectful Workplace section above.

5. Smoking and E-Cigarettes

Cornerstone is committed to providing a safe and healthy working environment for employees. Employees need to work in an environment free of tobacco and/or cannabis smoke or secondary emissions from electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs and e-pipes). Smoking or using electronic nicotine delivery systems, as well as the use of chewing tobacco, is prohibited inside Cornerstone facilities, vehicles and equipment.

Employees who choose to smoke or use any electronic nicotine delivery system must do so in designated areas only and must keep their smoking breaks to a minimum (with prior approval from their Supervisor) and at a time that does not interfere with business operations.

6. Designated smoking areas

THERE IS NO SMOKING PERMITTED IN ANY CORNERSTONE FACILITY. Cornerstone has designated the lower parking lot (lot behind 3 Prospect Street) as the designated smoking area. Please observe trace-free smoking practices (use designated receptacle).

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7. Drug-Free and Alcohol-Free Workplace

Cornerstone is committed to providing a work environment that is free from substance (alcohol and drug) abuse. In doing so, we reduce the potential for accidents and provide greater safety for both our employees and guests. The following is strictly prohibited on Cornerstone property or elsewhere while doing work-related activities:

- The use, possession, or being under the influence of alcohol, controlled substance, or another intoxicant;
- The use, possession, manufacture, sale, transfer, distribution of illegal substances, or drug paraphernalia; and/or
- Reporting to work, or performing any work-related activities intoxicated, under the influence of any illegal substance, and/or the misuse of legal drugs.

For safety purposes, employees must notify their immediate supervisor if they are taking a prescription or over-the-counter medicine which may affect their ability to perform job duties.

Any employee involved in the above prohibited conduct will be subject to discipline, up to and including termination of employment.

Any employee who is charged under a criminal drug statute must notify Cornerstone of a pending charge and any related status concerning that Charge. Additionally, any employee who is convicted of a criminal drug statute must notify Cornerstone no longer than five (5) days after the conviction.

When circumstances warrant, and in order to verify compliance with this policy, Cornerstone reserves the right to inspect any and all personal property or other items used or intended to be used in connection with the conduct of Cornerstone business. An employee's work area, desk, and similar areas are also subject to inspection. Items believed to be prohibited may be confiscated. Failure to cooperate with the inspection process will result in discipline up to and including termination of employment.

This policy does not prohibit the consumption of alcohol, in moderation, at business-related social functions that take place outside of the employee's normal working hours.

This policy does not prohibit the possession or use of a legal drug which is taken under the supervision of a licensed healthcare professional, provided that: (1) the drug is prescribed by a licensed healthcare professional; (2) the drug is used at the dosage recommended or prescribed; and (3) the taking of the drug or possible side effects of such medication does not adversely impact the safe or effective performance of the employee's normal job duties or pose a safety risk to others.

Substance abuse tests may be scheduled under the following conditions, in consultation the Executive Director and subject to applicable law:

- (a) Pre-Hire, post-offer pre-employment drug screening will be conducted as the final process before a new employee is hired. Unless contrary to applicable law, if a candidate fails the screening, the offer of employment will be revoked.
- (b) Reasonable Suspicion: When any employee's conduct, during work-related activities, would compel their Manager/Supervisor to believe that said employee is under the influence of alcohol and/or drugs.
- (c) Return to Work: When an employee is returning to work after treatment for any chemical dependency, Cornerstone reserves the right to test such employees on a random basis for two (2) years following their return to work.

Employees who test positive in drug and/or alcohol tests or who refuse to participate in such evaluations and/or tests will be subject to disciplinary action, up to and including termination.

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Cornerstone believes that substance abuse problems can be treated successfully if the individual involved sincerely wants to correct the problem. As a result, employees who voluntarily come forward before testing positive for drugs/alcohol, and seek rehabilitation, may be afforded the opportunity to take a Medical Leave of Absence while undergoing treatment. Employees may contact their Manager/Supervisor to start this process. An employee's decision to seek prior assistance will not be used against the employee in any disciplinary proceeding. However, using such services will not be a defense to avoid corrective action where facts proving a violation of this policy are obtained outside of such assistance.

K. Ministry Utilization

Certain staff may have access to various Cornerstone facilities that are used by various Ministries. Staff should not abuse this privilege. Removal or taking any items from a Ministry (Cornerstone or personal use) without first receiving approval from the Ministry Leader is prohibited.

II. EMPLOYEE RESPONSIBILITY

A. Attendance

Predictable and reliable attendance is an essential component of every position in Cornerstone. All employees are expected to work on every scheduled day during their agreed scheduled time. Repeated unplanned absences or unavailability negatively impact our business operations. Being absent or unavailable may not always be avoidable.

If it becomes necessary for an employee to miss work, employees are to call their Supervisor at least two hours prior to their scheduled starting time or as soon as possible. Where the need for absence is foreseeable, as for planned medical treatments, Cornerstone should be notified thirty days in advance or as soon as the employee knows that he or she will miss work.

If you are a non-exempt employee, you should not report to work more than 15 minutes prior to the start of your scheduled start time unless specifically requested to do so by your Manager/Supervisor.

B. Return to work after absence of 3 days or more

If you have been absent from work for three days or more due to an illness or injury, Cornerstone may require a doctor's statement in order for you to return to work.

C. Job Abandonment

No-show or no-call absences lasting three consecutive working days will be treated as a **voluntary resignation** of your employment with Cornerstone, subject to the provisions of the leave policies in this Manual.

III. EMPLOYMENT PRACTICES

A. Compensation

Cornerstone makes pay determinations based on a number of factors, which includes market data, internal data, education, required skills and demand. Cornerstone does not require applicants to provide wage history as a condition to application of employment. Candidate salary history will not be a factor in hiring or salary decisions, whether for new hires or internal candidates.

B. Background Checks and Criminal Offenses

As part of the hiring process, Cornerstone conducts post-offer background checks to determine whether any convictions render revocation of a job offer appropriate. Further, as part of the post-offer pre-employment screening process, Cornerstone verifies employment and education credentials as provided by prospective employees. If a prospective employee falsifies any information on their resume and/or employment application, the job offer will be rescinded. If such information is discovered after the employee has begun working, the employee will be terminated immediately.

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Once employed, employees are required to immediately report to their Supervisor if any of the following occur:

1. Conviction of any criminal offense (other than a minor traffic offense)
2. Plead guilty to any criminal offense (other than a minor traffic offense)
3. Plead no contest to any criminal offense (other than a minor traffic offense)
4. Receive a suspended sentence related to any criminal offense (other than a minor traffic offense)
5. Arrested for or under pending prosecution for any criminal offense (other than a minor traffic offense).

Cornerstone requires disclosure of this information to consider any potential impact on Cornerstone operations and its workplace. Cornerstone will consider the nature of the offense, the status of the legal proceedings, employee availability to continue to work, and other relevant circumstances to determine what, if any, employment action will be taken (which may include discipline, reassignment, suspension or termination). Failure to report offenses required by this policy may also result in disciplinary action, up to and including termination.

C. Probation

Employment at Cornerstone is at-will and may be terminated at any time for any reason, with or without cause or notice. However, all employees are on probation for the first 90 days of their employment. If Cornerstone determines, in its discretion, that the 90-day probationary period does not afford sufficient time to evaluate the employee's performance, said probationary period may be extended for a specific period of time. The duration of the probation period will be disclosed to the employee.

D. Workplace Accommodations

Pursuant to Cornerstone's commitment to Equal Employment Opportunities, Cornerstone seeks to provide reasonable workplace accommodations required as a result of one's disability, pregnancy, or due to a sincerely-held religious belief. Employees who require accommodations should notify the Executive Director or their immediate supervisor with such request. In some instances, verification of the accommodation need and appropriate alternatives may be required of the employee's health care provider (in the event of a disability-related accommodation request), or a religious leader (in the event of a religious-based accommodation request). Employees should not presume Cornerstone is aware of the accommodation need and should initiate a request with as much information as possible to facilitate review of the request. Not all accommodation requests can be approved, but Cornerstone will engage in a good-faith interactive process to explore available effective options. In some circumstances, Cornerstone may offer alternative accommodations that may be less costly or burdensome to Cornerstone, if such alternative would appropriately address the Employee's need.

E. Personnel Records

Personnel files are Cornerstone property and are kept confidential. Access to personnel files is limited to the following individuals: current employees or others as required by law, and third parties where required by judicial orders, subpoenas and law enforcement requests. Performance-related documentation is available to management with a need to know (e.g., overall performance, performance counseling), including the employee's current Manager/Supervisor and Managers/Supervisors considering an employee for a position.

Every employee has the right to request to review the contents of his/her personnel file. This request will be in writing and the review will occur at a mutually agreeable time to the employee and the Executive Director.

F. Employment References

All requests for references or verification of employment should be directed to the Executive Director who will verify, upon written request, current or former employees' dates of employment and position or position(s) held. Cornerstone does not provide letters of recommendation.

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IV. EMPLOYEE EVALUATIONS

Cornerstone is an “at-will” employer. Staff may be terminated at any time, without cause and without notice. The section on Employee Evaluations below, is only a guide and the specifics steps outlined may not be followed.

For purposes of promoting, maintaining and enhancing job performance, each employee may have an evaluation of their performance at least once every year. Such evaluations will be performed by the employee's direct report, who will complete a written evaluation which is then discussed with the employee. The employee may provide written comments of their evaluation which will be considered part of the final evaluation document. The employee, their direct report and the Executive Director will sign off on the evaluation which will then be permanently placed in the employees' personnel file.

A. Discipline

Employees and supervisors are encouraged to maintain an ongoing dialogue regarding performance. Depending on the circumstances, various counseling methods will be used, and no specific steps of discipline are required. However, when required, discipline will be for just cause and the result of the disciplinary process may be termination. Disciplinary action may include a verbal or written warning, denial of a performance increase, suspension without pay and dismissal. Disciplinary action may follow the policy outlined below, entitled “Progressive Discipline Policy”. Grounds for disciplinary action or dismissal, may include:

- Documented incompetence or failure to meet satisfactory standards of job performance
- Misconduct or insubordination to his/her supervisor
- Sexual harassment
- Drug and/or alcohol use in the workplace

Some employee conduct or policy violations are serious enough to warrant immediate discharge, which may not include prior notice or time to correct or improve. The following list is not meant to be all inclusive, but rather to be representative of the kinds of offenses that occur on Cornerstone premises or a Cornerstone-sponsored event which may result in immediate termination.

- Any violation of Cornerstone's Drug and Alcohol-Free Workplace Policy, including the use of illegal drugs and/or alcohol while on duty, either on Cornerstone's premises or elsewhere.
- Driving on Cornerstone business with a revoked or suspended driver's license.
- Fighting, threatening, or attempting damage to Cornerstone property or bodily injury to a co-worker, any representative of management, a customer, vendor or guest.
- Insubordination, such as failure or refusal to perform reasonable work assignments and/or follow management work directives or policies.
- Possession or use of any weapon or explosive, etc.
- Theft or dishonesty of any kind.

When disciplinary action such as withholding of a salary increase, suspension without pay or dismissal is considered, the employee's Supervisor will bring the matter before the Administrative Executive Committee of the Board. The Executive Director will inform the employee of the Committee's decision. Said decision will be documented in the employees file and this decision is final.

B. Progressive Discipline Policy

Cornerstone's progressive discipline policy is designed to provide a process to address performance issues. Outlined below are the steps that may be taken under this policy. Cornerstone may modify any of the steps, at their discretion, depending of the relevant circumstances. For example, repeat offense, repeated counseling/training, work records, resulting impact on the organization, its client's and operations.

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Step 1: Verbal caution

The employee is first informed on their failure to meet performance standards or exhibited poor conduct. The conversation is confidential and held with their Supervisor. Specific expectations of next steps for improvement and resolution are presented. Documentation of this Step is placed in the employee's personnel file. Documentation should include date of meeting, those present, reason for the caution and agreed upon next steps.

Step 2: Written warning

This step is taken after the verbal caution, along with the next steps of corrective action, that have not been successful. The employee is informed of the consequences if they continue to fail to meet performance of conduct expectations. The employee is also notified of additional disciplinary action, including termination, if immediate and sustained improvement is not forthcoming. Again, documentation of the meeting, the date, those present and specific details of discussion is placed in the employees' personnel file. The employee has the right to comment in writing and such information will also be placed in their personnel file.

Step 3: Final written warning and suspension

With the review and approval of the Administrative Executive Board, the employee's Supervisor may suspend the employee due to continued performance failure or lack of correction action. Depending on the magnitude of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hourly employment laws. Non-exempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. Pay may be restored to the employee if a subsequent investigation absolves the employee of wrongdoing.

Step 4: Termination

The final step in the discipline process is the recommendation for termination of employment. Cornerstone will generally utilize the steps outlined above before proceeding with this recommendation. However, Cornerstone may combine any of said steps or may terminate employees without prior notice or any disciplinary action.

Any termination must be approved by the Administrative Management Board, the President or Vice President of the Board. The employee is provided with a termination letter, a copy of which is inserted in the employee's personnel file along with documentation of the date of the final meeting and signature to verify. At this time, the employee will be informed of final pay and Cornerstone will retrieve all company property such as keys, laptops or other items/equipment as well as intellectual property.

C. Performance and Conduct Issues Not Subject to Progressive Discipline

Illegal behavior is not subject to review under the discipline policy and such behavior will likely result in immediate termination. Such behavior will also likely be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence are also not subject to this discipline policy and will likely result in immediate termination.

Documentation

Employees will be provided copies of all discipline documentation. They will be asked to sign copies confirming their receipt and understanding of the corrective actions outlined. Copies of all such documentation are placed in the employee's personnel file.

V. PAYROLL

All Cornerstone positions in the U.S. are classified as either exempt or non-exempt, in accordance with the provisions of the Fair Labor Standards Act (FLSA) and State Law, which generally provides minimum wage, overtime pay and record-keeping standards. "Non-exempt" employees are entitled to overtime pay under the specific provisions of federal and state laws. "Exempt" employees are excluded from specific provisions of federal and state wage and hour laws.

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A. Pay Schedule

All exempt and non-exempt employees of Cornerstone are paid bi-weekly (every two weeks) on Fridays.

B. Time Reporting

Exempt Employees

Generally, exempt employees paid on a salaried basis are not required to complete time sheets. It is agreed that the salary paid compensates those employees for all hours worked during each workweek even if such hours of work fluctuate week by week. Managers/Supervisors of exempt employees are responsible for keeping track of used vacation and holidays for each of their direct reports.

Non-Exempt Employees

If your role is classified as non-exempt, you are required to maintain an accurate record of the total hours worked each day. If you are eligible for overtime pay or extra pay, you must maintain a record of the total hours you work each day. You must verify that the reported hours worked are complete and accurate (and that there is no unrecorded or “off-the-clock” work). Salaried non-exempt employees are required to fill out time sheets (including any vacation, holidays and additional work hours for the purpose of overtime). Managers are responsible for approving reported time of non-exempt employees. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

No employee of Cornerstone, at any level, is authorized to instruct any non-exempt employee to work without pay. If you are a non-exempt employee and receive any instructions from anyone in Cornerstone which you believe requires you to perform work without compensation, you should immediately report the incident.

C. Direct Deposit

Direct deposit is the preferred method used to pay employees. Employees are strongly encouraged to set up direct deposit through their Manager.

D. Deductions Required by Law

- **Social Security (FICA):** This is a mandatory deduction from your pay to satisfy the amount of Social Security taxes as required by federal law. Cornerstone matches the deduction amount. Social Security taxes are intended to provide you with retirement income and other benefits. For more information, visit www.socialsecurity.gov.
- **Medicare (FMHI):** This is a mandatory deduction from your pay to satisfy the amount of Medicare taxes required by federal law; Cornerstone matches this deduction amount.
- **Withholding Taxes:** Federal and State Income Taxes are withheld from your pay. Your taxable pay and the number of exemptions you claim on your W-2 form determine the amount of these withholdings.
- **Contributions to the CT Paid Family and Medical Leave Insurance Program**
- **MyCT Savings**
- **Occupational Taxes (City/County):** As applicable, taxes for local government will also be withheld.
- **Court-Ordered:** This refers to deductions, such as child support and garnishments ordered by a court of law. Cornerstone is legally obligated to comply with any garnishment order. Compliance with a garnishment order means that Cornerstone deducts the required amount from the employee's paycheck. Should Cornerstone receive a garnishment against your pay, we will attempt to give you notice prior to the start of deductions.

It is the policy of Cornerstone to comply with the salary basis requirements of the Fair Labor Standards Act (“FLSA”) regarding exempt employees. Cornerstone and its Managers are prohibited from making any improper deductions from the salaries of exempt employees. An exempt employee regularly receives a predetermined amount of compensation each pay period, on a weekly or less frequent basis. An exempt employee must receive the full salary for any workweek if the employee performs any work in that week, regardless of the quality or quantity of the employee's work. However, deductions (paid or unpaid) are permitted when the exempt employee is absent from

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work 1) for personal reasons other than sickness or disability and there exists vacation time, 2) for personal reasons, when no vacation time is available, and the leave is taken in full day increments, 3) for absences due to sickness or disability if there exists sick time, 4) for absences under the FMLA, 5) if the employee only works a partial week when beginning or ending employment with Cornerstone or 6) for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. If an employee believes that an improper deduction has been made to one's salary, it should be immediately reported to one's Manager/Supervisor. Cornerstone will promptly investigate and if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

VI. BENEFITS

A. Overtime

Part-time and hourly staff are paid one and one-half times their regular pay for any additional hour worked over 40 hours in a work week.

B. Vacation Policy

Eligibility

By CT law, Cornerstone is NOT required to provide paid or unpaid vacation leave. However, recognizing the benefits of time away for rest and personal pursuits, Cornerstone offer vacation as described in the following section.

All salaried employees of Cornerstone and working a regular work schedule are eligible for Cornerstone-paid vacation time. Vacation time is offered to part-time and hourly staff as indicated below. Cornerstone's vacation year begins January 1 and ends December 31 of each calendar year. Annual vacation is according to the following schedule:

- a) Salaried employees shall receive two weeks annually (10 days), each year after their first year of service
- b) New, salaried employees accrue vacation for their first year of employment only, as follows: 1 day of vacation per one month of employment, up to a maximum of 10 days
- c) Part-time and hourly employees accrue 1 hour of vacation time for every 80 hours worked, up to a maximum of 10 days annually
- d) Requests for vacation MUST be submitted in writing at least one week prior to the requested vacation and be presented to the employee's supervisor, who has the authority to approve or deny their request. This approval will be based on Cornerstone's workload and the needs of the Ministry.
- e) Any accrued and unused vacation time is LOST and may not be rolled over to an ensuing year, NOR will any staff (salaried or part-time/hourly) be paid for unused vacation time

C. Holiday or Illness During Vacation

When a recognized holiday, under Cornerstone's holiday schedule, occurs during an employee's vacation time, the employee will receive pay for the holiday and vacation time will not be charged. If an employee becomes ill or is injured while on vacation, such time may be charged against sick leave, provided medical documentation of such illness or injury is provided, when requested.

If you become sick or disabled while on vacation, you may be eligible for short-term disability benefits following the 7-day elimination period. If this happens, you must notify your Manager/Supervisor and file a claim with The Standard to begin the process. If you become ill while on vacation, but are not hospitalized overnight, your absence will be charged against vacation time.

Vacation Time may be used during the 7-day elimination period for short-term disability benefits if available, however, the employee may choose to be unpaid during that period.

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D. Paid Holiday Benefits

Holiday Time

The Board of Directors will send out a holiday schedule at the beginning of the calendar year if the paid Holidays observed by Cornerstone are changed. The following Federal Holidays are observed by Cornerstone as paid holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Day

Non-exempt employees will be paid time and one-half for hours worked on any of the above Holidays.

E. Sick Leave

Paid and un-paid sick leave illness is provided as follows:

- a) For every 30 hours worked, staff will accrue one (1) hour of paid sick time, up to a maximum of 40 hours (5 days) per calendar year.
- b) Sick leave may be used for illness or death of an immediate family member.
 - a. Immediate family means: Mother, Father, Mother- or Father-in Law, spouse, children (offspring), stepchildren, sons- and daughters-in law (including Stepchildren), siblings, sibling- in-laws, grandparents (including in-laws), aunt, uncle, niece or nephew.
 - b. Full-time employees may be allowed to use sick time for doctor's appointments for themselves or their immediate family. Part-time employees are expected to make doctor's appointments during non-scheduled work hours.
- c) Once paid sick days in any calendar year have been exhausted, only the Board of Directors may decide to approve paid or unpaid sick leave. The length of unpaid leave will be based on length of service, nature of the illness, anticipated duration of illness and prior use of sick time.

F. The CT Family and Medical Leave Act

The CT Family and Medical Leave Act ("CTFMLA") provides eligible employees with job-protected leave. Eligible workers will get unpaid leave time but maintain job security. Employers give workers forms that they fill out and return to employer.

Under CTFMLA, employees may receive 12 weeks of unpaid leave every 12 months. An employees job is protected during this time – they may return to the same or equivalent job. Up to 26 weeks in a 12-month period may be received for military caregiver leave.

An eligible employee (employee has been employed by the company for at least 3 months immediately preceding the leave) may take CTFMLA leave for any of the following reasons:

- Birth of a child and care for the child within the first year after birth;
- The placement of a child for adoption or foster care and care for the child;
- Care for a family member with a serious health condition;
- Because of an employee's own serious health condition;
- To serve as an organ or bone marrow donor;
- To address qualifying exigencies arising from a spouse, son, daughter or parent's active-duty service in the armed forces; and
- To care for a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred in active duty in the armed forces.

An employee may take up to two additional weeks of leave during the 12-month period for a serious health condition resulting in incapacitation that occurs during a pregnancy.

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Please refer to the CTFMLA attachments for further information on this program.

G. Victims of Domestic or Sexual Violence Leave

Cornerstone offers eligible employees (victim of domestic or sexual violence) unpaid domestic violence or sexual violence leave, for qualifying reasons, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy, as explained more fully in the attached pages.

1. General Provisions

Cornerstone will provide unpaid leave for up to 12 days per 12-month period for employees who are victims of domestic or sexual violence or who have a family member or household member who is a victim.

The CT General Assembly created the Paid Family and Medical Leave Insurance Program (funded by payroll withdrawals). One of the purposes of this program is to allow employees who take unpaid family and medical leave or domestic or sexual violence leave to apply for income replacement during such time. An employee who is eligible for leave therefore, may obtain some income replacement by applying to a State authority.

Please refer to the attachments for further information on this policy.

H. Volunteer Firefighter and Ambulance Service Members Leave

Cornerstone will not discharge or discriminate against employees who are active volunteer firefighters or members of a volunteer ambulance service or who may come to work late or miss work because they responded to a fire or ambulance call before or during their regular work hours. If you need to take leave to respond to a fire or ambulance call, please notify your supervisor. Leave taken under this policy is unpaid leave.

You must prove your status as an active volunteer firefighter or member of a volunteer ambulance service by submitting a written statement signed by the head of the volunteer fire department or ambulance service. Cornerstone may also require you to verify that you did respond to a fire or ambulance call, specifying the date, time, and duration of your response.



Employee/Staff declines to have this Policy and Practice Manual read aloud.

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EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have been provided the Personnel Policies handbook of The Cornerstone Foundation Inc. (Cornerstone) I understand that I should consult with my supervisor regarding any questions not answered in the handbook.

I acknowledge that the information in this handbook is subject to change. Cornerstone reserves the right to modify and eliminate information in this handbook at any time. All changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

I acknowledge that I am to understand current policies and should review the Employee Policy and Practice Manual at least on an annual basis.

Furthermore, I acknowledge that this handbook is neither a promise for employment nor a legal document. I have received the handbook and I understand it is my responsibility to read it and comply with the policies contained in this handbook and any revisions made to it.

Depending on the Ministry/program where I am employed, I may also receive an addendum outlining specific policies and procedures for that program.

PLEASE SIGN THAT YOU HAVE READ AND AGREE TO THE GUIDELINES CONTAINED IN THE EMPLOYEE POLICY AND PRACTICE MANUAL AND RETURN THIS PAGE TO YOUR DIRECT SUPERVISOR.

Employee Signature

Date

Print Employee Name

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EMPLOYEE ACKNOWLEDGEMENT — SEXUAL HARRASSMENT

This acknowledges that I have received a copy of the Cornerstone's policy to Prevent Sexual Harassment. I acknowledge that I am expected to read, understand, and adhere to the Cornerstone's harassment policy. I understand that if I have questions regarding the contents of this policy, I should ask my supervisor for clarification.

Employee Signature

Date

Employee typed or printed name

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Please sign below to confirm you have read and understand Cornerstone's Whistleblower policy:

Employee Signature

Date

Employee typed or printed name

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Please sign below to confirm you have read and understand Cornerstone's Non-Discrimination policy:

Employee Signature

Date

Employee typed or printed name

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CODE OF CONDUCT (Refer to the Employee Policy and Practice Manual, above, for specific policies)

The Code of Conduct outlines expectations for all staff to exercise safe, responsible and respectful behavior in their interactions with clients and fellow staff. These guidelines do not and cannot outline every situation encountered while on the job. Cornerstone reserves the right to take disciplinary action against staff whose actions are found to be inappropriate regardless of whether they are stated within the Code of Conduct.

Respectful Interactions

Treat clients and staff with respect and consideration. Treatment must be fair and equitable, and must not impose bias due to gender, race, religion, sexual orientation, economic or social status, or disability.

Social Boundaries

Do not personally connect with a clients outside of the normal course of work and limit personal contact to brief greetings and conversation. Staff should not connect with clients on social media.

Physical Boundaries

Do not engage in any physical contact that may be unwelcome or misconstrued by clients or fellow staff. This includes, for example, hugs, pats, pinching, etc. Staff should seek appropriate support when they observe co-workers exhibiting any behavior that does not safely and effectively manage a challenging behavior, or other circumstances involving a client. It is NEVER appropriate to use physical force. Seek immediate help if a client is acting in a way that places themselves or others at risk of serious harm.

Sexual Boundaries:

Do not have any sexual contact with clients. This includes touching non-sexual body parts for the purpose of sexual stimulation for either party. Do not dress, undress, shower or bathe with, or in the presence of, clients. Do not discuss sexual history, preferences or fantasies, nor use of illicit or pornographic materials while in the company of clients. Do not possess any sexually-oriented materials (i.e., books, magazines, videos, clothing) when conducting business in the name of Cornerstone.

Alcohol/Drug Use

Tobacco, cannabis, alcohol and drugs are all prohibited on Cornerstone property. Exceptions may include prescription drugs, which should be discussed with your Supervisor.

Protect and Safeguard Assets

Use reasonable care to protect and safeguard Cornerstone property. Stealing, misappropriation or diversion of Cornerstone funds, property, or other assets is not permitted. Engaging in fraudulent activity regarding Cornerstone's assets, operations, or beneficiaries is not permitted. Stealing client property, of any kind, is not permitted.

Respect Confidentiality

Maintain and respect the confidentiality of volunteers, staff, clients and community members. No information is to be disclosed to other staff, volunteers, or outside agencies with written permission, unless lawfully requested.

Signed: _____

Date: _____