BOYS & GIRLS CLUB

OF BENTON COUNTY

EMPLOYEE AND VOLUNTEER HANDBOOK

Contents

EMPLOYMENT AT WILL

We want our employees to be happy working here; that's one reason we provide good pay, good benefits and good working conditions. However, we should all understand that employment at the Boys & Girls Club of Benton County is not offered, guaranteed, contracted, or promised for any specific length of time. You have the right to leave our Club at any time and the Club has the right to terminate the employment relationship at any time. This is just good business practice for everyone.

The policies described in this employee handbook do not create a contract between the Boys & Girls Club of Benton County and its employees.

WELCOME TO THE BOYS & GIRLS CLUB OF BENTON COUNTY!

I'm thrilled that you have chosen to join the BGCBC team and am proud to have you as a valued member of my staff. The mission of the Boys and Girls Club is to empower young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Each of us should take this mission seriously as we provide a great service to the Northwest Arkansas community and should never forget that everything we do is for the kids.

This handbook is expressly intended for the use of the employees of the Boys and Girls Club of Benton County (hereinafter referred to as the "Club"). Whether you have been with us for a short time or for many years, we want you to know that we appreciate the contribution you are making to the continued success of our Club and that we couldn't do it without you. To ensure that we provide the best and safest program for the kids, we believe that it is our responsibility to keep you accurately informed of our policies and procedures. This handbook serves as a summary of the principles for which we stand, the benefits you receive and the obligations and responsibilities you assume as an employee.

It is important to know that these policies may change over time to keep up with changes in the non-profit industry or changes in the general economic conditions of the country. Additionally, management reserves the right to make personnel policy changes when they are in the best interest of the club. Management also reserves the right to interpret policy and make policy decisions.

Please read your handbook carefully and keep it for future reference. If you have any questions concerning the policies or benefits outlined in this handbook, please do not hesitate to reach out to the Administrative Office.

It is my pleasure to welcome you to the team and to extend my best wishes for you and the club's continued success. I'm thrilled to have you as a member of the team!

All the best,

Cheryl Hatfield

Chief Executive Officer

OUR HISTORY AND PHILOSOPHY

NATIONAL BOYS & GIRLS CLUB MOVEMENT

The first Boys' Clubs were started in the 1860's when organizations and groups of people in various New England communities opened rooms to give boys a place for recreation during afternoon and evening hours where they would be safe and out of trouble.

Various independent organizations were formed under different names, but in 1876 the words "Boys Club" was used in the name of one of the organizations – The Boys' Club of New York. Today, "Boys Clubs" has come to mean a national organization whose member clubs serve boys in towns and cities throughout the United States.

In 1906, 53 Boys' Clubs banded together to establish a national organization, which was known as "Boys Clubs of America."

The movement grew and spread across the country from those early beginnings. To recognize that girls are part of our cause, the national organization's name was changed to "Boys & Girls Clubs of America" on September 12, 1990.

Today there are over 2,800 Club locations in all 50 states, Puerto Rico and the Virgin Islands, plus domestic and international military bases. Over 3.3 million children have been served.

LOCAL ORGANIZATION

Site	Address	Date Opened
Bella Vista	2260 Forest Hills Blvd Bella Vista, AR 72715	June 1997
Bentonville / Bentonville Teen	2801 N Walker Street Bentonville, AR 72712	September 1992
Lowell	202 McClure Ave Lowell, AR	August 2023
Pea Ridge	1442 N Davis St. Pea Ridge, AR 72751	August 2016
Rogers	409 S 8th St. Rogers, AR 72756	April 2002
Rogers Teen	704 SW Cypress St. Rogers, AR 72756	April 2019
Bellview	5400 S Bellview Rd Rogers, AR 72758	July 2023
Bonnie Grimes	1801 N 13th St Rogers, AR 72756	July 2023
Eastside	505 E New Hope Rd Rogers, AR 72758	July 2023
Fairview	3131 W Garrett Rd Rogers, AR 72758	July 2023
Frank Tillery	621 W Elm St Rogers, AR 72756	July 2023
Janie Darr	6505 S Mount Hebron Rd Rogers, AR 72758	July 2023
Joe Mathias	1609 N 24th St Rogers, AR 72756	July 2023
Jones	2926 S 1st St Rogers, AR 72758	July 2023
Northside	807 N 6th St Rogers, AR 72756	July 2023
Old Wire	3001 S Old Wire Rd Rogers, AR 72758	July 2023
Reagan	3904 W Olive St Rogers, AR 72756	July 2023
Elza Tucker	121 N School Ave Lowell, AR 72745	July 2023
Westside	2200 W Oak St Rogers, AR 72756	July 2023

OUR MISSION

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

OUR VISION

To ensure all kids who need us the most have access to a world-class club experience, which assures that success is within their reach, they graduate high school on time, and they become productive members of our community.

OUR VALUES

Safety – We will be diligent and steadfast in providing physical and emotional safety of our Club members and staff.

Communication – We will be clear, timely, respectful, efficient, concise, and positive in all communication with Club members and staff.

Fun – With the help of all stakeholders, we will create an environment of fun and excitement.

Teamwork – We will seek to understand how we can best support and make choices that put the team before individual performances.

Stewardship – We will care for, plan, and manage our time and resources efficiently.

Belonging – We will create an environment that all stakeholders feel a part of.

OUR STAFF

The loyalty and good work performance of the Boys & Girls Club of Benton County employees has been a tremendous factor in the success of the Club. We consider our employees to be our most valuable asset. It is our hope that our association with you will be satisfying and rewarding, and you will strive daily to improve your position within the Club.

STANDARDS OF CONDUCT

Each employee has an obligation to observe and follow the Club's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operations of the Club, disciplinary measures will be taken.

The Club's reputation is built on a dedication to high standards of conduct. To maintain this reputation, it requires the vigilance and active participation of every employee. The opinions and attitudes that people have towards the Club may be influenced for a long period of time by the behavior and action of one employee. Each employee must be sensitive to the importance of fair and courteous treatment in all work relationships. An employee must project a professional image and maintain the standards of conduct expected of all Club employees.

RESPONSIBILITY OF EMPLOYING STAFF

The Board of Directors, with advice of the Personnel Committee, hires and fixes the compensation for the Chief Executive Officer who is responsible directly and solely to that body. The Board of Directors is responsible for the terminating and employment of the Chief Executive Officer when proper cause is shown. The Club may terminate an employee at any time with or without cause.

WHO WE SERVE

The Boys & Girls Club of Benton County is dedicated to serving the needs of ALL youth in our community, especially those who need us most. We do not discriminate based on race, color, sex, gender, religion, age, national origin, disability, veteran's status, marital status, citizenship status, or any other protected category. We will strive to the best of our ability to meet the needs of any child with special needs and make reasonable accommodations as necessary.

OUR EMPLOYMENT POLICIES AND PROCEDURES

HOW AND WHY YOU WERE SELECTED

The Boys & Girls Club of Benton County's continued growth and your job satisfaction depend to a large degree upon you. This is why we conduct a background verification of education, former employment, personal references, criminal history, and driving record for each prospective employee of the Club. Unsatisfactory or falsified references or misrepresentations on pre-employment or other personnel forms may result in an applicant being denied employment or an employee's immediate dismissal if and when discovered.

Recruitment is in accordance with generally accepted ethical procedures and ensures equal opportunity of employment and when appropriate, utilizes Boys & Girls Clubs of America placement and services and other recognized organizations, agencies, and professional groups.

The Club will provide each applicant a copy of the job description and other pertinent facts, which have direct bearing on the position to be filled. In the course of evaluating a candidate for a position, written references, including those from previous employers may be obtained and filed in the employee’s personnel record.

Our purpose is to find people who want to do a good job. We need people who can carry on the work of our Club and who find themselves at home here. After all available information was carefully considered and evaluated; we selected you to become a member of the Boys & Girls Club of Benton County team. We look forward to a satisfying and rewarding relationship and we will always appreciate your loyalty and good work.

IMMIGRATION REQUIREMENTS

The Boys & Girls Club of Benton County is committed to hiring only authorized workers. Each new employee will be asked to provide documents which verify both identity and eligibility authorization to work in this country. If an employee cannot provide these required documents, he or she may be terminated or suspended until production of the required documents.

The Human Resources Department maintains the expiration dates of each non-resident employee's authorization to work in the United States. An employee must provide proof of his or her renewed authorization prior to the expiration date or upon expiration they will be terminated or suspended without pay until the renewed authorization is produced.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Boys & Girls Club of Benton County to grant equal employment opportunities to qualified persons without regard to race, color, sex, gender, religion, age, national origin, disability, veteran's status, marital status, citizenship status, or any other protected category. This policy includes providing reasonable accommodation to qualified applicants and employees with known physical or mental disabilities.

To deny a qualified person the chance to contribute to our effort because he or she is a member of a minority group or has a disability is unfair to everyone. It is our policy and practice to provide equal opportunities in employment, promotion, wages, benefits, and all other privileges, and terms and conditions of employment. This policy has the support of the highest levels of our management team.

POLICY AGAINST HARASSMENT AND DISCRIMINATION

The Boys & Girls Club of Benton County is committed to providing a work environment that is free from discrimination. In keeping with this commitment, we maintain a strict policy prohibiting any kind of unlawful harassment or discrimination, on the basis of race, color, sex, gender, religion, age, national origin, disability, veteran's status, marital status, citizenship status, or any other protected category. This policy prohibits harassment in any form, such as verbal, physical, and visual harassment.

The definition of sexual harassment includes: (1) quid pro quo sexual harassment where employment or continuing employment is based on the granting of a sexual favor, and (2) the creation of a hostile work environment to the extent that an employee feels coerced or intimidated. A hostile work environment can be created by words and/or actions. Words or actions are considered unlawful sexual harassment if, among other things, they are: (1) sexual in nature, and (2) unwelcome.

Examples of sexually harassing conduct include but are not limited to:

a. Unwelcome sexual flirtations, advances, touching, or propositions
b. Verbal abuse of a sexual nature
c. Offensive comments of a sexual nature
d. Sexually degrading words, gestures or images
e. The display in the workplace of sexually suggestive objects or pictures, including transmitting pictures on Club equipment
f. Promising a reward if employee complies with sexually oriented request or threatening to retaliate if they refuse a sexually oriented request
g. Indecent exposure

Examples of other types of harassment include:

a. Nicknames pertaining to any ethnic, religious, or age characteristics or stereotypes
b. Racial, ethnic, age or religious jokes
c. Signs, magazines, or bulletin board notices that are found offensive by a protected minority
d. Use of any racial slurs

Each member of management is responsible for creating an atmosphere free of discrimination. Further, employees are responsible for respecting the rights of their coworkers.

Complaint Procedure:

If you experience any job-related discrimination or harassment based on your race, color, religion, gender, sexual orientation, marital status, national origin, age, disability, or veteran status, or if you believe you have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to your immediate supervisor. It is your obligation as an employee of the Club to make this report and ensure its validity.

If you believe it would be inappropriate to discuss the matter with your supervisor, report it directly to the Chief Executive Officer or Chief Operating Officer. Their offices are located at the Bentonville Unit in the Administrative Offices. Once made aware of the complaint, the Club is committed to commence an immediate, thorough investigation of the allegations. Your complaint will be kept confidential to the maximum extent possible.

Supervisors should report all complaints of harassment to the Chief Executive Officer or the Chief Operating Officer to ensure that they are resolved promptly and effectively. An employee should also report witnessing any harassment involving a co-worker, supervisor, member, or agent of the Club.

Investigation & Action:

The complaint will be investigated, and the employee will be advised of the investigation. All actions taken to resolve complaints of harassment through internal investigations will be conducted as confidentially as possible and practical. An employee may be asked to provide a statement of the facts in writing, including pertinent names, dates, locations, witnesses, and other evidence.

Other employees may be asked to provide information in the investigation process.

Any supervisor, or other employee who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to disciplinary action, up to and including termination.

No Retaliation Clause:

Employees who utilize the complaint procedure outlined in this policy or provide information as a witness will not be retaliated against and will not have their employment adversely affected by making such a complaint.

If you have any questions concerning this policy, please feel free to contact the Chief Executive Officer or other members of management. It is your responsibility to report potentially harassing conduct in a timely manner; please do not assume that management is aware of any potentially harassing behavior unless you inform us of it.

EMPLOYMENT STATUS

It is the intent of the Boys & Girls Club of Benton County to clarify the definitions of employment classification so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time and our employment at will policy will remain in effect at all times.

Employees are designated as exempt or non-exempt under the federal labor guidelines. Non-exempt employees will keep track of their hours and are paid overtime for hours worked over forty in the workweek. Exempt employees are excluded from certain wage and hour laws.

Employees are generally classified in one of the following groups:

> *REGULAR FULL-TIME EMPLOYEES* are those who are not on a temporary or introductory status and who are regularly scheduled to work at the Club's full-time schedule of approximately 40 hours per week. Generally, these employees are eligible for the Club's benefit package, subject to the terms, conditions and limitations of each benefit program.

PART-TIME EMPLOYEES regular work schedule averages more than 20 hours a week but less than 30 hours per week and has worked continuously the previous six months. Employees who work less than a full- time schedule may not be eligible for benefits.

TEMPORARY PART-TIME EMPLOYEES regular work schedule averages less than 30 hours per week, or is employed for school breaks or special events. Temporary employees are not eligible for benefits.

Please contact the Administrative Office with any questions regarding benefit eligibility as outlined by the terms, conditions and limitations of each benefit programs.

EMPLOYMENT OF RELATIVES

As a matter of policy, employment of relatives of current employees of the Boys & Girls Club of Benton County is permitted only under certain circumstances and in compliance with our policy of equal employment opportunity. If consideration is being given to the employment of a relative, approval by management is required.

For the purposes of this policy, the definition of a relative includes spouses, children, parents or legal guardians, mother-in-law, father-in-law, brother or sister, grandparents, grandchildren, aunts, uncles, nieces, nephews, or special situations such as a close relative living in the same household.

However, an employee will not be permitted to work under the direct or indirect supervision of a relative, nor may that relative be employed in a payroll, accounting, or personnel function, or in any other position which might create a conflict of interest or an undesirable working condition. Management reserves the right to make all decisions concerning the employment of relatives.

The Club recognizes that family relationships within the same work area, regardless of reporting relationship, may affect employee work. Complaints regarding such relationship conduct should be submitted either to the immediate supervisor or Chief Executive Officer.

Should employees become related by marriage and a conflict of interest exist, the Club will allow the employees to choose which one will resign. If a decision cannot be made, the employee with the most length of service will be retained.

This policy does not prohibit the employment of relatives in subsidiaries of the Boys & Girls Club of Benton County.

THE FIRST NINETY DAYS

We consider the first ninety (90) days that you work for us an introductory period. It gives us an opportunity to find out whether your work, your attitude, and your attendance

measure up to our standards of performance, and it gives you the opportunity to see if you will enjoy working here.

At any time during this period, you may decide to resign without stating a reason, or you may be released by the Club on the same basis without any bad effect on your employment record. We think that this policy is a fair one in that each of us will have this period of time to adapt to our working relationship. Also, our employment "at will" policy will remain in effect during the entire course of your employment, even after the introductory period has been completed.

YOUR JOB

Your job duties and responsibilities have been developed consistent with the needs of the Club as well as good management procedures. Our first responsibility is to the youth in our community. We must be ready to meet any need they may have and we must remain flexible to adapt to changing situations.

Most of the time, your job duties will remain the same; however, you may occasionally be asked to perform job duties other than your regular job and when those situations occur, you are expected to cooperate. Management reserves the right to delegate work assignments to employees as necessary to meet the goals and objectives of the Club. You will receive “Job Description” from your supervisor. You will need to read over and sign a copy and turn it in to be placed in your personal file.

FAILURE TO FULFILL

Failure to fulfill job description could lead to disciplinary action up to and including termination.

PERFORMANCE APPRAISALS AND REVIEWS

In addition to routinely observing employee effectiveness, supervisors periodically conduct performance reviews to evaluate an employee's work. Performance reviews provide employees with an opportunity to talk about their job, their performance on the job, and their job goals, as well as, to discuss any suggestions, questions or complaints.

Employees will be reviewed near the completion of the introductory 90-day period and annually thereafter. This review will be performed by the employees supervisor, covering topics such as areas to improve and areas that you excelled in during this time period. Performance reviews are an evaluation and planning tool for both supervisors and employees and do not necessarily result in pay increases. Your performance review is designed to provide a basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the organization.

SALARY ADMINISTRATION

Salary ranges are established for each position within the organization. These ranges are set in relation to other similar non-profit organizations. Importance is placed on each job within the Club. Salary ranges allow management to recognize differences in job performance as well as job responsibilities. Information and available dollars are used to determine revision in salary ranges annually.

OUR ACCOMMODATION POLICY

It is the policy of the Boys & Girls Club of Benton County to offer equal employment opportunity to disabled applicants and employees in all phases of employment including the application process, performance of essential job functions, and benefits. Under this policy, reasonable accommodation is defined as any modification or change to a job, employment practice, or work environment which makes it possible for a qualified applicant or employee with a known disability to enjoy equal employment opportunity.

The Boys & Girls Club of Benton County will attempt to accommodate an applicant or employee unless the accommodation would: (1) impose an undue hardship on the Club, or (2) if the applicant or employee would pose a direct, significant, or an identifiable threat to the health and safety of others or himself.

Management reserves the right to make all work-related decisions concerning reasonable accommodation, disabilities and diseases based on the business interests of our Club. These decisions will exemplify and take into consideration our commitment to equal employment opportunity.

HOW TO HANDLE COMPLAINTS AND GRIEVANCES

The Boys & Girls Club of Benton County is interested in how you feel about your job. Your complaints or challenges, no matter how large or small, are of concern to us. After all, we know that if you are satisfied with your job, you will work harder and be of more value to the Club, your co-workers, and yourself.

We want to provide you with an effective and acceptable means of bringing your challenges and complaints to our attention. Therefore, we have established a complaint procedure or grievance procedure to be used by all of us. It is our policy to let you tell your side of the story, and we have no intention of penalizing anyone for expressing his or her point of view.

The sole purpose of our complaint procedure is to help you work out, to the satisfaction of both you and anyone else concerned, any complaint or challenge that you might have. Remember, the only way we can understand and help you with your challenges or complaints is if you come to us and explain your individual situation.

We do not regard the use of this challenge solving procedure as a nuisance, but as an opportunity to correct dissatisfaction in job related practices and policies, and we appreciate your help in this way. Any complaint brought in “good faith” will not cause any retaliation by management against the employee. Here's how the procedure works:

STEP 1: Employees are directed to discuss complaints with their immediate supervisor within 3 working days of the matter causing the complaint. Employees should provide detail and offer possible solutions. Most matters can be resolved at Step 1.

STEP 2: If the employee is not satisfied with the results of a discussion with his/her immediate supervisor, the employee is directed to take the matter to the next higher supervisor (in other words, their immediate supervisor's supervisor) within 3 working days after meeting with the immediate supervisor.

STEP 3: If the employee believes the matter remains unresolved, he/she is directed to present the matter in writing to the Chief Executive Officer within 3 working days. The Chief Executive Officer shall consider all matters brought to his/her attention pursuant to this procedure and all decisions made by the Chief Executive Officer shall be final.

Remember that the only purpose of our complaint procedure is to give you and the Club an opportunity to resolve any challenges or complaints of any kind. In order for this open door complaint policy to work, you must want it to work and use it. It's for your benefit, and when challenges arise, we would like to have a chance to correct them if we can.

OPEN DOOR POLICY

One of our foremost goals at this Club is to ensure that you have a way to express your complaints, problems, opinions, suggestions, or comments. Our grievance procedure has that aim in mind, and we encourage you to utilize it as your normal way of solving problems. However, you have the right to talk with any supervisor or any member of management with whom you feel comfortable. This is our open door policy and we want you to feel free to use it.

SEARCH, THEFT, AND AUDIT POLICY

In order to ensure its ability to conduct business efficiently and effectively and to protect itself against the unauthorized use and removal of Club property, the Club will from time to time conduct internal investigations including inspections, searches and audits on Club premises.

The Club reserves the right to conduct a routine inspection, search or audit at any time for Club property or company-related information. The Club reserves the right to inspect the following, including but not limited to: personal property brought onto or taken from the premises; any work, rest or storage areas; all Club vehicles and all desks, lockers, computers, etc., that are within the employee's possession or control.

A routine search or inspection may result in the discovery of personal possessions or the property of others. Employees are discouraged from bringing into the workplace items of personal property they do not want revealed to management.

Under certain circumstances, the Club will generally attempt to obtain employee consent before conducting a search or inspection but may not always do so.

If an employee becomes aware of any theft, misuse or unauthorized removal of club property, he or she is directed to notify the supervisor immediately. The theft, misuse or unauthorized removal of Club property is cause for immediate discipline, up to and including termination from employment.

SHOULD YOU RESIGN

We hope you will enjoy working here. Sometimes, however, personal affairs force a change in jobs. In such cases, please give your supervisor at least two (2) weeks written notice (four weeks in the case of a supervisor). This courtesy will allow us enough time to adjust working schedules and secure a replacement. Also, your advance notice will reflect favorably on your employment record and will be noted in your personnel file.

Employees who leave in “good standing” may receive consideration if they wish to return to work at a later date. “Good standing” means that you leave with a satisfactory work record and with proper notice. Employees leaving between pay periods will be paid on the next regularly scheduled payday. Employees who provide proper notice and have been employed with the Boys & Girls Club of Benton County for a period of at least 1 year will receive a maximum of two weeks accrued vacation pay. Otherwise, it is forfeited. The Administrative Office may schedule an exit interview on or close to your final day of employment.

TERMINATION OF EMPLOYMENT -- DISMISSAL

We regard dismissals seriously and attempt to handle them with the proper attention and concern, and in consideration of good management principles and fair treatment. Dismissals are unpleasant and costly, so they are not taken lightly.

Advance notice is not given in dismissal cases or to those employees who are terminated within the introductory period. If you believe you have been treated unfairly, you have a right to schedule an interview with the Chief Executive Officer.

Separating employees are required to return all Club property and may be asked to sign a Separation Notice. Employees who are dismissed do not receive vacation pay.

Regardless of the reason for separation of employment, please remember that we operate under an "at will" policy as described earlier in this handbook.

YOUR HOURS OF WORK AND YOUR PAY

YOUR WORK WEEK

Your particular work schedule will depend upon your job and the department to which you are assigned. Your supervisor will explain your work schedule to you. Should you ever have any questions about when you are to be at your workstation or area ready to work, when you will receive your lunch break, or your finishing time, please ask your supervisor.

Part Time Hourly Staff – A basic hourly workweek shall consist of up to 30 hours. Part time hourly employees are not permitted to work over 30 hours unless approved.

Full Time Hourly Staff - A basic hourly workweek shall consist of up to 40 hours. However, the failure to work overtime when requested may lead to discipline, up to and including termination of employment. If a full time hourly employee works more than 40 hours in one workweek, the employee will receive overtime compensation at the rate of one and one-half times the hourly rate.

Employees are not normally permitted to work overtime unless their supervisor specifically approves such overtime in advance. All overtime must be accurately reported as worked, whether or not it was required or approved, and it will be paid accordingly. In addition, employees may not take time off to compensate for extra hours worked to offset payment of overtime unless their supervisor specifically approves such arrangements in advance. Paid Time Off will not be considered work hours for the calculation of overtime. Work on an unscheduled day (Saturday or Sunday) will be paid as regular time up to a total of 40 hours for the workweek then overtime will be paid for additional hours.

Repeated or continued working of unapproved overtime and/or failure to report actual hours worked may result in corrective action being taken due to failure to follow management directives and instructions.

Salaried Staff - For salaried staff, the workweek schedule has to be flexible. Salaried staff are not paid by the number of hours worked during the basic workweek, but rather on the basis of their overall responsibilities. Salaried employees do not receive overtime compensation.

EXEMPTION STATUS

Employees are also categorized as either exempt or non-exempt for purposes of the minimum wage and overtime provisions of the Fair Labor Standards Act.

Exempt Employees (e.g. certain administrative, professional and executive personnel whose positions meet the Fair Labor Standards Act definitions and criteria for exempt status) are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act and are paid on a salary basis.

Non-exempt Employees (e.g. Regular, part-time and temporary part-time) are compensated based on the number of hours worked each workweek. These positions are subject to the provisions of the wage and hours standards of the Fair Labor Standards Act.

PAYDAY

The Boys & Girls Club of Benton County pays its employees every other week. Paychecks will be distributed by Club Directors at each club. Program staff will not be allowed to pick up their paycheck from the administrative office unless their Club Director calls ahead of them and grants them permission.

SHOULD YOU FIND AN ERROR IN YOUR PAY

We take every precaution to avoid errors in your pay. If an error does occur, however, please inform your supervisor who will obtain the correct information from you and determine whether an adjustment is in order. If an error is found, you will receive an adjustment on the next regular payday.

YOUR PAYROLL DEDUCTIONS

Your pay does not always represent the full amount of your earnings because we are required to make certain deductions. As an example, we are required to deduct federal withholding tax (income tax) from your earnings. This deducted amount is turned over to the U.S. Treasury and you receive credit for it on your income tax at the end of the year. Your earnings and the number of your dependents determine the amount of tax deduction. Each year you will receive a W-2 slip showing your total earnings for the year and the amount of taxes withheld. Employees will be supplied a W-4 form upon hire and they are responsible for its proper completion. Employees may turn in a new W-4 anytime during employment if changes are needed.

Also, deductions for Social Security come out of your paycheck at the rate established by law. As you know, this rate can change frequently, depending on congressional action. The Boys & Girls Club of Benton County matches the amount of the Social Security tax that is deducted from your pay.

YOUR MEAL PERIODS

While meal or break periods are not required by any regulations, the Boys & Girls Club of Benton County employees normally receive a designated meal period each day which is 30 to 60 minutes in length. Any employee who works at least six hours will receive a 30-minute meal period, while anyone who works an eight-hour shift will receive a 60-minute meal period. This time is your own and you may use it as you see fit. In order to meet demand or keep up with our workload, it may be necessary to work through your lunchtime on occasion. Your supervisor must make the request that you work through lunch. You will be paid for this time as non-exempt employees will remain on the clock and exempt employees' pay will be unaffected.

Your supervisor will schedule your meal period. Please take the full meal period and do not perform any work during meals. Non-exempt employees must clock-out and meal periods should be taken away from your normal work area. Employees are not permitted to accumulate meal periods in order to leave work early, or to extend daily meal periods. You should take only the appropriate time allowed.

WHY TIME RECORDS ARE IMPORTANT

The requirements and regulations today are very strict about recording the exact number of hours you work. A time record is required of several classifications of employees. You will be notified on your first day of work if a time record is required. It is your responsibility to keep accurate records.

Please be sure to clock-in when you come to work each day and clock-out when you leave work each day. Also, please clock-out when you take your lunch break and clock-in when you return from lunch. When beginning work, do not clock-in until you have completed all personal business and are ready to begin work. If you forget or make an error on your time record, please log in to your Paycom account and submit a punch change request. Then your supervisor must approve the request.

It is a direct violation of Club policy to clock-in or out for someone else, or to have them do the same for you, and if it occurs, it may be grounds for immediate dismissal. An employee who falsifies a time sheet is subject to disciplinary action up to and including dismissal. Repeated failures to clock-in and out will result in disciplinary actions.

When leaving work on the last day of the week, please review your time record carefully to see that all hours of work are properly recorded. If there are any changes which need to be made to your timecard, submit a punch change request in Paycom. It is your responsibility to review your time.

IF YOU ARE PROMOTED OR TRANSFERRED

Career advancement is rewarding for both the employee and the organization. Whenever appropriate, qualified employees are encouraged to apply for promotions to new or vacant positions. A qualified employee has been employed with BGCBC for a minimum of six months and meet the role qualifications, unless otherwise approved by CEO or COO. The organization will give consideration to the promotion of qualified employees within the Club. Temporary or regular transfers to jobs in the same pay grade are not accompanied by an increase in pay. The Boys & Girls Club of Benton County reserves the right to transfer employees to whatever job or location may be necessary to accomplish the objectives of the Club.

YOUR RESPONSIBILITIES TO THE BOYS & GIRLS CLUB OF BENTON COUNTY

YOUR RESPONSIBILITIES

Along with the advantages and opportunities offered by our Club go certain responsibilities -- obligations that you should meet. Your most important responsibility, of course, is to do a good job on the work which is assigned to you by your supervisor. Your supervisor is responsible for what you do, so it is important to respect his or her experience, listen to his or her instructions, and carry them out promptly and cooperatively. Completing each assignment to the satisfaction of your supervisor is the surest way to make progress.

Each staff member of the Club is provided with a job description indicating his or her job responsibilities. Each individual should be fully aware of all the areas of responsibility. The Chief Executive Officer must approve any changes to the job description.

In addition to following instructions, doing a good job requires you to think for yourself, ask questions and make constructive suggestions. You will find that your supervisor is interested in your ideas and will appreciate your efforts to do an outstanding job and improve the Club.

BEING PRESENT AND ON TIME

Our commitment to quality service depends on having adequate staff available at all times. If, for any reason, you are unable to be present and/or on time, please call your supervisor before the start of your shift so that schedule adjustments can be made. You should talk to a supervisor-- leaving a message is not acceptable. You are required to call in daily for each day you are going to be absent.

Notice of Absence - If an employee will be absent or tardy, the employee is required to contact his/her supervisor as soon as possible. Employees are responsible for ensuring proper notice is provided. Only under exceptional circumstances will notice from a family member or friends satisfy the notice requirement.

Unexcused Absence - Failure to provide notice of absence in a timely manner as described above will result in an unexcused absence regardless of the reason. Unexcused absences or any other violation of the absence policy could result in disciplinary action, up to and including termination.

Excused absences will not be paid unless employee uses available Paid Time Off. If you are absent for two (2) or more days without proper notice, you will be presumed to have voluntarily quit. All absences will be tracked by your supervisor.

In order for the Boys & Girls Club to prevent employees from taking time off of work under a false pretense of an illness or injury, any employee missing three (3) days or more of work due to illness or injury will be required to provide a written doctors release before returning to work. Without a written release, the employee will not be allowed to return to work.

If you have established a good record of reporting to work on time, you will not be penalized for an occasional tardiness due to a genuine emergency or factors beyond your control. Repeated tardiness and/or excessive absenteeism may result in disciplinary action up to and including dismissal. Meetings before and after Club hours are attended on a voluntary basis and therefore are not paid unless otherwise stated by management. Seminars and classes are also attended on a voluntary basis.

RELEASE OF INFORMATION (INCLUDING REFERENCE CHECKS)

No employee of the Club except Human Resources is permitted to verify employment information for any staff member. All such requests for employment verification, over the telephone or written, must be submitted in writing and are to be referred to the appropriate Human Resources representative.

DRESS CODE AND STAFF IMAGE POLICY

Boys & Girls Club staff should look the part of a leader at all times. Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. The image this organization must project is a professional, productive, thorough and reliable provider of service in the youth development area. The Club's employees represent role models for the youth we serve. To this end, it is the policy of the Club that an employee's dress and grooming should be, in the Club's opinion, appropriate to the employee's work situation and responsibilities.

Be neat and clean in body and clothing. It is the responsibility of the Unit Director to assure that his or her staff members dress in appropriate good taste. Employees are expected to dress in a manner that is not only conducive to the image we reflect to our members, Board, donors and the general public, but also appropriate for the safe performance of job requirements.

Professional appearance is important as our members form their first impression of our Club. Although first impressions may be wrong, they are likely to be lasting. An appropriate appearance combined with a sincere attitude creates the impression of professionalism and personal warmth that we expect from our employees. Extremes with respect to hairstyles and grooming may also project an unprofessional image. Appropriate appearance and good grooming inspires others to have confidence in your professional judgment.

Please review these important guidelines:

1. At the beginning of employment and each year thereafter, Program Staff members are given 3 staff shirts. These shirts should be returned to the Club upon resignation or dismissal. All other shirts may be purchased from the organization, when inventory is

available. Program staff will be held responsible for wearing their staff shirt at all times. It is important that staff members be easy to identify when assistance is required.

Club shirts should not be worn if an employee is drinking in public or if an employee is participating in any activity that would be considered detrimental to the Club's image.

2. Employees should practice good personal hygiene and avoid heavy perfumes and colognes.
3. Employees should use discretion when wearing jewelry, applying make-up and choosing clothing accessories. As you prepare to go to work, keep in mind the type of activities you will be involved in at the Club. Due to the nature of their job description, for Gym Staff earrings must be studs.
4. Your hair should be neat and clean. Facial hair is acceptable if it is nicely trimmed.
5. Attire should match the position and job duties you perform at the Club. This attire should be clean and neat in appearance. The staff shirt must be worn with pants, jeans, shorts, or a skirt. Shorts will be allowed but they must meet the length requirement (finger-tip length). Shoes must be worn at all times. Sandals are permitted but they must have a strap attached. Flip flops are not allowed. Sunglasses are not permitted inside any of the Club facilities. Tank tops are also not allowed. Club hats are the only headwear permitted inside any of the Club facilities.
6. Tattoos containing any images or language that may be offensive must be covered at all times.
7. While in club attire, a Boys & Girls Club employee must work to maintain a good public image not only while at work, but also when in the public eye, while away from work. Your speech, manners, appearance and attitude all play an important part in how others perceive you and the Club. All employees are expected to maintain a favorable reputation as the pubic behavior.

In summary:

- Must be in a boys & Girls Club shirt at all times
- Visible tattoos must be appropriate or covered
- Facial piercings must be clear or a small stud
- You should look clean and presentable at all times
- Shorts are allowed, but must be at least fingertip length
- Sandals are acceptable, but they must have a strap
- Crocs are acceptable but you must have the strap down
- Only Club hats are permitted
- Do not wear your Boys & Girls club shirts in public
- Do not wear shorts that are shorter than fingertip length. Your Club shirt should not be longer than your shorts.
- You cannot wear Birkenstocks, flip flops, or slip on sandals
- No excessive jewelry
- Tank tops are not permitted

If it is determined that an employee fails to comply, the employee will be counseled by their supervisor and sent home (after clocking out) to correct the problem and return to work. Time lost by the employee as a result of this action will not be made up during that pay period.

An employee must always act in the best interest of the Club. Our members look up to Club employees. An unfavorable image of an employee affects the entire organization. If an employee's behavior or attire causes a negative perception of the Club, disciplinary action will result, up to and including termination. The Club reserves the right in all situations to decide whether an employee is in violation of this policy. If you have a question concerning the appropriateness of your attire, please contact your supervisor.

CELLULAR TELEPHONES

Cellular phone calls during working hours distract employees from their job responsibilities and may be disruptive to members and co-workers. Employees are therefore asked not to bring their personal cellular phone into the workplace during work hours. However, certain positions of the club may deem it necessary to use cellular phones during work hours (i.e. certain supervisory and management staff).

SOCIAL MEDIA (I.E. FACEBOOK, INSTAGRAM, SNAPCHAT, TEXTING, ETC) POLICY

The club takes no position on your decision to start or maintain a blog, text, tweet, or social media platform. The club's policy on such material includes rules and guidelines for company-authorized blogging, texting, tweeting, posting and personal communication and applies to all employees including, but not limited to; Executive Officers, Board Members, and Management and Non-Management Employees.

General Provisions

Unless specifically authorized by the company to do so as part of employee's position, employees are not permitted to blog, text, tweet, or use other forms of social media (including but not limited to Facebook, Instagram, Snapchat, Tik Tok) or technology on the Internet, phone or other communication devices during working hours or at any time on company computers or other company-supplied devices. Blogging, texting, twittering, posting or other forms of social media or technology include but are not limited to video or wiki postings, chat rooms, personal blogs or other similar forms of online journals, vlogs, diaries or personal newsletters not affiliated with the club.

The personal use of social networking web sites such as Twitter, Blogging, Facebook, Instagram, Tik Tok, Snapchat, etc. must not interfere with working time. Company approval is required for authors who use electronic resources of the company to send "tweets", "blogs", or other public messages. Any messages that might act as the "voice" or position of the company must be approved by the company. Any identification of the

author, including usernames, pictures/logos, or "profile" web pages, should not use logos, trademarks, or other intellectual property of the company, without approval of the company. If he or she is not providing an official message from the company, an employee who comments on any aspect of the company's business must include a disclaimer in his or her "profile" or "bio" that the views are his or her own and not those of the club. Message should not disclose any confidential or proprietary information of the company. Written messages are, or can become, public.

Employees are expected to protect the privacy of the company and its employees and members and are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to member information, trade secrets, financial information and strategic business plans. Any violation of the policy will be subject to disciplinary action up to and including termination.

E-MAIL AND INTERNET POLICY

The Boys & Girls Club of Benton County has made a considerable commitment of Club resources to its computer system to facilitate communications and help you work faster and smarter. Owing to the ease of availability and the potential for good and for harm, we must adopt a very specific policy for Internet use. While at work, employees may use the Internet for official Club business, such as research and communicating with other business associates. The Club does not object to your sending or receiving an occasional personal email, but -- keep it brief. Excessive personal use of the internet is a violation of Club policy and may result in disciplinary action.

Use of inappropriate web sites affects individual job performance and might be offensive to others. All web sites visited and which computer or employee accessed these web sites remains in the Club's computer system memory and can be accessed by management.

Instant messaging should only be used when conducting Club business communication. "Chain" e-mails, jokes, sports talk, heart-warming stories, spam and the like are prohibited and should be deleted if received. Remember that even when you delete an e-mail message, it can remain in the computer's memory system forever and can be retrieved at a later date.

Due to the nature of e-mail communication, it is very important to compose messages that are professional, business-like, and in good taste. E-mail is less private than many users anticipate. Therefore, your e-mail messages must not contain material that is offensive, nor should they contain racial, ethnic, religious, sexual slurs, or any other language that is inappropriate. You should compose e-mail messages with the same care as hard copy correspondence.

Employees are not allowed to upload or download copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Employees may not use a code, access a file, or retrieve any stored information unless specifically authorized. In addition, you may not access another employee's e-mail without that employee's permission and management authorization.

The Club reserves the right to monitor, retrieve and read all e-mail messages and will take disciplinary action if policy is not followed.

Employees should apply the spirit of this policy to any other new programs or technologies that arise via the internet or e-mail.

USE OF VIDEO SURVEILLANCE

The Boys & Girls Clubs of Benton County recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection.

Video surveillance, with or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles.

Placement and Notification

Video surveillance equipment installed in and around Club facilities, property, and vehicles provides constant monitoring. Equipment **will not be** used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as restrooms.

Video monitors are not in areas that enable public viewing.

Access To Video Images

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the Chief Executive Officer, Chief Operations Officer, Director of Operations, and Unit Directors. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may occur during Club hours by authorized personnel.

Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is **strictly limited** to the following authorized full-time Boys & Girls Club personnel: CEO, COO, DO, and Unit Directors.

Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law,

policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

Unauthorized Access and/or Disclosure

Confidentiality and privacy concerns limit the general public, including parents, relatives of Club members, and other staff, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data.

No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who become aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the CEO, COO, DO or Unit Director.

Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written warning, suspension, or termination of employment.

Video recording data will remain the property of the Boys & Girls Clubs of Benton County. Video recording data shall be kept for approximately 14 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation

Club Member Privacy

Video recording data will not to be used directly or indirectly to identify the activities of individual Club members or staff except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law.

Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property.

Disclaimer of Liability

A copy of this policy will be shared with any Club member, parent/guardian, or staff member upon request.

TECHNOLOGY ACCEPTABLE USE POLICY

Boys & Girls Club of Benton County is committed to providing a safe use of technology and online safety for members, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

CLUB MEMBER USAGE

Before a member will be allowed to use Club technology equipment or their personal device, both the member and his/her parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images. This includes, but not limited to, iPads, tablets, laptops, headphones, air pods.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: Boys & Girls Club of Benton County reserves the right to monitor, inspect, copy and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be

present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

Loss and damage: Members are responsible for keeping devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.
- If a member is told to stop sending communications, that member must cease the activity immediately.

Cyberbullying

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club staff or community is subject to disciplinary action.

Examples of cyberbullying include, but are not limited to:

- Harassing, threatening or hurtful text messages, emails or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Monitoring and inspection: Boys & Girls Clubs of Benton County reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Boys & Girls Clubs of Benton County reserves the right to inspect and/or review personally owned devices that are brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections but the member may be barred from bringing personally owned devices to the Club in the future.

Internet access: Personally owned devices used at the Club must access the internet via the Club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. BGCBC reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club's internet service.

Parental notification and responsibility: While BGCBC Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for BGCBC to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the BGCBC Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the BGCBC Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the

property of the Club, are intended to be used for Club purposes, and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

PERCEIVED VIOLATIONS POLICY

It is the Club's policy to comply fully with the spirit and letter of all federal, state, and local laws and regulations which apply to the Club and its business operations. If an employee believes that any employee of the Club may be acting in violation of any such law or regulation -- or in violation of a Club policy -- the employee has a duty to report the perceived violation, in writing, to the Chief Executive Officer within 24 hours of the observation of such conduct. All inquiries pertaining to perceived violations will be handled in the strictest confidence possible.

Some examples of perceived violations of law include violations of child labor laws, wage-hour regulations and unlawful discrimination or harassment. Some examples of violations of Club policy include employee theft and discrimination/harassing conduct or behavior.

Compliance with this policy is a term and condition of continued employment with the Club. If employees have any questions with regard to their duty to report perceived violations, they may contact their Unit Director or Chief Executive Officer.

SMOKE FREE WORKPLACE

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, Boys and Girls Club Benton County shall be entirely smoke free effective October 1st, 2012. Additionally, effective October 1st, 2012, the use of all tobacco products, including chewing tobacco, vaping, and e-cigarettes, is banned from the BGCBC workplace.

Smoking is prohibited in all of the enclosed areas within the BGCBC worksites, without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities. Nor may employees smoke on any picnic tables and grassy areas outdoors or parking lots. No additional breaks are allowed to any employee who smokes. Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination.

NO SOLICITATION AND DISTRIBUTION POLICY

To ensure that all of us are permitted to devote our full attention to our duties, solicitation or distribution of non-job-related literature by employees during scheduled or non-scheduled work time is prohibited. Failure to comply with this policy is grounds for disciplinary action, up to and including termination. Individuals who are not employees are prohibited from solicitation or distribution of literature on Club property. The Chief Executive Officer will make exceptions on a case-by-case basis.

DRUG FREE WORKPLACE POLICY

Drug Free Workplace Policy

Policy

The Boys and Girls Club of Benton County has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risk to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.

- The Boys and Girls Club of Benton County has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the organization's property, information, equipment, operations, and reputation.
- The Boys and Girls Club of Benton County recognizes its obligations to its member companies for the provision of services that are free of the influence of illegal drugs and alcohol and will endeavor through this policy to provide drug and alcohol-free services.
- The Boys and Girls Club of Benton County further expresses its intent through this policy to comply with federal and state rules, regulations, or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.
- As a condition of employment, all employees are required to abide by the terms of this policy and to notify management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Purpose

This policy outlines the goals and objectives of the Boys and Girls Club of Benton County drug and alcohol testing program and provides guidance to supervisors and employees concerning their responsibilities for carrying out the program.

Scope

This policy applies to all departments, all employees, and all job applicants. The term employee includes contracted employees.

Definitions

- Alcohol means any beverage that contains ethyl alcohol, including but not limited to beer, wine, and distilled spirits.
- Company premises or company facilities means all property of The Boys and Girls Club of Benton County including, but not limited to, the offices, facilities and surrounding areas of The Boys and Girls Club of Benton County property, leased property, parking lots, and storage areas. The term also includes any owned or leased vehicles of the Boys and Girls Club of Benton County wherever located.

- Contraband means any article, the possession of which on the premises of the business, causes an employee to be in violation of law. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal weapons, firearms, explosives, incendiaries, stolen property, counterfeit money, untaxed whiskey, and pornographic materials.
- Drug Testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.
- Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; and over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not accordance with bona fide medical therapy. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine and so-called designer drugs and look-alike drugs.
- Legal drug means any prescribed drug or over-counter drug that has been legally obtained and is being used for the purpose for which prescribed of manufactured.
- Reasonable belief means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may include, not be limited to; decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration and psychomotor control, and market changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations.
- Under the influence means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, not to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such a urine analysis or blood analysis, and in some cases by the opinion of a layperson.

Education

- Supervisors and other management personnel are to be trained in:
    - Detecting the sign and behavior of employee who may be using drugs or alcohol in violation of this policy;
    - Intervening in situations that may involve violations of this policy;
    - Recognizing the above activities as a direct job responsibility.
- Employees are to be informed of:
    - The health and safety dangers associated with drug and alcohol use;
    - The provisions of this policy.

Prohibited Activities

- Legal Drugs
    - The undisclosed use of any legal drug that may impair the ability to perform responsibilities by an employee while performing company business or while on company premises is prohibited. However, an employee may continue to work, as long as said drug does not pose a threat to safety and that the using employee's job performance is not significantly affected. Otherwise, the employee may be required to take leave of absence or comply with other appropriate action as determined by management.
- Illegal Drugs and Alcohol
    - The use, sale, purchase, transfer, or possession of an illegal drug or of alcohol by any employee while on company premises or while performing business is prohibited.

Discipline

- Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on Company premises or while on Company business will be discharged.
- Any employee who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to discipline up to and including discharge.
- Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including discharge.

Drug and Alcohol Testing of Job Applicants

- All applicants for employment, including applicants for part-time and seasonal positions and applicants, who are former employees, are subject to drug and alcohol testing.
- An applicant will be notified of the Boys and Girls Club of Benton County drug testing policy prior to being tested; will be informed in writing of his or her right to refuse to undergo such testing; and will be informed that the consequence of refusal is termination of the preemployment process.
- An applicant will be provided written notice of this policy and by signature will be required to acknowledge receipt and understanding of the policy.
- If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.

Drug and Alcohol Testing of Employees

- The Boys and Girls Club of Benton County will notify employees of this policy by:

  - Providing to each employee a copy of the policy and obtaining a written acknowledgement from each employee that the policy has been received and read.
  - Announcing the policy in various written communications and making presentations at employee meetings.
- The Boys and Girls Club of Benton County may perform drug or alcohol testing:
  - Of any employee who manifests "reasonable belief" behavior.
  - Of any employee who is involved in an accident that results or could result in the filing Worker's Comp claim.
  - On a random basis of any employee.
  - Of any employee who is subject to drug or alcohol testing pursuant to federal or state rules, regulations, or laws.
  - An employee's consent to submit to drug or alcohol testing is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusals.
  - An employee who is tested in a "reasonable belief" situation may be suspended pending receipt of written tests results and whatever inquiries may be required.

Appeal of a Drug or Alcohol Test Result

- An applicant or employee whose drug or alcohol test reported positive will be offered the opportunity of a meeting to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use. The Boys and Girls Club of Benton County will judge whether an offered explanation merits further inquiry.
- An employee whose drug or alcohol test is reported positive will be offered the opportunity to:
  - Obtain an independent test, at the employee's expense, the remaining portion of the urine specimen that yielded the positive result;
  - Obtain the written test result and submit it to an independent medical review at the employee's expense.
- The employee may use The Boys and Girls Club of Benton County medical benefits, to the extent that coverage may apply, for meeting the costs of the tests and results.
- During the period of an appeal and any resulting inquires, the pre-employment selection process for an applicant will be placed on hold, and the employment status of an employee may be suspended. An employee who is suspended pending appeal will be permitted to use any available annual leave in order to remain in an active pay status. If the employee has no annual leave or chooses not to use it, the suspension will be without pay.

Inspections and Searches

- The Boys and Girls Club of Benton County may conduct unannounced general inspections and searches for drugs or alcohol on company's premises or in company's vehicles or equipment wherever located. Employees are expected to cooperate.
- Search of an employee and his or her personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy.
- An employee's consent to a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including discharge, even for a first refusal.
- Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on company's property will be turned over to the appropriate law enforcement agency and the full cooperation given to any subsequent investigation. Substances that cannot be identified as an illegal drug by a layman's examination will be turned over to a forensic laboratory for scientific analysis.
- Other forms of contraband, such as firearms, explosives, and lethal weapons, will be subject to seizure during an inspection or search. An employee who is found to possess contraband on company's property or while on company's business will be subject to discipline up to and including discharge.
- If an employee is the subject of a drug-related investigation by Village Insurance, Inc. or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

Confidentiality

All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by the Boys and Girls Club of Benton County as confidential unless otherwise required by law.

CHILD SAFETY POLICIES AND CODE OF CONDUCT

Boys & Girls Club of Benton County Child Safety Code of Conduct

The Boys & Girls Club of Benton County provides our Club members with the highest quality services available. We are committed to providing adequate supervision and creating an environment that is safe, nurturing, empowering, and that promotes growth and success. No form of abuse will be tolerated by staff, volunteers, members or anyone occupying club premises and confirmed abuse will result in immediate employee termination, dismissal from the Club or suspension of volunteer privileges. Our club will fully cooperate with authorities if allegations of abuse are made that require investigation.

This code of conduct outlines specific expectations of the Club staff, members, volunteers and anyone occupying club premises as we strive to accomplish our mission together.

General

- Youth will be treated with respect at all times
- Youth will be treated fairly regardless of race, color, sex, gender, religion, age, national origin, disability, citizenship status, or any other protected category
- Staff and volunteers will follow the Club's policies regarding conduct with youth outside of Club programs.
- Staff and volunteers will avoid affection with youth that cannot be observed by others.
- Staff and volunteers will not use profanity or tell off-color jokes.
- Staff and volunteers will not discuss their sexual encounters with or around youth or in any way involve youth in their personal problems or issues.
- Staff and volunteers will not date or become romantically involved with youth.
- Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youth.
- Staff and volunteers will not have sexually oriented materials.
- Staff and volunteers will not have secrets with youth.
- Staff and volunteers will not stare at or comment on youths' bodies.
- Staff and volunteers will not abuse youth in any way including, but not limited to:
    - Physical abuse: hitting, spanking, shaking, unnecessary restraints
    - Verbal abuse: degrading, threatening, cursing
    - Sexual abuse: inappropriate touch, exposing oneself, sexually oriented conversations
    - Mental abuse: shaming, humiliation, cruelty
    - Neglect: withholding food, water, shelter
- Staff, volunteers and youth are prohibited from engaging in the following:
    - Hazing
    - Bullying
    - Derogatory name-calling
    - Games of Truth or Dare
    - Ridicule or humiliation
    - Sexual activity including, but not limited to:
        - Inappropriate touch
        - Exposing oneself
        - Sexually oriented conversations

Visiting members' homes

Staff and volunteers are expressly prohibited from visiting members' homes or having contact after hours (in person or via technology) unless authorized by the members' parents in advance and the parents are present. Members are prohibited from visiting staff

members' homes unless a part of a Club function approved in writing by the Executive Director.

One-on-one interaction

Most abuse occurs when an adult is alone with a youth. Our Club aims to eliminate or reduce these situations and prohibits one-on-one interactions unless approved in advance by the Unit Director.

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

- When meeting one-on-one with a youth, always do so in a public place in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other staff/volunteers that you are alone with a youth and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or mistreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

Bathroom Activities

Most incidents of youth-to-youth abuse occur in the bathrooms. Therefore, employees must adhere to the following bathroom supervision guideline:

- Club staff and volunteers should randomly and periodically monitor bathrooms to ensure that youth are not lingering there. It is important that staff and volunteers periodically check restrooms so that youth know that an adult could walk in at any time.
- Staff and volunteers are to use the staff bathroom.

Overnight trips/field trips

In the event that there is an overnight trip/field trip where members are involved, the same code of conduct applies.

Transportation

Transporting youth may increase the risk of abuse or false allegations of abuse because staff and volunteers may be alone with a youth or may make unauthorized stops with youth.

In addition, transportation activities may provide a time for unsupervised youth to engage in youth-to-youth sexual activity.

Club vehicles are used for transporting members, employees, board members, supplies, etc. They are for Club related activities only, not for personal use. Only drivers approved by the Club's insurance carrier may drive a Club vehicle. Human Resources will keep the Unit Director apprised of approved drivers. The Unit Director is responsible for the keys to the vehicles kept at his/her site. While driving the vehicles, eating is prohibited, and cell phone use is only permitted for an emergency while pulled over to the side of the road.

When it is necessary to transport youth, staff and volunteers must adhere to steps described below.

When transporting youth by bus or van:

- Administrators must be notified of all transportation activities.
- Youth must never be transported without written permission from a parent or guardian. Staff and volunteers must take these permission forms and medical releases with them on the trip.
- Determine the number of staff and volunteers necessary to adequately supervise the youth, which will be approved by the Unit Director on a case by case basis, determined by type of activity.
- The driver should not be assigned as a supervisor for the youth while transporting to or from events.
- Staff and volunteers should be seated throughout the bus for easier supervision of youth.
- Take a head count or roll call before loading and after unloading vehicles.

When public transportation is used:

- In addition to the transportation procedures listed above, youth should remain in one area of the vehicle, if possible.
- Staff and volunteers that are assigned to a group should remain with that group on the bus.
- Take attendance, confirming the face to the name of each member immediately after entering and leaving the vehicle.

In emergency situations where staff must transport youth in non-Club vehicles:

- Administrators must be notified of all transportation activities.
- Youth should never be transported by staff that does not carry at least minimum required insurance coverage on their vehicle.
- When possible, use the "rule of three" when transporting youth: At least two adults must transport a single youth, or at least two youth must be present if transported by a single adult.

- Youth must never be transported without written permission from a parent or guardian.
- Youth must be transported directly to their destination. No unauthorized stops may be made.
- Staff must avoid unnecessary physical contact with youth while in vehicles.
- When possible, staff should avoid engaging in sensitive conversations with Club members.

Electronic Communication

Electronic communication between employees and Club members may increase the risk of misconduct or false allegations of misconduct because private communications can cause an appearance of impropriety.

The following is the Boys & Girls Club of Benton County electronic communication and social media policy. The lack of an explicit reference to a specific site or form of media does not limit the extent of the application of this policy. Where no policy or guideline exists, employee should use their professional judgment and take the most prudent action possible. Consult the Chief Operations Officer if you are uncertain.

- Employees are prohibited from communicating with youth using social media platforms other than the Club's social media pages.
- Employees should not publish any information regarding Club members without express consent from a parent as well as a supervisor's consent.
- Use sound judgment. Employees are responsible for what is published on their social media accounts by themselves, and by others.
- Employees are prohibited from communicating with Club members using text message, instant message, and email except via their Club accounts.
- There may be rare occasions where electronic communication can occur (Conferences, Off-site programs, etc.). Such instances must be approved in writing by the Chief Operations Officer and parent/guardian prior to the event.
- When communicating with youth, employees should avoid all discussions, pictures and videos that are, or could be construed by any observer to be threatening, derogatory, sexual, or otherwise inappropriate.
- Any electronic communication received from a Club member should be reported to a supervisor immediately.

Reporting Inappropriate Behaviors

Because our Club is dedicated to maintaining zero tolerance for abuse, it is imperative that every employee and volunteer at our Club participate actively in the protection of youth. In the event that staff and volunteers observe any suspicious or inappropriate behaviors on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations. Remember, at our Club, the policies apply to everyone. All reports of

suspicious or inappropriate behavior with youth will be taken seriously. Our Club procedures will be carefully followed to ensure that the rights of all those involved are protected. Reportable behaviors include, but are not limited to:

- Violation of the abuse prevention policies described above
- Seeking private time or one-on-one time with youth
- Buying gifts for individual youth
- Making suggestive comments to youth
- Picking favorites or showing extreme favoritism towards a member

In the event that an employee witnesses suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the employee or volunteer is instructed to do the following:

- Immediately interrupt the behavior
- Report the behavior to the director or Club leadership and/or make an anonymous report. If the report is about a supervisor or administrator, contact the next level of management.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

Proper Handling and Administration of Member Prescription Medications

If prescription medications need to be administered during club hours of operation, parents must notify the club in advance (either at member registration or otherwise) and hand-deliver the medication with instructions to either the Unit Director or someone else on the admin staff. All prescription medications must be kept in a locked container out of the reach of members and administered by the unit director or another authorized employee. It is incumbent on the member to let staff know when the medications should be taken. Club staff is not responsible for ensuring medication is administered at the appropriate time.

Supervision of Difficult Areas

There are areas at the club that are more difficult to supervise like restrooms, remote areas, and large playgrounds. Staff should be trained on where these areas are for each unit and ensure that they are checked on a frequent basis to ensure safety of the members. Additionally, all doors to closets and non-utilized areas should be locked at all times during club hours.

GENERAL SAFETY AND SECURITY POLICIES

GENERAL SAFETY POLICY

In order to provide a safe and healthy work environment the Club has established some safety guidelines. The Club provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees should immediately report any unsafe condition to the appropriate supervisor regardless of whether the condition affects them. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or remedy such situations, may be subject to disciplinary action, up to and including termination.

Again, the Club's policy is to provide a safe and healthy work environment for all employees. It is expected that all employees will comply with all safety and health regulations, whether established by the Club management or by federal, state, or local law.

ACCIDENTS

It is the goal of the Boys & Girls Club of Benton County to promote an accident free, safe work environment for all employees to work. When an accident occurs on Club property, whether to children, visitors, or employees, the matter should be referred immediately to your supervisor or the Administrative Office, regardless of how insignificant the accident may appear.

If the injury is life threatening and requires medical assistance – **Call 911 IMMEDIATELY**. If the injury isn't life threatening but requires medical assistance, the employee will be directed to Club approved medical providers. If the injury isn't life threatening and doesn't require medical assistance, a **First Aid Kit** has been provided in each Club location. Report any minor injuries to your supervisor to document the injury.

WORK-RELATED ACCIDENTS

The company is vitally interested in your safety. We expect all employees to work safely at all times and to comply with all safety rules. Employees must report all accidents or injuries immediately (the same day) to the appropriate supervisor or member of management.

Employees should report any dangerous work practices immediately to the appropriate supervisor. Employees should also report any defects or problems with company equipment immediately to the appropriate supervisor.

The supervisor and injured employee shall complete an Accident Report as soon as possible following an employee injury. The report is due in the Administrative Office on the same day that the injury occurred. If the severity of the injury prevents the employee from filling out the Accident Report, they should communicate the injury immediately and may fill out the report at a later time.

If medical care is required, go to the designated Emergency Room or Medical Facility.

- Note: Post Accident Drug Screens are performed upon the receipt of medical care.

Failure to report such an infraction may result in employee disciplinary action, including termination in addition to loss of certain benefits such as Workers' Compensation.

An injured employee will not be allowed to drive to the medical provider. The Club will arrange for a safe transportation alternative, accompanied by another employee if the situation is warranted.

This procedure is necessary in order to provide immediate medical aid to an injured person and to facilitate the prompt filing with the Club's insurance provider. When the accident involves youth, employees, or visitors, you should not make any statements to persons outside the Club as to your opinion of the cause of the accident or who is at fault.

Obey all safety and warning signs at all times. Where injury is caused by the knowing refusal of the employee to use a safety appliance provided by the employer, workers' compensation benefits can be reduced.

To maximize safety in the office or work site areas, employees should keep all work areas neat, clean and orderly.

NON-WORK RELATED ACCIDENTS

Employees, who are involved in a non-work related accident and are required to take time off from work, must notify their supervisor immediately following the treatment of injuries sustained from the accident. A written disability note, and release to return to work note must be obtained from the attending physician and provided to the employee's supervisor prior to returning to work. If a doctor's release is not provided, the employee will not be allowed to return to work.

ILLNESS / HOSPITALIZATION

In order for the Boys & Girls Club to prevent employees from taking time off of work under a false pretense of an illness or injury, any employee missing three (3) days or more of work due to illness or injury will be required to provide a written doctors release before returning to work. Without a written release, the employee will not be allowed to return to work.

Should an employee need to be hospitalized, we ask that the employee inform his/her direct supervisor or if unavailable another member of management as to the length of estimated stay in the hospital and/or period of required recuperation from the illness. (A verbal statement will be permitted as long as the written physician statement is provided upon return to work).

TEMPORARY TRANSITIONAL WORK ASSIGNMENT POLICY

Any employee, who sustains a work related injury, may be required to return to work in temporary transitional work assignment under the direction of our company physician. Our company physician will determine the employee's physical restrictions that result from a work related injury and notify our company of those physical restrictions. Our company will meet the needs of those physical restrictions and place the employee in a temporary transitional work assignment that is within the physical restrictions set by the physician. This temporary transitional work assignment may be outside the employee's regular duties and may also include work donated to charitable organizations.

The temporary transitional work assignment may also be at a lower wage than the employee's regular wage. If the temporary transitional work assignment wage is lower than the employee's regular wage, the employee will then be eligible for Temporary Partial Disability (TPD) benefits from workers' compensation insurance. An employee who refuses to return to a temporary transitional work assignment position will not be entitled to any lost wages. All positions and job duties in the company's temporary transitional work assignment program are temporary in nature and may be changed or terminated at the company's discretion. These positions are not permanent accommodations as defined by the Americans with Disabilities Act.

If you have any questions or need further explanation of this policy you should consult your supervisor or call the **Arkansas Workers' Compensation Commission** at 501-682-3930 / 1- 800-622-4472.

EQUIPMENT AND HOUSEKEEPING

The Boys & Girls Club of Benton County has made a considerable investment in equipment which is designed to enable you to do your work more efficiently. Your cooperation in the care and use of this equipment is necessary to maintain it in good condition. If any of our equipment is working improperly or is not best for the job, please notify your supervisor immediately. A few timely repairs may prevent complete breakdown of the equipment.

One indication of a good employee is the condition and appearance of his or her work area. Orderliness in your work area reduces accidents, improves health conditions, reduces fire hazards, adds to the efficiency of your work, improves the quality of our service, and portrays a favorable image to our community. We can all help by placing trash and refuse in the containers provided and by applying a few simple rules of cleanliness. It is everyone's

responsibility to help keep the Boys & Girls Club of Benton County facilities clean and in good order.

Waste of time, materials, equipment and utilities is costly to the Club and to you. Every employee is requested to make the Boys & Girls Club of Benton County and your individual job more successful by monitoring the amount and quality of the work you produce. Each employee should eliminate waste of time as well as materials wherever possible. In the long run, we will all benefit by reducing operating costs. All employees are expected to help the Club control costs.

WEAPONS IN THE WORKPLACE

Employees of the Boys & Girls Club of Benton County are not allowed to have weapons such as knives, guns or rifles in their possession on the Boys & Girls Club of Benton County property while at work, unless these weapons are necessary to perform the job -- such as a security guard -- and unless this is approved in advance by management. "Possession" is defined to mean in a private vehicle parked on Club property, or Club vehicle, in lockers or tool boxes, in an employee's personal possession, or anywhere else on Club property. Employees who violate this policy will be subject to disciplinary action, up to and including dismissal.

VIOLENCE IN THE WORKPLACE POLICY

The Club has a Zero Tolerance Policy for workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Club, its employees, youth, or the general public or which occur on Club property or during work time will not be tolerated, and will lead to disciplinary action, up to and including termination.

Whistleblower Policy for Boys and Girls Clubs of Benton County

Boys and Girls Clubs of Benton County ("BGC") requires its directors, officers, employees, and volunteers (each, a "**BGC Individual**") to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the BGC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

ARTICLE I
PURPOSE

Section 1.01 The purpose of this whistleblower policy (the "**Policy**") is to:

a) Encourage and enable BGC Individuals to raise concerns regarding suspected illegal or unethical conduct or practices or violations of the BGC's policies on a confidential and, if desired, anonymous basis.
b) Protect BGC Individuals from retaliation for raising such concerns.

c) Establish policies and procedures for the BGC to receive and investigate reported concerns and address and correct inappropriate conduct and actions.

ARTICLE II
REPORTING RESPONSIBILITY

Section 2.01 Reporting Responsibility. Each BGC Individual has the responsibility to report in good faith any concerns about actual or suspected violations of the BGC's policies or any federal, state, or municipal law or regulation governing the BGC's operations (each, a "Concern"). Appropriate subjects to report under this Policy include but are not limited to financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices, such as:

a) Fraud.
b) Theft.
c) Embezzlement.
d) Bribery or kickbacks.
e) Misuse of the BGC's assets.
f) Undisclosed conflicts of interest.

Section 2.02 Acting in Good Faith. Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation of law and/or ethical standards. Any unfounded allegation that proves to have been made maliciously, recklessly, or knowingly to be false will be viewed as a serious offense and result in disciplinary action, up to and including termination of employment or volunteer status.

Section 2.03 Other Types of Concerns. BGC Individuals should use the BGC's existing complaint procedures and mechanisms to report other issues not covered by Section 2.01 of this Policy, unless those channels are themselves implicated in wrongdoing. This Policy is not intended to provide a means of appealing the outcomes resulting from those other mechanisms.

ARTICLE III
NO RETALIATION

Section 3.01 No BGC Individual who in good faith reports a Concern or participates in a review or investigation of a Concern shall be subject to harassment, retaliation, or, in the case of an employee, adverse employment consequences because of such report or participation. This protection extends to BGC Individuals who report in good faith, even if the allegations are, after an investigation, not substantiated.

Section 3.02 No BGC Individual will be subject to liability or retaliation for disclosing a trade secret in compliance with 18 U.S.C. §1833 either:

a) In confidence to a federal, state, or local government official or to an attorney solely for the purpose of reporting or investigating a Concern; or
b) In a complaint or other document filed in a lawsuit or other proceeding under seal.

Section 3.03 Any BGC Individual who retaliates against someone who in good faith has reported or participated in a review or investigation of a Concern will be subject to discipline, up to and including termination of employment or volunteer status.

Section 3.04 Anyone who believes that a BGC Individual has been subject to harassment, retaliation, or adverse employment consequences as a result of making a good faith report or participating in a review or investigation of a Concern should contact the Compliance Officer listed in Article V of this Policy. Nothing in this Policy shall limit or alter the procedures and protections in BGC's anti-retaliation policy.

ARTICLE IV
CONFIDENTIALITY

Section 4.01 BGC encourages anyone reporting a Concern to identify himself or herself in order to facilitate the investigation of the Concern. However, Concerns may be submitted on a confidential and/or anonymous basis. BGC shall take reasonable steps to protect the identity of the BGC Individual and shall keep reports of Concerns confidential to the extent possible, consistent with the need to conduct an adequate investigation.

ARTICLE V
REPORTING PROCEDURES

Section 5.01 Prompt Reporting. All Concerns should be reported as soon as practicable consistent with this Policy.

Section 5.02 Reporting Concerns.

a) Employees and volunteers should first discuss the Concern with their direct supervisors. The employee or volunteer should follow the procedures outlined in Section 5.02(b) if any of the following apply:
   i) The employee or volunteer reasonably believes that the supervisor will disregard or otherwise not fairly consider the Concern.
   ii) The supervisor is a subject of the Concern.
   iii) The employee or volunteer does not feel comfortable discussing the Concern with the supervisor.
b) Concerns should be reported in writing to the Chair of BGC's Board of Directors, through an anonymous hotline (479-632-2070) or by email to mtaliaferro@bgcbentoncounty.org. When reporting Concerns, the BGC Individual should describe in detail the specific facts that support the report.

Section 5.03 Questions. Any questions relating to the scope, interpretation, or operation of this Policy should be directed to the Chief Executive Officer or Chair of the BGC Board of Directors.

Section 5.04 Investigation of Reported Concerns.

a) **BCG Investigation**. Depending on the nature of the Concerns, BGC will designate an individual or agent to:
   i) Promptly investigate or oversee the investigation of each reported Concern.
   ii) Advise the Board of Directors of each reported Concern.
   iii) Reporting compliance activity to the Board of Directors at each regularly scheduled Board meeting.

b) **Acknowledgment of Receipt.** Any supervisor, manager, or Board member who receives a report of a Concern must promptly notify the Chief Executive Officer or Chair of the BGC Board of Directors of such report in writing. The individual or agent responsible for investigating the Concern shall notify the reporting individual and acknowledge receipt of each reported Concern within five (5) business days, unless the report was submitted anonymously, or no return address is provided.

c) **Investigation.** The designated individual or agent shall conduct a prompt, discreet, and objective review or investigation based on the submitted report. A full investigation may not be possible if a report made anonymously is vague or general. If deemed necessary in his or her sole discretion or upon the recommendation of the Board of Directors, the designated individual or agent may engage legal counsel, accountants, or other experts to assist in the investigation. The designated individual or agent may delegate the investigation responsibilities to any Board committee or other individual, including third parties, as long as:
   i) The delegate is not a subject of the reported Concern.
   ii) The delegation does not compromise the identity of the BGC Individual who reported anonymously or confidentially.

d) **Resolution.** The designated individual or agent shall:
   i) Recommend appropriate corrective action to the Board of Directors, if warranted by the investigation.
   ii) Oversee the implementation of a resolution based on the determination of the Board.
   iii) Follow up with the reporting individual, if possible, for closure of the reported Concern.

ARTICLE VI
MISCELLANEOUS

Section 6.01 BGC shall retain any records related to the investigation and resolution of a reported Concern as required by BGC's records retention and destruction policy. All such records are considered privileged and strictly confidential.

Section 6.02 This Policy shall be distributed to all BGC Individuals.

Section 6.03 BGC has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this Policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this Policy. Changes can be made only if approved in writing by the Board of Directors of BGC. I also understand that any delay or failure by BGC to enforce any policy or rule will not constitute a waiver of BGC's right to do so in the future. I understand that neither this policy nor any other communication by management representatives or any other employee, whether oral or written, is intended in any way to create a contract of employment.

INCIDENT REPORTING POLICY

Clear reporting policies and procedures are an important element in responding to incidents that might occur in our units. Staff and volunteers must at a minimum immediately report and document all safety incidents that might affect staff, volunteers, members, and others who visit our units.

GENERAL INCIDENT DESCRIPTION

Safety incidents can include but are not limited to:

- Inappropriate activity between adults (18 and over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of abuse;
- Bullying behavior;
- Inappropriate electronic communications between adults (18 or over) and youth;
- Minor and major medical emergencies;
- Accidents, including slips and falls;
- Threats made by or against staff, volunteers and/or members;
- Physical assaults and injuries, including fights;
- Missing children;
- Criminal activity, including theft and robbery; and
- Other incidents as deemed appropriate by Club leadership.

Safety incidents include those that occur during Club programs, on Club premises, and/or during a Club affiliated program or trip.

INTERNAL INCIDENT REPORTING

Any employee or volunteer who becomes aware of an incident, as defined in this policy, shall immediately complete an incident report and submit the incident to Club leadership.

The following information shall be included on an Incident Report:

- Date and location
- Incident details (if applicable)
- Witnesses and contact information
- Names of all involved (youth and staff if applicable)
- All notifications made (first responders, parents, leadership, etc.)

EXTERNAL INCIDENT REPORTING

Boys & Girls Club of Benton County follows all applicable mandated reporting statutes and regulations and all applicable federal, state, and local laws (including those around licensing, for licensed organizations) for the protection and safety of youth. Types of incidents reported include but are not limited to:

- Inappropriate activity between adults (18 or over) and youth;
- Inappropriate activity between multiple youth;
- Allegations of child abuse;
- Any form of child pornography;
- Criminal activity, including assault, theft, and robbery; or
- Children missing from the premises.

INCIDENT INVESTIGATION

Boys & Girls Club of Benton County takes all incidents seriously and is committed to supporting external investigations of all reported incidents and allegations or internal investigations by the Safety Committee when not an externally reportable incident.

Federal, state, and local criminal and or mandated child abuse reporting laws must be complied with before any consideration of an internal investigation. The internal investigation should never be viewed as a substitute for a required criminal or child protective services investigation.

In the event that an incident involves an allegation against a staff member, volunteer, or Club member, the Club shall suspend that individual immediately (employees with pay) and maintain the suspension throughout the course of the investigation.

BGCA CRITICAL INCIDENT REPORTING

The Boys & Girls Club of Benton County will immediately report any allegation of abuse or potential criminal matter to law enforcement. In addition, BGCBC will report the following critical incidents to BGCA within 24 hours:

a. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; sexual misconduct or exploitation (Club-related or not) against any child by

a current employee or volunteer; or any Club-related instance by a former employee or volunteer.

b. Any instance or allegation of child abuse, including physical, emotional or sexual abuse; or sexual misconduct or exploitation by a youth towards another youth at a Club site or during a Club-sponsored activity.
c. Any child who might have been abducted or reported missing from a Club site or Club-sponsored activity.
d. Any major medical emergency involving a child, staff member or volunteer at a Club site or during a Club-sponsored activity leading to extended hospitalization, permanent injury or death; or a mental health crisis with a child requiring outside care.
e. Any instance or allegation of abuse, including physical, emotional or sexual abuse, sexual misconduct, harassment or exploitation (Club-related or not) involving any staff member; or any Club-related instance or allegation of abuse, including physical, emotional or sexual abuse, sexual misconduct harassment or exploitation against a volunteer or visitor.
f. Any failure to comply with requirements set forth by childcare licensing agencies or organizations.
g. Any known or suspected felony-level criminal act committed at a Club site or during a Club-sponsored activity.
h. Any misappropriation of organizational funds in the amount of $10,000 or greater, or any amount of federal funds.
i. Any criminal or civil legal action involving the organization, its employees or volunteers, as well as any changes in the status of an open organization-related legal action.
j. Negative media attention that could compromise the reputation of the BGCBC or the Boys & Girls Clubs of America brand.
k. Any other incident deemed critical by BGCBC.

Failure to report safety incidents to Boys & Girls Clubs of America could result in a funding hold or the organization being placed on provisional status.

YOUR EMPLOYEE BENEFITS

THE PAYCHECK ISN'T ALL - THERE'S MORE

Your paycheck is important, but it does not represent all of the compensation you receive from the Boys & Girls Club of Benton County. Not only do you receive your wages each payday, but you also receive a substantial number of employee benefits. These benefits include paid vacations, paid holidays, and various types of insurance. We want you to have a full understanding of your employee benefits, so we are devoting a section to the discussion of each one. If you ever have any questions concerning any of your employee benefits, ask your supervisor to help you.

PAID TIME OFF

We believe that paid time off (PTO) is important to both you and the Club by providing you with a time of relaxation to be away from your work and enjoy personal activities. Time off with pay is one of the ways we show our appreciation to you for your length of service and good work. Your PTO benefits will accrue on an anniversary year basis according to the schedules below.

Full-time:

Full-Time employees shall become eligible for PTO benefits in accordance with the following schedule:

After 90 days of continuous service	3 weeks
After two (2) years of continuous service	4 weeks
After five (5) years of continuous service	5 weeks

A week refers to a five-day workweek and does not include weekends.

Part-time:

Part-time employees shall become eligible for PTO benefits in accordance with the following schedule:

After 90 days of continuous service hourly and Part-time Employees accrue 2 hours per month.

Using your PTO

a. PTO requests should be submitted through our electronic time management system (Paycom) to the appropriate supervisor at least two weeks in advance.
b. PTO time is subject to approval by the immediate supervisor.
c. Time off will be scheduled to best serve the interests of the program and the convenience of the employee. Directors will not be permitted to take vacation during "high impact" days unless otherwise approved by their Supervisor. "High impact" days are any day that the club is open from 7:30 to 5:30 at any time throughout the year.
d. To reschedule a planned vacation, a vacation change request must be submitted for approval through electronic timing system.
e. Absence due to employee's illness must be reported to one's supervisor no later than 2 hours prior to scheduled work time.
f. Excessive sick leave will result in attendance counseling and may result in termination of employment.

g. Requests for prolonged absences, with or without pay, requires medical substantiation.
h. The direct supervisor and/or Chief Executive Officer may request medical confirmation of illness. All employees should take the full amount of PTO time they are entitled to each year. One week of earned PTO not taken by your anniversary date may be carried over to the following year. No salary payments will be made in lieu of vacation.

PTO is not payable for any period of absence, which is compensated by Workers' Compensation. Accrued PTO is not payable for any job-related injury covered by Workers' Compensation Insurance.

Time off will be scheduled through your supervisor and where there is a conflict, the more senior employee will have preference. Seniority is based on continuous, unbroken service, including authorized leaves of absence. Employees may not change their scheduled time off unless they obtain the supervisor's permission at least two weeks in advance.

If an observed holiday falls within your time off period, you will be entitled to an additional day of paid time off at a time to be mutually agreed upon with your supervisor.

Employees will receive their regular paycheck on the regular day while they are on leave. Hourly employees will be paid at their straight time rate and salaried employees will receive their regular salary for each week or day of leave.

YOUR PAID HOLIDAYS

At the Boys & Girls Club of Benton County, we have a number of paid holidays each year. These are days on which you will normally not be required to work, but for which you will be paid, if you are eligible.

Our normal paid holiday schedule is as follows:

New Year's Day	MLK Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Day After Thanksgiving	Christmas Eve Day
Christmas Day	

Holidays falling on weekends will be observed on designated days which may be changed to coincide with Club working hours or for other reasons, but usually will be observed on the following Monday.

To qualify, Full-time employees must work both the day prior and the day after the holiday to be compensated. Full-time employees are eligible for paid holidays immediately upon hire. Part-time employees must work both the day prior and the day after the holiday and

be employed with the Club for at least one year of continuous employment. Regular part-time employees are eligible for holiday pay in proportion to the number of hours they would normally be scheduled to work. Temporary or seasonal part-time employees are not eligible for holiday pay.

The Boys & Girls Club of Benton County reserves the right to change this holiday schedule if necessary and prudent to the operation of the Club. Persons observing other religious holidays will be granted time off without pay, if requested in advance and if it does not create an undue hardship on the Boys & Girls Club of Benton County.

INSURANCE PROTECTION FOR YOU AND YOUR FAMILY

Regular full time employees of the Boys & Girls Club of Benton County are eligible to apply for participation in our group health insurance following the completion of 60 days of continuous employment. The Club pays the premium for each full-time employee. Benefits include medical coverage, short-term disability, long-term disability, and a prescription drug program. If you elect to have dependent coverage, half of this premium will be paid by you and will be deducted from your pay.

At the same time you become eligible for group health insurance, you and your dependents are eligible for participation in our life insurance plan.

All life and health insurance benefits are set forth in the insurance booklets, and we suggest that you review them thoroughly so that you can understand the type and amount of benefit which you receive. If you have any questions regarding these benefits, talk with the payroll office. We will supply you with the necessary forms which are used to make claims under the insurance program.

Insurance for yourself and any dependents will terminate on the day your employment with the Club terminates. However, you and your covered dependents may continue coverage and remain a member of the plan after you leave the Club, for a period of 18-36 months, under the provisions of COBRA. Separated employees will make payments according to COBRA guidelines. You will be given the details of this option at the time you leave.

RETIREMENT

A retirement plan is offered for those employees who desire to participate and meet eligibility requirements under federal guidelines. To be eligible, employees must be at least twenty-one years of age and have completed one “year of service.” You earn a “year of service” for any year in which you complete at least 1000 hours of service for the club. Employees who are eligible will be given an enrollment packet prior to their plan entry date. Specific information about our retirement plan can be received from the human resources department.

JURY DUTY AND SERVING AS A WITNESS

If you are summoned for jury duty, please tell your supervisor as soon as possible so that we can arrange for another employee to take over in your absence. Employees who are excused from court prior to the end of a business day are required to contact their supervisor and return to work that day, if their supervisor determines that there is sufficient time remaining within the scheduled work period for meaningful work.

Regular full-time staff members are eligible for jury duty pay.

1. To qualify for jury duty pay, employee must arrange for time off by showing the jury summons to the Chief Executive Officer with a copy of the employee's official jury service record.
2. Time off for jury duty is not compensated unless the employee's attendance at court is confirmed by his/her juror's record.
3. Jury duty pay is not provided for jury duty on the employee's regularly scheduled off days; however, fi
4. [any hours worked on the job at the Club on the employee's days off from jury duty will be appropriately compensated.

If an employee is subpoenaed to serve as a witness on the Boys & Girls Club of Benton County's behalf, full-time employees will continue to receive pay for lost work time. If an employee is subpoenaed to serve as a witness in a matter unrelated to the Boys & Girls Club of Benton County, time off will be allowed without pay. Your supervisor must approve this benefit.

BEREAVEMENT PAY

Professional full-time staff members and part-time staff members are entitled to three days absence with normal pay in the event of the death of a member of the immediate family (i.e. husband, wife, child, brother, sister, mother, father, grandparent, or grandchild, of either the employee or the employee's spouse).

Length of absence with normal pay, or request for bereavement leave beyond the categories cited above shall be granted according to the judgment of the Chief Executive Officer in accordance with existing circumstances.

VOTING LEAVE

The Club believes that each employee should exercise their right to vote in federal or state primary, general or special elections. Full-time employees may request to leave a little early or come in a little late in order to vote. Leave will only be granted if the employee's schedule does not allow adequate time to vote. The immediate supervisor prior to taking any time off must grant leave.

LEAVE OF ABSENCE WITHOUT PAY

Leave of Absence (Non-FMLA and Non-Military)

The Boys and Girls Club of Benton County recognizes that an employee may have a need to be excused from work in order to attend to personal situations beyond their control. The purpose of this policy is to outline the parameters for critical personal leaves. Typically, such leaves are not to exceed two (2) weeks. However, the leave period may be adjusted upon management's discretion and approval. Under this policy, the following circumstances may be approved for critical personal leaves for employees who are:

- Not eligible for FMLA
- Victims of domestic violence or criminal acts
- Victims of natural disasters; or
- Any other personal related needs

Eligibility

All employees who have completed their 90-day introductory period are eligible for leaves which meet any of the above-referenced criteria. Such approved periods of leaves will be unpaid except where an employee elects to use accrued paid time off to offset a loss in pay.

The leave is outside of any mandated leaves such as FMLA, Military Leave, etc. and is not intended to be combined or added onto such leaves. Employees should look to their leave rights under such laws before resorting to the leave provided for in this policy.

Confidentiality

A request for leave by an employee who has requested confidentiality as to the need for leave under this policy is to be respected, be kept confidential, and restricted to those with a need to know: department managers and HR. In other cases, confidentiality and propriety are to be observed by all managers and employees insofar as possible. In cases where employees have communicated to co-workers their need for a leave, there should be no expectation of confidentiality.

Requesting Critical Personal Leave

Any request for leave for one of the reasons itemized above must be made in writing, must be for a specified period, and directed to your department manager. Advance requests for leaves with documentation supporting the leave will be given priority status in determining leave time available and approval by the CEO.

FAMILY MEDICAL LEAVE ACT (FMLA)

In adherence to the Family and Medical Leave Act (FMLA) the club will comply by granting up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered

service member or veteran with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligible employees must have worked for the club for 12 months. The 12 months do not have to be consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. In addition, the employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The **Birth of a Child** and in order to care for that child or the placement of a child for **Adoption or Foster care** and to care for the newly placed child.
   If the leave is for birth or placement of a child, the employee must give at least 30 days' notice, if possible. If this is not possible, as much notice as is practicable must be provided. If the leave is for family medical care, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the Company, and, if possible, must provide the company with not less than 30 days' notice.
   - Please refer to the next section on Maternal Policy Leave
2. **Family Member Serious Health Condition** (i.e. Spouse, Child, or Parent) An employee may take leave because of a serious health condition to care for a spouse, child, or parent with a serious health condition.
   A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. Employees are expected to report back for work as soon as the health care provider provides authorization to do so. Health care statements/authorizations will be required during the duration of the leave and upon return.
3. **Employee Serious Health Condition**
   An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. Employees are expected to report back for work as soon as authorized by their health care provider. Health care

statements/authorizations will be required during the duration of the leave and upon return from a medical leave.

4. **Qualifying exigency leave for families of members of "Active Duty" service members** when the covered military member is on "active duty" or called to "active duty" in support of a contingency operation.

   An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to "active military duty" or who is already on "active duty" may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (4) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave.

5. **Military Caregiver Leave (also known as covered service member leave) to care for an ill or injured service member or veteran who is undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five (5) years preceding the date of treatment.**

   a. Military Caregiver Leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin. Next of kin is defined as the closest blood relative of the injured or recovering service member or veteran with a serious injury or illness incurred in the line of duty. The company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

b. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member or veteran, the husband and wife may only take a combined total of 26 weeks of leave.

Vacation, Sick & Holiday Usage during Leave:

During an employee's Leave of Absence, they may use up any accrued sick and vacation time. Sick time must be exhausted prior to using vacation time. Should an approved leave of absence occur over a holiday, holiday pay will be paid only if the employee has remaining sick and/or vacation time accrued. Subject to any limitations imposed by the FMLA, the club may require that accrued paid leave be used simultaneous with the employee's FMLA leave.

While an employee is on leave, the club will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

If you obtain a leave of absence by false pretense, accept other employment while on a leave of absence or fail to return to work at the end of the leave of absence, you are considered to have resigned your employment.

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

MATERNAL LEAVE POLICY

Maternity Leave after birth of a child:

Eligibility for paid maternity leave

Employees eligible for maternity leave under the organization's Maternal Leave Policy must meet the following criteria:

1. Been employed with the company for at least 12 months.
2. Be a full-time benefit eligible employee.
3. Have given birth to a child

Amount, Time Frame, and Duration of Paid Maternity Leave for Birth of Child

- Eligible employees are required to submit a request through her physician for Short-Term Disability. Note: this process may take up to two weeks.
    - During this time, the employee is able to utilize accrued PTO.
- If the employee's Short-Term Disability paperwork is approved, the insurance company will pay 60% of the employee's current base salary (a maximum of $1,000 per week) until the doctor provides clearance to return to work. During the time-period covered by short term disability, the Boys & Girls Club of Benton County will pay the remining 40% of the employee's current base salary for up to a maximum of six (6) weeks.
- In the event of a multiple birth (twins, triplets, etc.) it does not increase the amount of paid maternity leave for the event. In addition, in no case will an employee receive more than six (6) weeks of paid maternal leave in a rolling 12-month period, regardless of whether more than one birth occurs within that 12-month time frame.
- Approved paid maternity leave must be taken in one continuous period of leave. Any unused parental leave under this policy will be forfeited.
- If a company holiday occurs while the employee is on paid maternity leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement
- Upon termination of the individual's employment at the company, she will not be paid for any unused paid maternity leave for which she was eligible.
- This policy will run concurrently with the Family and Medical Leave Act (FMLA), as applicable. Requests for Paid Maternity Leave
- The employee will provide her supervisor and Human Resources with notice of the request for leave at least 30 days prior to the proposed date of the leave. The employee must complete the necessary HR forms and provide all documentation as required by HR to substantiate the request

- As is the case with all company policies, the organization has the exclusive right to interpret this policy

Parental Leave after birth or legal adoption of a child:

Eligibility for parental leave:

Employees eligible for parental leave under the organization's Parental Leave Policy must meet the following criteria:

- Been employed with the company for at least 12 months.
- Be a full-time benefit eligible employee.
- Are a spouse or domestic partner of a woman who has given birth to a child OR
- Have legally adopted a child under the age of 18. (Note: The adoption of a child by a new spouse is excluded from this policy.)

Amount, Time Frame, and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 2-weeks parental leave at 100% of the employee's base salary. This parental leave can be taken at a time of the employee's choosing within the first 3 months of the birth/adoption.
- Eligible employees can combine parental leave with accrued PTO to take a maximum of 4 consecutive weeks.
- The event of a multiple birth (twins, triplets, etc.) or adoption of more than one child, does not increase the amount of paid maternity leave for the event. In addition, in no case will an employee receive more than six (6) weeks of paid maternal leave in a rolling 12-month period, regardless of whether more than one birth occurs within that 12-month time frame.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- Upon termination of the individual's employment at the company, the employee will not be paid for any unused paid parental leave for which the employee was eligible.

Requests for Paid Parental Leave

- The employee will provide his/her supervisor and Human Resources with notice of the request for leave at least 30 days prior to the proposed date of the leave. The employee must complete the necessary HR forms and provide all documentation as required by HR to substantiate the request.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

MILITARY SERVICE LEAVE FOR ACTIVE DUTY

If you are inducted into the United States Armed Forces, please show your orders to your supervisor as soon as you receive them. All regular employees are eligible for re-employment after completing military service, under the following conditions:

1. You receive an honorable discharge.
2. Your military service was not in excess of five years, unless service was the result of a highly specialized field of technical military service.
3. You apply for reinstatement: (a) within 90 days after release from active duty of 180 days or more, or (b) within 14 days after release from initial active duty for less than 181 days, or (c) on the next regularly scheduled work period following military service of less than 31 days.

If you are an honorably discharged veteran, you will be reinstated in the same position you left (or a similar one in terms of status, pay, and seniority) and your benefit accrual will not be docked for time spent in the Armed Forces, provided you meet the above requirements. An individual whose service was less than 91 days and received an honorable discharge will be placed into the position that they would have attained if they never left for military service.

MILITARY RESERVE OR NATIONAL GUARD TRAINING LEAVE

If you are a member of the Reserve or National Guard and you are called upon to serve a two week tour of active duty, you will be granted a military leave of absence for the time required. You should give your supervisor as much advance notice as possible of your intent to be away. If you wish, you may take your normal vacation during this time, but this is not required.

YOUR SOCIAL SECURITY INSURANCE BENEFITS AND PAYMENTS

The Federal Social Security Program provides you with a variety of benefits including retirement payments, death benefits, disability insurance, and monthly income payments to certain dependent survivors of covered employees. According to the federal regulations, both you and the Club contribute to your social security account.

Normally, you will be eligible to receive monthly income from Social Security when you retire or become totally or permanently disabled. If you have questions about your Social Security benefits, please see your supervisor or the personnel office.

WORKERS' COMPENSATION

If you are injured on the job, you may be eligible for certain benefits under the Workers' Compensation insurance policy which the Club carries on each employee. These benefits usually include your medical cost, as well as a certain percentage of your weekly income for a specified number of weeks.

If you become injured on the job, you are required to report it immediately to your supervisor so that we can provide you with the proper medical attention and to ensure that your Workers' Compensation claim is properly filed.

LOANS AND ADVANCES

We have learned that loans to employees or advances in pay do little in the long run to help meet financial obligations. At the same time, the Club may be put in a very difficult and unpleasant position, should we be required to collect a past due loan. For these reasons, Club policy is to not make loans or advances of pay to employees.

KEEPING IN TOUCH

YOUR PERSONNEL RECORD

When you were first employed by the Boys & Girls Club of Benton County, you completed an application form supplying us with various facts which we must know about you. This information was transferred to a file, which is the Club's employment record of you as an individual. Keeping this record correct and up to date is important to you because it enables the Club to reach you in an emergency, forward your mail, properly maintain your insurance and other benefits, and compute your payroll deductions. The administrative office should be notified promptly of changes in:

1. Address or telephone number
2. Marital status (for insurance and withholding tax purposes)
3. Name
4. Beneficiary or dependents listed in your insurance policy
5. Number of dependents listed in your insurance policy
6. Person to notify in case of accident with phone number
7. Social Security number
8. Drivers' license status
9. Additional Education

All personnel records are the property of the Club.

Employees may view certain contents of their Personnel Record, but only upon written notification to the Chief Executive Officer. Upon the request being granted, an authorized member of management will be present during the review of their personnel file. Typically, contents that may be provided upon request by an employee would be anything that they have signed (i.e. policy acknowledgment, performance review, counseling statements, etc.).

ASK YOUR SUPERVISOR

One of the best sources of information about your job and your benefits is your supervisor. When you have questions, please see him or her for the answer. We will generally have the answer for you right away but if we do not, we will get the proper information for you as soon as possible. Helping you in this way is a part of our job and we will cooperate with you at all times.

OTHER BOOKLETS AND LETTERS

In addition to this employee handbook, you will receive other informative booklets from the Boys & Girls Club of Benton County. You should take these booklets home with you so that your family may know more about your job and your benefits. In addition, you may receive letters at your home. There is no regular schedule for distribution of this information -- the function of each letter or publication is to provide you and your family with interesting news and helpful information which will keep you up to date.

RULES FOR ALL OF US TO LIVE BY

EMPLOYEE CONDUCT STANDARDS

The Club expects all of its employees to conduct themselves in a manner, which is in the best interests of the organization, and its employees. The Club has established policies and procedures for the convenience and protection of all its employees. Violations of any of these policies and procedures are considered misconduct and appropriate disciplinary procedures will be initiated.

Activity detrimental to the Club includes habitual lateness and/or absenteeism, destruction of property, fighting, reporting to work under the influence of drugs or alcohol, stealing, insubordination, refusing to perform an assignment, and others. The following list is not all-inclusive but provides an example of improper conduct.

1. Violation of the Club's equal opportunity or harassment policy
2. Disclosure of confidential Club or employee information to unauthorized parties
3. Behavior resulting in Club member, vendor, or employee complaints
4. Supplying false or misleading information or falsifying any Club record
5. Possession of weapons on or off premises or while performing Club duties
6. Immoral or indecent conduct; soliciting persons for immoral purposes
7. Insubordination, including but not limited to, refusing to obey an order or directive of a supervisor or Club official
8. Disruptive conduct, including: gambling; fighting; horseplay; coercion; intimidation or threats against Club employees; vulgarity; abusive treatment to the public or fellow employees

9. Theft or unauthorized possession or removal of property or money belonging to the Club, employees, or a third party
10. Making or publishing false, vicious, or malicious statements concerning an employee, supervisor, Club official, or its products
11. Destruction or misuse of property
12. Any other conduct which violates any Club policy, or which is not in the best interests of the organization

PROGRESSIVE DISCIPLINE POLICY

In this handbook, we have outlined some guidelines and expectations for employees of the Boys & Girls Club of Benton County. We are confident that most employees will follow these guidelines and enjoy working here. However, should work rules be broken or should an employee engage in unacceptable behavior, our Progressive Discipline Policy will enable us to attempt to correct the problem.

Normal steps in our disciplinary process are outlined below. However, **at management's discretion, we reserve the right to enter any phase of discipline, at any time, depending on the nature and frequency of offenses.**

VERBAL CORRECTION -- Your supervisor or other management personnel may attempt to work with you through any problems that may arise. At times, if performance or behavior is unacceptable, your supervisor may verbally correct you. A written record of this session will normally be placed in your personnel file.

WRITTEN CORRECTION -- If an employee does not correct his or her behavior, the supervisor or other management employees may prepare a written correction notice. The employee will be asked to sign the form indicating receipt of the correction, and a copy will be placed in the personnel file. Accumulating three (3) Written Corrections may result in termination of employment.

TERMINATION -- Depending on the nature, frequency, and severity of an employee's actions, termination of employment may occur.

Of course, these are our general guidelines and our employment-at-will policy remains in effect at all times. Should you have any questions about this policy, please contact the Administrative Office.

SCREENING AND ONBOARDING POLICY

SCREENING AND ONBOARDING POLICY

BGCBC is committed to selecting and retaining effective staff and volunteers to serve our youth. As part of the selection process and in accordance with state background check regulations, background checks and screening procedures are conducted in accordance with this policy.

BACKGROUND CHECKS

BGCBC conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number.
- Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (a current list of jurisdictions can be found at www.bgca.net/childsafety).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies, or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry, or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.

All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Club of Benton County will not employ potential staff or engage potential volunteers if such individual:

1) Refuses to consent to a criminal background check.
2) Makes a false statement in connection with such criminal background check.
3) Is registered, or is required to be registered, on a state or national sex offender registry.
4) Has been convicted of a felony consisting of:
   a) Murder
   b) Child abuse
   c) Domestic violence

d) Abduction or human trafficking
e) A crime involving rape or sexual assault
f) Arson
g) Weapons
h) Physical assault or battery
i) Drug possession, use or distribution in the last five years

5) Has been convicted of any misdemeanor or felony against children, including child pornography.

INTERVIEWING

BGCBC will conduct in-person behavioral-based interviews with every candidate for employment or program volunteer service.

REFERENCE CHECKS

BGCBC conducts personal and professional reference checks on any candidate for employment or volunteer with direct repetitive contact with young people. Should candidates for employment have previous experience with a Boys & Girls Club, information on the candidate's eligibility for rehire/volunteering must be obtained from all previous Boys & Girls Clubs for which the candidate worked prior to extending an offer for employment or volunteer service. Additionally, BGCBC provides reference materials when asked by other Member Organizations.

STAFF AND VOLUNTEER ONBOARDING

Upon offer of a position, each new Club employee shall receive and confirm in writing receipt of an up- to-date employee policies and procedures manual or handbook that, at a minimum, articulates current:

- Conditions of employment;
- Benefits;
- Rights and responsibilities of employees;
- Club safety policies; and
- Any other important employment-related information. Before working with any Club members, all staff and volunteers at a minimum shall be given an orientation that includes an overview of the following:
- The organization's mission, goals, policies and procedures and schedule;
- Job descriptions and performance standards for their position;
- The needs and other relevant characteristics of program participants, including cultural and socioeconomic characteristics;
- Personnel and volunteer policies and procedures, including expectations regarding work hours and schedules, breaks and planning time;

- Operational policies and procedures related to safety, supervision, transportation, facilities, emergency operations, etc.; and
- Completion of the required Child Abuse Prevention Trainings approved by BGCA

SUMMARY AND CLOSING WORDS

SUMMARY AND CLOSING WORDS

This handbook is a summary of the principles for which we stand, the benefits you receive and the obligations you assume as an employee. We hope that you have read your handbook carefully and will keep it for future reference. If you have any questions concerning the policies or benefits outlined in this handbook, please see your supervisor or the Administrative Office.

We may occasionally revise some of the policies that are outlined in this handbook or add new policies and new benefits that we feel will make the Boys & Girls Club of Benton County a better place to work. The dynamic nature of our business, our steady growth, and ever-changing business conditions will undoubtedly require changes in our policies and procedures. Be sure to keep any notification of policy changes that come to you.

You are now a part of the team, and we hope your association with us will be happy and rewarding. The Club has made considerable progress since its beginning, and the credit goes to each individual employee. Your job is important to our continued growth and success. With all of us working together in a spirit of cooperation and teamwork, our Club will be unsurpassed for its quality, integrity, and service.

EMPLOYEE HANDBOOK AGREEMENT

I, _____, acknowledge that I have **read** and understand The Boy & Girls Club of Benton County Employee Handbook.

I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED HEREIN. I UNDERSTAND THAT THE POLICIES AND BENEFITS CONTAINED IN THIS EMPLOYEE HANDBOOK MAY BE ADDED TO, DELETED, OR CHANGED BY THE CLUB AT ANY TIME. I UNDERSTAND THAT NEITHER THIS HANDBOOK NOR ANY OTHER WRITTEN OR VERBAL COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED IN ANY WAY TO CREATE A CONTRACT OF EMPLOYMENT.

I UNDERSTAND THAT MY EMPLOYMENT IS AT-WILL, WHICH PERMITS THE CLUB TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON; WITH OR WITHOUT NOTICE. NOTHING IN THIS HANDBOOK IS INTENDED TO GUARANTEE EMPLOYMENT FOR A SPECIFIC DURATION. THE CLUB WILL NOT MODIFY THEIR POLICY OF EMPLOYMENT-AT-WILL IN ANY CASE.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the attention of my supervisor.

PRINTED NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____