

Paralyzed Veterans of America, California Chapter



**Paralyzed Veterans
of America**

California Chapter

Employee Handbook (OCT 2020)

Table of Contents

General Information	4
Welcome to Paralyzed Veterans of America, California Chapter.....	4
Employee Handbook.....	4
Changes in Policy	4
Employment-At-Will.....	5
Arbitration Policy	5
Equal Employment Opportunity & Americans with Disabilities Act.....	5
Anti- Harassment and Discrimination.....	6
Reporting/Complaint Procedure	7
Retaliation Prohibited	8
Whistleblower Policy.....	9
Verification of Eligibility of Employment.....	9
Employee Policies and Benefits	9
Employee Classifications	9
Work Made for Hire	10
Introductory Period	10
Pay Periods and Paydays.....	11
Overtime	11
Rest and Meal Periods	12
Time and Attendance.....	12
Payroll Deductions.....	12
Wage Garnishment	13
Direct Deposit.....	13
Salary Pay Policy	13
Wage and Hour Complaint Procedure	13
Benefits Being Offered	14
Paid Sick Leave	14
Personal Days	14
Vacation Days.....	14

Holidays	15
Employee Leaves	15
Generally.....	16
Family and Medical Leave.....	16
Bereavement Leave.....	16
Jury Duty.....	16
Voting Time.....	17
Victims of Domestic Violence, Stalking, Sexual Assault and Other Crimes	17
Military Spouse Leave	17
Pregnancy Disability Leave	18
Lactation Policy	19
Paid Family Leave	19
Victims of Crime Leave.....	20
Company Policies.....	21
Introductory Period	21
Personnel Records and Employee References	21
Privacy	21
Confidentiality	22
Employment of Relatives.....	23
Political Neutrality.....	23
Standards of Conduct and Employee Performance.....	23
Attendance	23
Code of Ethics.....	24
Standard of Conduct	24
Discipline	24
Dress Code.....	25
Safety.....	26
Substance and Abuse	27
Workplace Searches.....	27
Internet, Email and Computer Use Policy	28
Social Media Policy	29
Cell Phone Policy	29
Commuter Benefits.....	30
Worker's Compensation.....	30
Acknowledgement of Receipt of Employee Handbook	31

General Information

Welcome to Paralyzed Veterans of America, California Chapter

Whether you recently joined our team or have been at Paralyzed Veterans of America, California Chapter (PVACC) for a while, we are confident that you will find PVACC a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of PVACC to be one of its most valuable resources. This handbook has been written to serve as the guide for our relationship. Once again, welcome to PVACC. We are pleased you are here!

Employee Handbook

There are several things that are important to keep in mind about this handbook. First, except as otherwise stated regarding PVACC's "at-will" employment policy, this handbook contains only general information and guidelines. It is not comprehensive, nor does it address all the possible applications of, or exceptions to, the general policies and procedures described. Benefits are subject to the terms of the actual policy or plan document. Please refer to the plan summaries for actual terms; the plan document is controlling. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Executive Director. However, if you are not comfortable addressing your questions or concerns with the Executive Director, you may refer any questions or concerns to the Chapter President..

The policies, procedures or contents of this handbook do not create any contractual obligations. None of the policies, procedures or contents of this handbook in any way conflict with or supersede PVACC's policy of employment at-will. The at-will relationship applies equally to you and PVACC and can only be modified by a written agreement signed by the employee and the President or Executive Director of PVACC.

Changes in Policy

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

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

Employment-At-Will

Employment with PVACC is “at-will”, unless otherwise specified in a written employment agreement. This means employment with PVACC is not for any specified period and may be terminated by you or PVACC at any time, with or without cause or advance notice. In connection with this policy, PVACC reserves the right to modify or alter your position, in its sole discretion, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, change in reporting relationships, reclassification or reassignment.

In addition, PVACC reserves the right to exercise its managerial discretion in imposing any form of discipline it deems appropriate, in accordance with applicable laws. No person other than the Executive Director of PVACC has the authority to enter into an agreement contrary to this statement. To be valid, such agreement must be specific, in writing and signed by the President and Executive Director of PVACC and you.

Arbitration Policy

All employment disputes are governed by PVACC’s Arbitration Agreement. Please refer to the Arbitration Agreement that was provided to you at the time of hire. If you have any questions, you may refer them to the Executive Director.

Equal Employment Opportunity & Americans with Disabilities Act

It is the policy of PVACC to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.

PVACC expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, PVACC will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on PVACC’s operations. If you desire a religious accommodation, you are required to make the request in writing to your manager as far in advance as possible. You are expected to strive to find co-workers who can assist in the accommodation (e.g. trade shifts) and cooperate with PVACC in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), PVACC provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. PVACC may require medical certification of both the disability and the need for accommodation. Keep in mind that PVACC can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you need

an accommodation. PVACC will engage in an interactive process with the employee to identify possible accommodations, if any will help the applicant or employee perform the job.

If you believe you have been subjected to any form of unlawful discrimination, harassment or retaliation, submit a written or oral complaint to the Executive Director or President. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. PVACC will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

Employees are reminded that PVACC will not tolerate, and specifically prohibits, any employment-based reprisals, harassment or any other form of retaliation against anyone who brings a complaint of discrimination or who speaks as a witness in the investigation of a complaint of discrimination. Anyone, including those in supervisory capacities, found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including immediate termination of employment. Accordingly, employees shall report inappropriate conduct without fear of reprisal. Appropriate action also will be taken to deter any future discrimination.

Anti- Harassment and Discrimination

PVACC is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race (including protective characteristics such as hairstyles that are associated with race), religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status regulation or any other classification protected by local, state or federal laws is illegal and prohibited by PVACC policy.

Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with PVACC will not be tolerated. Any employee or third party who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement.

To the extent a customer, vendor or other person with whom PVACC does business engages in unlawful harassment or discrimination, PVACC will take appropriate corrective action.

Prohibited Conduct:

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis, include but is not limited to:

a. Visual conduct, including displaying of derogatory objects or pictures, cartoons, or posters; or

b. Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes; or

In addition, sexual harassment is defined by the regulations of the Fair Employment and Housing Commission as unwanted sexual advances, visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth or related medical conditions, and also includes sexual harassment of an employee of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

- i. Unwanted sexual advances;
- ii. Offering employment benefits in exchange for sexual favors;
- iii. Making or threatening reprisals after a negative response to sexual advances;
- iv. Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- v. Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes;
- vi. Verbal sexual advances or propositions;
- vii. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- viii. Physical conduct, including touching, assault, impeding or blocking movements, or interfering with work because of sex, race or any other protected basis;
- ix. Retaliation for having reported or threatening to report an incident; and
- x. Using nicknames or terms of endearment with a racial or sexual connotation.

Examples of sexual harassment include, but are not limited to, (a) an employee being fired or denied a job or an employment benefit because the employee refused to grant sexual favors or because he or she complained about the harassment; (b) an employee reasonably quitting his or her job to escape harassment; or (c) an employee being exposed to a hostile work environment. It should be noted that sexually harassing conduct need not be motivated by sexual desire.

Reporting/Complaint Procedure

If you believe that you have been discriminated or retaliated against, or you have been harassed, in any form, by a co-worker, manager, supervisor, client, agent, vendor, customer or third party person (whether the action occurred on or off PVACC's premises); have witnessed possible discrimination and/or harassment and/or retaliation; or if you believe that PVACC or another employee has violated any applicable law in the conduct of the PVACC's business, you have a duty to immediately bring the incident(s) to the attention of the Executive Director. If you are not comfortable reporting to the Executive Director, you can report to the President.

The description of the incident(s) can be given verbally or in writing. A complaint should include the details of the incident or incidents, the names of the individuals involved, and the names of any witnesses. PVACC will undertake a prompt, thorough and objective investigation of the allegations.

The matter will be fairly, timely and thoroughly investigated by a qualified and impartial individual, with confidentiality maintained to the extent possible. All individuals involved will be given an opportunity to be interviewed. The investigation will be documented and tracked for reasonable progress. After reviewing the evidence, a reasonable conclusion will be made based on the evidence concerning whether reasonable grounds exist to believe that harassment, discrimination, retaliation and/or a violation of the PVACC policy has occurred. It is the obligation of all employees to cooperate

fully in the investigation process. The persons involved will be advised of the determination, if appropriate. Further, the PVACC will take appropriate action to remedy any effects of the harassment on the employee's working environment.

PVACC will take action to deter any future discrimination, harassment, retaliation and/or violation of law. PVACC considers any unlawful discrimination, harassment, retaliation, and/or violation of law to be a serious offense which can result in disciplinary action for the offender, up to and including discharge. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another employee from bringing discrimination, harassment, retaliation and/or a violation of law to the attention of management..

PVACC wants to assure all of its employees that measures will be undertaken to protect those who complain about discrimination, harassment, retaliation and/or a violation of law from any coercion, intimidation, or retaliation due to their reporting an incident or participating in an investigation or proceeding concerning such an incident. Employees are reminded that the PVACC will not tolerate, and specifically prohibits, any employment-based reprisals, harassment or any other form of retaliation against anyone who brings a complaint of discrimination, harassment, retaliation or other alleged violation of law or who speaks as a witness in the investigation of a complaint. Anyone, including those in supervisory capacities, found to be engaging in any type of unlawful discrimination, harassment or retaliation will be subject to disciplinary action, up to and including immediate termination of employment. Accordingly, employees shall report inappropriate conduct without fear of reprisal

If any employee believes that the above procedure has not resolved a complaint of discrimination, harassment or retaliation, that employee may contact the California Department of Fair Employment and Housing ("DFEH") or other state or federal agency (United States Equal Employment Opportunity Commission). Please note that there are strict deadline requirements in which a complaint or charge can be submitted/filed with the DFEH and/or Equal Employment Opportunity Commission ("EEOC"). You are encouraged to become familiar with any administrative agency deadlines that you may be subject to. The DFEH serves as a neutral factfinder and will attempt to assist the parties to voluntarily resolve their dispute.

No action will be taken against any employee in any manner for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by the DFEH, the EEOC, as applicable or other state or federal agency with respect to discrimination or harassment.

Retaliation Prohibited

Employees are also protected by law from retaliation for opposing or reporting unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by PVACC or a government agency with respect to such complaints. PVACC will take disciplinary action up to and including the immediate termination of any employee who retaliates against another employee for engaging in any of these protected activities. Contract workers will be subject to termination of their engagement with the Association for engaging in retaliation.

Please contact the President or Executive Director if you have any questions about this policy or

require further information on the subject of sexual or other harassment or discrimination.

To the extent that an employee or contract worker is not satisfied with PVACC's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Whistleblower Policy

A whistleblower as defined by this policy is an employee of PVACC who reports an activity that he/she considers to be illegal and/or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are theft, violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

Any employee who suspects any illegal, dishonest or fraudulent activities should report the activity immediately to the Executive Director. If you are not comfortable reporting to the Executive Director, you can report to the President. Of course, employees must exercise sound judgment to avoid baseless allegations. An employee who intentionally abuses the Whistleblower Policy by filing a false report of wrongdoing will be subject to discipline up to and including termination.

To the extent possible, the confidentiality of the whistleblower will be maintained. However, an employee's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals an ability to explain their conduct.

PVACC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Executive Director immediately. If you are not comfortable reporting to the Executive Director, you can report to the President. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Verification of Eligibility of Employment

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an 1-9 form if they have not completed an 1-9 form with PVACC within the past three years, or if their previous 1-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

Employee Policies and Benefits

Employee Classifications

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

Exempt Employees - Employees whose positions meet specific tests established by the Fair Labor Standards Act ("FLSA") and California state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. Exempt employees are not subject to overtime laws or requirements related to meal and/or rest periods.

Nonexempt Employees - Employees whose positions do not meet specific tests established by the FLSA and California state law. All employees who are covered by the federal or state minimum wage and overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and applicable overtime rate, if applicable.

Full-Time Employees - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 35 hours or more per work week.

Part-Time Employees - Employees who are not temporary employees who are regularly scheduled to work less than 35 hours per work week.

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

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

Work Made for Hire

Any work performed by an employee during his/her employment with PVACC shall be considered a "Work Made for Hire", and shall be owned by and for the express benefit of PVACC. In the event it should be established that such work does not qualify as a Work Made for Hire, the employee agrees to and does hereby assign to PVACC all of the employee's right, title, and interest in such work product including, but not limited to, all copyrights and other proprietary rights.

Introductory Period

The first 90 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, your manager will monitor your performance. Upon completion of the introductory period, your manager will review your performance. Completion of the introductory period does not entitle you to remain employed by PVACC for any definite period of time, but instead allows both you and PVACC to evaluate whether or not you are right for the positions. Your status as an at-will employee does not change the employment relationship and you may be terminated with or without cause and with or without advance notice, at any time by you or PVACC.

Pay Periods and Paydays

Employees are paid on a bi-weekly basis. Each payroll period begins on a Saturday after previous payroll ends and extends for fourteen (14) days, ending on a Friday. All employees will be paid on following the Friday after previous payroll ends. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a holiday, employees will be paid on the last business day before the holiday.

Overtime

Nonexempt employees will be paid in accordance with federal and California state law. In California, with some exceptions, the standard work week for employees should not exceed 8 hours per day or 40 hours per week. Should PVACC find it necessary to employ an employee in excess of these standards, overtime hours shall be compensated at the rate of one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek.

All overtime work by non-exempt employees must be authorized in advance by their manager. Only hours actually worked will be used to calculate overtime pay.

Rest and Meal Periods

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

Rest Periods

Non-exempt employees be authorized and permitted one (1) 10-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). This time is counted and paid as time worked.

Meal Periods

Non-exempt employees scheduled to work more than a five-hour period in a day will be provided a 30-minute unpaid meal period. Non-exempt employees who work six hours may waive the 30-minute meal break. Non-exempt employees working more than ten hours are entitled to a second meal period, except that if the time worked does not exceed twelve hours and has not waived the first meal period, the second meal period may be waived by mutual consent between the employee and his/her manager.

Time and Attendance

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time and attendance records are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

The following guidelines pertain to your time record.

- a) All time worked must be accurately and completely recorded on a daily basis. The start and end of the workday as well as the start and end of the meal period and any personal time off must be recorded.
- b) Coworkers may not record time for, or alter the time record of, another employee.
- c) All time and attendance records must be signed by both the employee and his/her immediate supervisor attesting to the accuracy of the time record.
- d) Nonexempt employees must receive prior approval from their supervisor before working overtime.
- e) Time records are to be submitted to the Executive Director by 12:00 PM on the Tuesday following the end of the Pay Period. . The Executive Director will provide staff with a reminder to submit Time records. It is the responsibility of the employee to review and submit time records on time.

Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order).

You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to the Executive Director. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year.

This statement summarizes your income and deductions for the year.

Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once PVACC receives notification ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we notification from the court to stop the garnishment. Even if you have already paid the debt, we still need a court order or proper notification to stop the garnishment.

Please be aware that the PVACC is required to notify the person, court, or agency to whom withheld amounts are being paid when the employee is no longer employed at PVACC. In addition, PVACC must provide the employee's last known address and the name and address of his/her new employer. PVACC reserves the right to charge a fee to cover the administrative expenses involved in handling an employee's garnishment.

Direct Deposit

All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union. To begin automatic direct deposit, an employee must request, complete and return the necessary form(s) from/to the Executive Director. To discontinue direct deposit, employees must notify the Executive Director in writing.

Salary Pay Policy

In general, exempt employees will receive their salary for any week in which the employee performs any work. However, an exempt employee's salary may be reduced in certain situations. For example, an exempt employee's salary may be reduced for complete days of absence due to unpaid time off for personal need and incomplete initial and final weeks of work. An exempt employee's salary will not be reduced due to partial weeks of work due to service as a juror, subpoenaed witness, military service, or for lack of work.

Wage and Hour Complaint Procedure

If you believe you have been prevented from taking or have not been authorized or permitted to take a meal or rest period, or (for non-exempt employees) your hours and/or wages are incorrect, or you otherwise believe you have been compensated incorrectly, you must report such concerns immediately to the Executive Director. If, for any reason, you do not feel comfortable going to the Executive Director to discuss this issue, you may report any complaints to the President.

Every report will be fully investigated, and corrective action will be taken where appropriate. In addition, PVACC will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in PVACC's investigation of such reports. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

Benefits Being Offered

Aside from those benefits required by state and federal regulations, PVACC also offers additional benefits for its full-time employees. From time to time, benefits may be added or deleted from the benefits package. PVACC reserves the right to make such changes.

This Handbook does not contain the complete terms and/or conditions of any of PVACC's current benefit plans. It is intended only to provide general explanations.

Currently, PVACC offers:

1. Group Health Insurance that employees may elect to participate.
2. Group Life Insurance.

Paid Sick Leave

Eligible employees are entitled to 7.5 sick hours per month. Sick days' pay for regular full-time employees will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis. When employees eligible for paid sick days do not take the full amount of sick time they could have taken in a year, that amount will be carried over automatically to the next year. Each employee can accumulate sick days until a maximum of 66 days is reached.

Employees can use the sick days to take care of the medical needs of immediate family with approval from President or Executive Director of PVACC. The accumulated Sick Days will not be paid out when an employee leaves PVACC.

Personal Days

Eligible employees are entitled to 1 paid personal day per year. Personal days' pay for regular full-time employees will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis. When employees eligible for paid personal days do not take the full amount of personal time they could have taken in a year, that amount does not carry over to the next year.

Vacation Days

Eligible employees are entitled to paid vacation days per year. Vacation days' pay for regular full-time employees will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis. Once an employee's vacation balance reaches this limit, an employee may accrue more vacation only by taking some vacation time to bring the balance back below the limit. When employees eligible for paid vacation days do not take the full amount of vacation time they could have taken in a year, that amount automatically carries over to the next year. Upon termination, employees will be paid all current accrued but unused vacation time as wages.

Non-Senior Management

Years of Service	Hours Accrued Per Month	Cap – Maximum Balance
0-2 yrs	9 hrs	187.5 hrs
3 yrs	12 hrs	225 hrs
4-9 yrs	15 hrs	262.5 hrs
10 yrs and over	15 hrs	300 hrs

Senior Management

Years of Service	Hours Accrued Per Month	Cap – Maximum Balance
0-2 yrs	12 hrs	225 hrs
3-9 yrs	15 hrs	262.5 hrs
10 yrs and over	15 hrs	300 hrs

Holidays

Paralyzed Veterans of America California Chapter observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Floating Holiday
- Birthday

PVACC will provide a floating holiday each year. This day will be designated by PVACC at the beginning of each year.

PVACC will grant paid holiday time off to all eligible employees. Holiday pay for regular fulltime employees will be calculated based on the employee's base pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Regular part-time employees will be paid on a pro-rata basis.

If an eligible non-exempt employee works on a recognized holiday with PVACC approval, he or she will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday.

Employee Leaves

Generally

While regular attendance is crucial to maintain business operations, PVACC recognizes that, for a variety of reasons, employees may need time off from work. PVACC has available a few types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees should submit a request at least 15 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of PVACC management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of PVACC, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with PVACC.

All requests for a leave of absence will be considered in light of their effect on PVACC and its work requirements, as determined by PVACC management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, PVACC will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee may be required to provide a certification from his or her health care provider to PVACC to support a leave for medical reasons. If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave.

While PVACC will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

Family and Medical Leave

Because of PVACC's small size, we are not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.

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

Bereavement Leave

In the event of a death in the immediate family, employees may have up to 3 working days, with pay, at their regular straight time rate or base salary, to handle family affairs and attend the funeral. "Immediate family" is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents and grandchildren.

Jury Duty

U.S. citizens have a civic obligation to provide jury duty service when called. Employees are entitled up to 3 working days, with pay, at their regular straight time or base salary for jury duty.

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

Voting Time

Employees who are registered voters and who lack sufficient time outside of work to vote in any local, state, and national election may take up to two hours off work with pay at the beginning or end of the day for this purpose.

Victims of Domestic Violence, Stalking, Sexual Assault and Other Crimes

If an employee is a victim of domestic violence, stalking or sexual assault, and certain other felony crimes, time off may be necessary to obtain judicial relief to help ensure the health, safety or welfare of the employee, or his or her child. This may include time off for any of the following: (1) to seek medical attention for injuries caused by domestic violence, stalking or sexual assault, or certain other felony crime; (2) to obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence; (3) to obtain psychological counseling related to an experience of domestic violence, stalking or sexual assault, or certain other felony crime; or (4) to participate in safety planning and take other actions to increase safety from future domestic violence, stalking or sexual assault, or certain other felony crime, including temporary or permanent relocation. PVACC will make reasonable efforts to maintain the confidentiality of any employee requesting time off on account of domestic violence, stalking or sexual assault, or certain other felony crimes.

If you need time off on account of domestic violence, stalking or sexual assault, or certain other felony crimes, you should notify the Executive Director as soon as possible so that arrangements to accommodate your absence may be made. If advance notice is not possible, you must provide appropriate written certification of the reason for your absence upon your return to work.

Time off on account of domestic violence, stalking or sexual assault, or other specified felony crimes is unpaid. However, you may use any available vacation time. If the time off is used to attend to any medical injuries, you may also use accrued sick time.

PVACC strictly prohibits any adverse actions directed at an employee because of his or her status as a victim of domestic violence, stalking or sexual assault, or other specified felony crimes.

Military Spouse Leave

If you work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

You must request this leave in writing to the Executive Director within two business days of receiving official notice that their spouse will be on leave. To request this leave, you are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Pregnancy Disability Leave

Any female employee planning to take pregnancy leave should advise the Executive Director as early as possible. The individual should make an appointment with the Executive Director to discuss the following conditions:

Employees are eligible for up to four (4) months of unpaid disability leave from PVACC. This leave is not financially sponsored by PVACC, rather Employees will need to pursue disability benefits from SDI.

Employees who need to take a pregnancy leave must inform PVACC when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least thirty (30) days before the pregnancy leave or transfer is to begin. Employees must consult with the Executive Director regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of PVACC. Any such scheduling is subject to the approval of the employee's health care provider.

If thirty (30) days' advance notice is not possible, notice must be given as soon as practical; Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child.

Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached; Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons; Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide PVACC with a certification from a health care provider. Leave returns will be allowed only when the employee's physician sends a release.

An employee will can use be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy leave. An employee will be also be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave, and duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four (4) months. Part-time employees are entitled to leave on a pro rata basis. The leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of full days.

Under most circumstances, upon submission of a medical certification that an employee is able to

return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. Employees who are granted leaves for pregnancy will be returned to their same or similar position to the extent required by state law.

Lactation Policy

Discrimination or retaliation on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful and will not be tolerated by PVACC. PVACC accommodates lactating employees by providing a reasonable amount of break time to any employee who desires and requests to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to you. Any break time provided to express breast milk that does not run concurrently with break time already provided to you shall be unpaid.

If you need a lactation accommodation, please inform the Executive Director as soon as possible. Reasonable efforts will be made to provide you the use of a room or other private location that is located close to your work area. If you have a private office, you will be required to use your office to express breast milk. The room (or office) will be: shielded from view and free from intrusion while you are expressing milk; be safe, clean and free of hazardous material; contain a surface to place a breast pump and personal items; contain a place to sit; and it will have access to electricity or alternative devices, including but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. PVACC will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your work station/space. If a refrigerator cannot be provided, PVACC will provide another cooling device suitable for storing milk (i.e., an employer provided cooler).

An employee may report a violation the Lactation Accommodation to the Labor Commissioner's field enforcement unit.

Paid Family Leave

The State of California may provide partial wage benefits to eligible employees for up to a maximum of eight (8) weeks for the following reasons: to bond with a new child after birth or placement for adoption or foster care; to care for a serious health condition of an employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling or parent-in-law. To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with a serious health condition. In addition, there is a seven-calendar-day waiting period before benefits begin. To qualify for Paid Family Leave compensation, an employee must meet the following requirements:

Be unable to do your regular or customary work for at least eight days due to the need to provide care for a seriously ill family member or to bond with a new child. Have lost wages because you were caring for a seriously ill family member or bonding with a new child. Be covered by SDI (or a voluntary plan in lieu of SDI) and have earned at least \$300 from which deductions were withheld; Complete their claim forms accurately, completely, truthfully, and timely. Supply medical information that supports their claim that the care recipient is in need of their care. Submit claim

within 49 days of the date they become disabled.

A serious health condition means an illness, injury, impairment, or physical or mental condition of a patient that involves any period of incapacity (e.g., inability to work or perform other regular daily activities) or inpatient care in a hospital, hospice, or residential medical care facility and any subsequent treatment in connection with such inpatient care; or continuing treatment by a physician/practitioner. Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches other than migraine, are examples of conditions that do not meet the definition of a serious health condition for purposes of PFL.

The Paid Family Leave Act (“PFLA”) provides benefits based on past quarter earnings for up to eight (8) weeks in a 12-month period. Benefits are paid through SDI, for which Employees contribute from their wages per pay period. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with a serious health condition. In addition, there is a seven-calendar-day waiting period before benefits begin.

You are responsible for filing your claim for family leave insurance benefits and other forms promptly and accurately with the EDD. A claim form may be obtained from the EDD by telephone, letter, the Internet or in person. All eligibility and benefit determinations are made by the EDD. You may not be eligible for Paid Family Leave benefits if you are receiving State Disability Insurance, Unemployment Compensation Insurance or Workers’ Compensation benefits.

The PFLA does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off; rather, family leave insurance may provide compensation during an approved leave pursuant to any PVACC provided leave.

Beginning on January 1, 2021, wage replacement benefits under PFL, funded through EDD, will be available for employees needing to take a leave from work as a result of qualifying exigencies related to the covered active duty or call to covered active duty of an employee’s family member (individual’s spouse, registered domestic partner, parent, or child) in the U.S. Armed Forces.

Victims of Crime Leave

If you or a family member are a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

As a family member of a crime victim, you may be eligible to take this leave if you are the crime victim’s spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of

your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact the Executive Director.

Company Policies

Introductory Period

The first 90 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, your manager will monitor your performance. Upon completion of the introductory period, your manager will review your performance. Completion of the introductory period does not entitle you to remain employed by PVACC for any definite period of time, but instead allows both you and PVACC to evaluate whether or not you are right for the positions. Your status as an at-will employee does not change the employment relationship and you may be terminated with or without cause and with or without advance notice, at any time by you or PVACC.

Personnel Records and Employee References

PVACC maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of PVACC and may not be removed from PVACC premises without written authorization. Because personnel files and payroll records are confidential, access to the Records is restricted. However, PVACC will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Any request to review or receive a copy of personnel records must be in writing. Personnel records will be made available within 30 days of the request. A review of one's records will occur in PVACC's offices during regular business hours and in the presence of an individual appointed by PVACC to maintain the records. If you request a copy of your personnel records, you may be required to pay for any such copies. You may add your comments to any disputed item in the file.

By policy, PVACC will provide only the former or present employee's dates of employment and position(s) held with PVACC. Compensation information may also be verified if written authorization is provided by the employee.

Privacy

PVACC is respectful of employee privacy. All employee demographic and personal information will be shared only as required and legally allowed. Healthcare enrollment information is kept in a separate folder from other human resources forms. Workers' Compensation information is considered private medical as well.

PVACC does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, PVACC will set up guidelines for employees and management to follow to ensure that employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

Confidentiality

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

As a condition of employment with PVACC, all employees must sign a Non-Disclosure Agreement. A Non-Disclosure Agreement will be provided at the time of hire for review and execution.

Employment of Relatives

PVACC recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security or morale, or create conflicts of interest that materially and substantially disrupt the PVACC's operations. When PVACC determines any of these problems will be present, it will decline to hire an individual to work in the same department as a relative. Relatives subject to this policy include father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild,

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

Political Neutrality

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination and election of our public office holders. PVACC will not discriminate against any employee because of identification with and support of any lawful political activity. PVACC employees are entitled to their own personal political position. PVACC will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of PVACC, and that you are not representing PVACC.

Standards of Conduct and Employee Performance

Attendance

Punctuality and regular attendance are essential to the successful operation of PVACC's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. In the event that the employee fails to call his or her supervisor or report for work for 3 consecutive workdays, the employee will be deemed to have voluntarily resigned from his or her employment with PVACC and will be removed from the payroll. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

Code of Ethics

PVACC is committed to conducting our business in accordance with applicable laws, rules and regulations and consistent with the highest business standards. A reputation for ethical conduct is vital for establishing the trust that is the basis for all successful professional and business relationships. This Code of Ethics sets forth fundamental principles to guide you in the performance of your duties. In representing the PVACC, employees shall strive to be:

- Honest and trustworthy in all our relationships;
- Reliable in carrying out assignments and responsibilities;
- Truthful and accurate in what we say and write;
- Cooperative and constructive in all work undertaken;
- Fair and considerate in our treatment of fellow directors, officers, employees, and all other people;
- Law abiding in all our activities;
- Committed to accomplishing all tasks in a superior way;
- Economical in utilizing PVA resources; and,
- Dedicated in service to PVA and to improvement of the quality of life of all people.

Standard of Conduct

Employees shall conduct themselves in accordance with the following:

- Employees shall not use their position for private gain;
- Employees shall not make and/or take inappropriate and/or preferential treatment of any person;
- Employees shall not conduct themselves that will have an adverse impact on the public's confidence and integrity of the PVACC;
- Employees shall not misuse information gained from PVACC, including any confidential and proprietary information of PVACC, for the purpose of furthering a private interest or for the purpose of financial gain;
- Employees shall not solicit or accept any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value, from a person who: (a) has or is seeking to obtain contractual or other business or financial relations with PVA; (b) has interests that may be substantially affected by the performance or nonperformance of their duties. Gifts to supervisors are prohibited except for voluntary gifts or donations of a value of \$100 or less made on a special occasion, such as birthday, marriage, illness, or retirement;
- Employees shall not engage in outside employment that interferes with an employee's duties, responsibilities and obligations for PVACC, or that conflicts with the interests of the PVACC;
- Employees shall not use or allow the use of PVACC funds or property for other than official activities;

This Standard of Conduct is subject to change and does not represent all standards of behavior required and necessary to uphold and continue the efforts of the PVACC.

Discipline

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

Although there is no possible way to identify every mile of conduct, the following is an illustrative list (not intended to be comprehensive or to limit discipline for any other conduct it deems inappropriate).

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

Keep in mind that these standards of conduct apply to all employees whenever they are on PVACC property and/or conducting PVACC business (on or off PVACC property). Engaging in any conduct PVACC deems inappropriate may result in disciplinary action, up to and including termination.

Dress Code

Employees should use discretion in style of dress and behavior. They are required to dress in appropriate business attire and to behave in a professional, businesslike manner. Employees should use good judgment in choice of work clothes and remember to conduct themselves in a way that best represents the organization.

For the purposes of this policy, the casual business dress code will be defined as clothing that allows employees to be more comfortable at work, while maintaining a neat and professional appearance and allowing them to carry out their duties.

Employees are expected to exercise good judgment when selecting clothing for casual dress day and should consider the day’s activities when making such selections. Again, employees should always feel comfortable coming to work in formal business attire.

Business attire is required for all external meetings. Employees who meet with external parties should always be prepared with appropriate business attire, even for unscheduled meetings.

The table below is provided for illustrative purposes only and not for the purpose of limitation. The list is based upon the organization’s goal to provide a productive atmosphere which is free of harassment of any kind. In periods of extreme weather, the wearing of boots is acceptable.

<u>APPROPRIATE</u>	<u>NOT-APPROPRIATE</u>
Suits, dress pants, casual pants, khakis, corduroys, skirts that are no more than 2 inches above the knee, dresses that are no more than 2 inches above the knee	Shorts (of any type), skorts, sweatpants, sweat suits, exercise wear, leggings
Polo collar knit or golf shirts, sweaters, oxford shirts, blouses, short sleeve blouses or shirts, open collar shirts, turtlenecks, sleeveless blouses or shirts, ties	Athletic shirts, tank tops, halter tops, beachwear, crop tops, midriffs, spaghetti straps, any top that shows visible undergarments or lack of undergarments
Blue jeans, Capris	Faded, ripped, or torn blue jeans, beachwear, spandex, hats

Regardless of the day, employees are expected to present a neat appearance at all times. The following guidelines of dress are expected:

- Clothing should be worn and fit in a manner that does not expose the abdomen, chest, or buttocks area.
- Clothing should be free of sexually related references, foul language and cannot appear to be ripped, frayed, disheveled revealing, or similarly inappropriate clothing.

Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

PVACC reserves the right to amend or terminate this policy at any time.

Safety

PVACC is committed to providing a safe workplace. Accordingly, PVACC emphasizes "safety first." It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe

manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents and injuries, regardless of how minor so that any potential hazards can be corrected.

Substance and Abuse

PVACC is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol marijuana, illegal drugs or controlled substances in the workplace. Consequently, no employee may consume or possess any alcohol, marijuana, illegal drugs or controlled substances at any time while on PVACC's premises or while using PVACC vehicles or equipment, or at any location during work time. The distribution of alcohol marijuana, illegal drugs or controlled substances while on the job is also prohibited. As a reminder, PVACC's offices are located on federal property grounds and employees must adhere to the property ground rules and regulations.

No employee may report to work while under the influence or while impaired by any illegal drugs (or their metabolites), controlled substance or alcohol.

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

Any employee who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

Workplace Searches

All offices, desks, file drawers, cabinets, lockers, PVACC vehicles, and other PVACC equipment (including but not limited to computers, e-mail and voice mail) and facilities or any area on PVACC premises are the property of the PVACC and are intended for business use. Employees should have no expectation of privacy with respect to PVACC property and/or items stored within PVACC's property or on PVACC premises.

Inspection may be conducted at any time, without notice, at the discretion of PVACC. In addition, when PVACC deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes or any other possessions or articles brought on to PVACC's premises.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

Internet, Email and Computer Use Policy

PVACC uses various forms of electronic communication including, but not limited to computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones (hereafter referred to as "electronic communications"). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of PVACC and are to be used only for PVACC business and not for personal use.

The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from PVACC premises; (2) accessed using PVACC computer or telecommunications equipment, or via PVACC -paid access methods; and/or (3) used in a manner which identifies PVACC. The following list is not exhaustive and PVACC may implement additional rules from time to time.

- i. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, retaliatory, or obscene, or for any other purpose that is illegal, against PVACC policy, or not in the best interest of PVACC. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on PVACC computer systems.
- ii. All electronic information created by any employee on PVACC premises or transmitted to PVACC property using any means of electronic communication is the property of the PVACC and remains the property of PVACC. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect PVACC's ownership of the electronic information. PVACC will override all personal passwords if necessary, for any reason.
- iii. PVACC reserves the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voice mail, and other digital archives that are the property of PVACC, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of PVACC policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. PVACC reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.
- iv. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by PVACC management. No employees may install or use anonymous email transmission programs or encryptions of e-mail communications.
- v. Employees who use devices on which information may be received and/or stored, including, but not limited to, cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the Confidentiality section of this Handbook. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

- vi. Access to the internet, websites and other types of PVACC-paid computer access are to be used for PVACC related business only. Any information about PVACC, its products or services, or other types of information that will appear in the electronic media about PVACC must be approved before the information is placed on any electronic information resource that is accessible to others.

Social Media Policy

PVACC is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback, and to drive revenue, loyalty and advocacy. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.

For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include, but are not limited to Facebook, Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities and any similar online platforms.

Employees are expected to conduct themselves in a professional manner and to respect the views and opinions of others. PVACC and its employees are committed to conducting ourselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to PVACC's interests or reputation are not permitted. The use of social media channels on PVACC's time for personal purposes is not allowed.

Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of PVACC will be the property of PVACC.

Employees must not disclose private or confidential information about PVACC, its employees, clients, suppliers or customers or social networks. Employees must respect trademarks, copyrights, intellectual property and proprietary information. No third-party content should be published without prior permission from the owner.

PVACC maintains the right to monitor PVACC-related employee activity in social networks. Violation of policy guidelines is grounds for discipline, up to and including termination.

Cell Phone Policy

The use of personal cell phones at work can interfere with work and be disruptive to others. Conversations should be had away from areas where other employees are working. When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, may be imposed.

PVACC will provide a reimbursement sum for cell phone use to employees who are allowed to and required to use their cell phone to perform services and employment functions for PVACC. When cell phones are used for PVACC business, employees must comply with all PVACC policies governing conduct, including our policies prohibiting discrimination, harassment, retaliation and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode during meetings.

Commuter Benefits

Under Section 132(IN of the IRS Code, PVACC has set-up a commuter benefit program for employees who wish to take advantage of this provision. This plan allows employees to withhold a portion of their salary on a pre-tax basis to cover commuting costs via public transportation (bus, train, ferry or registered vanpool) or qualified parking for employees. When the employee pays part or all the cost of public transportation via a pre-tax payroll deduction, the employee can set aside up to \$125 a month of pre-tax income.

Worker's Compensation

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. PVACC carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician.

Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

Acknowledgement of Receipt of Employee Handbook

Employee: _____

I acknowledge that I have been provided with a copy of the Paralyzed Veterans of America, California Chapter Employee Handbook, which contains important information.

I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment.

I specifically understand that the employment relationship between PVACC and me is at-will and can be terminated by PVACC or me at any time, with or without cause or notice. Furthermore, PVACC has the right to modify or alter my position or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify PVACC’s policy of at-will employment.

The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of PVACC. All prior or contemporaneous inconsistent agreements are superseded.

I understand that PVACC reserves the right to make changes to its policies, procedures or benefits at any time at its discretion. However, the at-will employment can be modified only in the manner specified above. I further understand that PVACC reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received PVACC Employee Handbook. I have read (or will read) and agree to abide by the policies and procedures contained in the Handbook.

Date: _____

Signature: _____

Print: _____