

ABCUSA Churches USA

Office of the General Secretary

Employee Handbook

Effective January 1, 2019



ABOUT THIS HANDBOOK and DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with ABCUSA. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. ABCUSA adheres to the policy of employment at will, which permits the ABCUSA or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No ABCUSA representative other than the Director of Human Resources may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate ABCUSA documents. These ABCUSA documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general ABCUSA guidelines. The ABCUSA may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the Director of Human Resources.

This handbook supersedes all prior handbooks.

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Section 1 - Governing Principles of Employment

1-1. Introduction – Greetings from the General Secretary

For employees who are commencing employment with ABCUSA Churches USA ("ABCUSA" or the "ABCUSA"), on behalf of ABCUSA, let me extend a warm and sincere welcome. For employees who have been with us, thanks for your past and continued service.

On behalf of the Board of General Ministries and your colleagues at ABCUSA, I extend my personal best wishes for success and happiness here at ABCUSA. We understand that it is our employees who provide the services that our partners and customers rely upon, and who will enable us to create new opportunities in the years to come.

1-2. Equal Employment Opportunity

ABCUSA is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Accommodations for Individuals with Disabilities: ABCUSA will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon the ABCUSA's business operations. An accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the employee's health or safety of the employee or others.

Any applicant or employee who believes they require an accommodation in order to perform the essential functions of the job should contact the Director of Human Resources to request such an accommodation. Employees should specify what accommodation they need to perform the job and submit supporting medical documentation explaining the underlying physical or mental disability and the basis for the requested accommodation. ABCUSA then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. ABCUSA will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The employee will be notified of ABCUSA's decision regarding the request within a reasonable period. ABCUSA treats all medical information submitted as part of the accommodation process in a confidential manner.

ABCUSA will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on ABCUSA's mission and operations. If you wish to request such an accommodation, please speak to the Director of Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Director of Human Resources. The ABCUSA will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Director of Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

1-3. Non-Harassment

It is ABCUSA's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, ABCUSA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-4. Sexual Harassment

It is ABCUSA's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the ABCUSA. It is to ensure that at the ABCUSA all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance,

conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to any member of management. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, ABCUSA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-5. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect ABCUSA property, and to ensure efficient operations, ABCUSA has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for ABCUSA.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on ABCUSA premises, while on ABCUSA business (whether or not on ABCUSA premises) or while representing the ABCUSA, is strictly prohibited. Employees and other individuals who work for ABCUSA also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law. This restriction applies to drinking of alcohol at business meetings and related ABCUSA social outings.

Violation of this policy will result in disciplinary action, up to and including discharge.

ABCUSA maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We

encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any ABCUSA employee, including themselves.

1-6. Workplace Violence

ABCUSA is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to ABCUSA and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in ABCUSA policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any ABCUSA employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto ABCUSA premises.

Procedures for Reporting a Threat

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

If ABCUSA determines, after an appropriate good faith investigation, that someone has violated this policy, ABCUSA will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices.

Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 37.5 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 37.5 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired as Intentional/Interim Ministers, for a specific short-term project, on a short-term freelance assignment, per diem or temporary basis. Short-Term Employees are not eligible for ABCUSA benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2. Employee Service Credit

"Length of service" refers to the length of time that our employees spend as active full-time or part-time employees with ABCUSA. Service begins on the day you become a full-time or part-time Employee.

Length of service is used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with ABCUSA provided their last day of service was within 180 days of again becoming an active employee. Prior service with national AB partners – ABEC, ABHMS, AB Foundation, ABWM, IM or MMBB – will be considered when determining 'length of service' with ABCUSA provided the last day of service with respective organization was within 90 days of ABCUSA hire. Service with American Baptist regions, churches or other AB organizations will not be considered when determining 'length of service'. Human Resources will discuss this issue with any rehired employee upon hire.

2-3. Your Employment Records

In order to obtain their position, employees provided us with personal information, such as address and telephone number and other relevant information. This information is contained in the employee's personnel file.

The employee should keep his or her personnel file up to date by informing the Director of Human

Resources of any changes. The employee also should inform the Director of Human Resources of any specialized training or skills he or she may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

2-4. Working Hours and Schedule

ABCUSA normally is open for business from 8:00 am to 4:30 pm, Monday through Friday. The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A Supervisor will provide further details.

2-5. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a Supervisor, who will attempt to correct legitimate errors.

2-6. Overtime

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

2-7. Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; (ii) meal periods; and (iii) participation in voluntary activities such as worship or local sight-seeing.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near his/her home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

2-8. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

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Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for ABCUSA. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability;
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health or dental insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 403(b) or other pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the employer has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact the Director of Human Resources or any other supervisor in ABCUSA with whom the employee feels comfortable.

2-9. Your Paycheck

The employee will be paid semi-monthly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, ABCUSA is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required

deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of Payroll Manager immediately so ABCUSA can resolve the matter quickly and amicably.

2-10. Direct Deposit

ABCUSA uses direct deposit for all salary transactions. Authorization forms are available from the Payroll Manager.

2-11. Salary Advances

ABCUSA does not permit advances on paychecks or against accrued paid time off.

2-12. Performance Review

ABCUSA endeavors to review performance on a regular basis. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of the Director of Human Resources in consultation with the General Secretary, and with input from senior management.

In addition to formal performance evaluations, ABCUSA encourages employees and supervisors to discuss job performance on a frequent and ongoing basis; best practice suggests monthly.

2-13. Record Retention

ABCUSA acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against ABCUSA and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the General Secretary to inform him/her of potential or actual litigation, external audit, investigation or similar proceeding involving ABCUSA that may have an impact on record retention protocols.

2-14. Job Postings

ABCUSA is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the online job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

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- Should be a current, regular, full-time or part-time employee
- Been in your current position for at least six months
- Maintain a performance rating of satisfactory or above
- Should not be on an employee conduct/performance-related probation or warning
- Must meet the job qualifications listed on the job posting
- Required to provide the employee's manager with notice prior to applying for the position

If the employee finds a position of interest on the job posting website and meet the eligibility requirements, an online job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. ABCUSA reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information, contact the Director of Human Resources.

Section 3 - Benefits

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is ABCUSA's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include paid time-off benefits, such as vacations and paid sick days and holidays, insurance and other voluntary plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs ABCUSA provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Director of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, ABCUSA (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While ABCUSA intends to maintain these employee benefits, it reserves the absolute right to modify,

amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Head of Human Resources.

3-2. Paid Holidays

ABCUSA has a generous allotment of paid holidays. The approved annual holiday schedule can be obtained from your Supervisor.

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are assigned to work on a holiday will have the opportunity elect an alternate day off. The alternate should be selected in consultation with employee Supervisor and should be within the same pay period as the holiday.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday and the day will not be deducted from accrued and available vacation time.

If a holiday falls within a jury duty or bereavement leave or sick leave, the eligible employee will be paid for the holiday (at the regular straight-time rate).

3-3. Paid Vacations

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Full-time employees accrue paid vacation time as follows:

Full-time employees accrue up to twenty (20) days of vacation per year. Vacation is accrued on a pro-rata basis throughout the year. Part-time employees vacation is pro-rated based on hours worked.

Beginning with the first day of the 20th year of consecutive service, full-time employees will accrue an additional five (5) days of vacation per year representing a total of twenty-five (25) days of vacation per year.

For all employees – exempt and non-exempt, part-time and full-time – vacations should be planned and taken during the year accrued. Accrued and unused vacation time up to a maximum of five (5) days can be carried over to the following calendar year

Every effort will be made to grant the employee's vacation preference, consistent with our operating schedule. However, if too many people request the same period of time off, ABCUSA reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. Vacation requests of more than three (3) consecutive work days must be submitted to an employee's Supervisor at least two (2) weeks in advance of their requested vacation dates.

Vacation may be used only in full-day increments.

Accrued, unused vacation is paid out upon separation.

Advanced but unaccrued vacation will be deducted from your final paycheck, to the extent permitted by law.

3-4. Sick Days

Full-time employees are eligible to receive up to twelve (12) paid sick days each year. If an employee will be out of work due to illness, he or she must call in and notify his or her supervisor as early as possible, but at least by the start of the workday. If the employee calls in sick for three (3) or more consecutive days, he or she will be required to provide their supervisor with a doctor's note on the day he or she returns to work.

While sick days are intended to cover only an employee's own illnesses, if required by applicable state or local law, sick days may be used to care for a family member's illness or for any other reason required by applicable state or local law.

Employees may carry over accrued and unused sick days up to a maximum of 15 days. This is to allow a 'sick day bank' in the event of a serious illness requiring additional time of recuperation. Employees must communicate with their supervisor and the Director of Human Resources in the event of such an illness.

Advanced but unaccrued sick days will be deducted from the final paycheck, to the extent permitted by state law.

3-5. Paid Maternity/Paternity Leave Benefits

Paid maternity benefits can be claimed by full-time employees who have worked at the ABCUSA for at least 12 consecutive months, following the birth of a child or the adoption of an infant. Six (6) consecutive weeks of paid maternity/paternity benefits will be granted to eligible employees. This benefit is calculated (based on the following chart) including any short-term disability benefits.

Employees may use accrued and unused vacation time to extend the maternity/paternity leave.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the "Leaves of Absence" section of this handbook for more information.

3-6. Lactation Breaks

The ABCUSA will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law.

The ABCUSA will make reasonable efforts to provide employees with the use of a room for the employee to express milk in private. This location may be the employee's private office or a small

conference room. The ABCUSA may not be able to provide additional break time if doing so would seriously disrupt the ABCUSA's operations, subject to applicable law. Please consult the Human Resources Department if you have questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-7. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to the employee. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their Supervisor. Failure to follow ABCUSA procedures may affect the ability of the employee to receive Workers Compensation benefits. The Supervisor is responsible for reporting the incident to the Director of Human Resources.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-8. Jury Duty

ABCUSA realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide their Supervisor proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to make every effort possible to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law.

3-9. Bereavement Leave

We know the death of a family member is a time when employees wish to be with their families. If the employee is a full-time employee and loses a close relative, he or she will be allowed paid time off of up to 5 days to assist in attending to his or her obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. Employees must inform their Supervisors prior to commencing bereavement leave. In administering this policy, ABCUSA may require verification of death.

3-10. Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. It is the responsibility of the employee to notify his/her Supervisor at least two days prior to the voting day.

3-11. Insurance Programs

Full-time employees may participate in the ABCUSA's health insurance (medical, dental and vision) programs. Under these plans, eligible employees are those who work at least 30 hours/4 days per week. Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Employees who elect to participate in ABCUSA-sponsored health insurance programs do share in the monthly premium costs. For details on available plan designs and premium costs refer to the annual enrollment documentation available from Human Resources.

Eligible full-time employees who decline coverage under the ABCUSA-sponsored medical insurance plan and provide proof of other coverage may be eligible to receive a cash incentive for waiving medical insurance. Consult with Human Resources for details and requirements.

3-12. Long-Term Disability Benefits

When an ABCUSA employee needs to be out on an extended medical leave, employee should communicate with his or her immediate supervisor and the Head of Human Resources. In some instances, employees may be eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the ABCUSA and the insurance carrier. LTD benefits are incorporated into the comprehensive benefit provided by ABCUSA thru MMBB.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-13. Salary Continuation

ABCUSA provides enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will

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be required to submit medical certification as requested by ABCUSA. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested. ABCUSA short-term disability benefits are a combination of extended paid sick days and in conjunction with MMBB benefits.

Employees anticipating an extended leave of absence for health/medical reasons should consult the Director of Human Resources for more details.

3-14. Employee Assistance Program

ABCUSA provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained through Human Resources.

3-15. Employee Referral Awards

The ABCUSA encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. If the referral is hired and completes 6 months of service and the employee is still an employee of the ABCUSA, the employee is eligible to receive a monetary award. The reward is currently a gross amount of \$50 for regular part-time hires and \$100 for regular full-time hires.

3-16. Retirement Plan

Eligible employees are able to participate in the ABCUSA's retirement plan; ABCUSA partners with MMBB to provide retirement benefits. ABCUSA provides a generous 16% of employee salary as a monthly premium to MMBB. The majority (approx. 13%) goes to the fully-vested employee account with MMBB; the balance offsets life and disability insurance and MMBB fees.

Additionally, plan participants may make pre-tax contributions to The Annuity Supplemental. Enrollment and payroll deductions are required. Consult Human Resources for additional details.

Upon becoming eligible to participate in this plan, the employee will receive details describing the plan in greater detail from MMBB. Please refer to the MMBB representatives for plan information.

To determine eligibility or if you have further questions, feel free to speak to the Director of Human Resources.

3-17. Years of Service 'Thank You Retirement' Gift

In recognition and with appreciation for dedicated service, employees who retire from ABCUSA will receive a cash gift on their final pay according to the following schedule:

At least 5 full years of service, but less than 10 full years, the equivalent of 2 weeks salary.

At least 10 full years of service, but less than 15 full years, the equivalent of 3 weeks salary.

At least 15 full years of service, but less than 20 full years, the equivalent of 4 weeks salary.

In cases employee has twenty or more years or more full years of service, the equivalent of 5 weeks salary.

3-18. Continuing Education and Training

ABCUSA recognizes the importance of on-going training and education of its full-time ministerial and professional staff. Therefore, ABCUSA will provide opportunities for continuing education for its employees. Educational and training opportunities include:

1. On-the-job training and cross-training. All employees eligible to participate.
2. On-site training opportunities provided to entire employee group or department. Costs incurred by ABCUSA and approved by General Secretary. All employees eligible to participate.
3. For full-time employees of ABCUSA. Training and educational opportunities for full-time employee. Requests for training and/or educational opportunities should be made in writing and submitted to the employee's supervisor and Head of Human Resources. Request should include purpose of the training/educational opportunity as well as all anticipated expenses. Approval must be obtained prior to registration. A maximum of \$500 per employee per year will be available. Travel and lodging expenses will be charged against the departmental budget, if request is approved.

Section 4 - Leaves of Absence

4-1. Personal Leave

If employees are ineligible for any other ABCUSA leave of absence, ABCUSA, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to the employee's supervisor and Human Resources at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and

employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted.

The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Usually, a leave of absence will be granted for a period of up to eight (8) weeks. However a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted.

During the leave, employees will not earn vacation or sick days. We will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the ABCUSA in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the ABCUSA will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not always guaranteed.

Failure to advise the supervisor and Human Resources of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the ABCUSA will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any ABCUSA-provided medical/disability leave of absence.

4-2. Medical Leave

ABCUSA hopes for nothing but health and safety for its employees and their families. However, we recognize that illnesses can impact us. ABCUSA follows the federal Family and Medical Leave Act (FMLA) guidelines. Employees requesting medical leave should contact their supervisor and the Head of Human Resources immediately upon anticipation of the need for a medical leave.

The FMLA entitles eligible employees to take job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

FMLA leaves are generally without pay, except where otherwise defined. However, in the event the FMLA leave is for a 'serious health condition that makes the employee unable to perform the essential functions of his/hr job', the following provisions for salary continuation are available.

- Employee will use all available Sick Days
 - Once Sick Days are depleted, ABCUSA will extend compensation for the balance of the first 90 days of the approved medical leave.
 - If employee/medical professional anticipates the medical leave will last beyond 90 days, the employee must contact MMBB to begin application for long term disability insurance.
-
- ABCUSA compensation will end after the 90-day period.

During the leave, employees will not earn vacation or sick days. We will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the ABCUSA in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify supervisor and the Head of Human Resources of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the leave of absence, the ABCUSA will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not always guaranteed.

Failure to advise the supervisor and Human Resources of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the ABCUSA will be considered a voluntary resignation of employment.

Medical leave runs concurrently with any ABCUSA-provided medical/disability leave of absence.

4-3. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an

(including travel). They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

4-4 Sabbatical Leave

ABCUSA acknowledges the heavy demands placed on its ministerial leadership and affirms the value of a periodic sabbatical leave to tend to rest and renewal to maintain commitment and competence in exercising one's call. Providing leadership at the denominational level and supporting the people of God in their ministries throughout the nation and the world requires strong, sensitive, well-informed and able leaders.

ABCUSA recognizes that the education and the training of all leaders – ordained and lay – can never be considered complete. Consequently, plans for an extensive involvement in continuing education experiences are essential. We, therefore, recommend that all leaders within the ABCUSA adopt a life-long plan for continuous learning and growth.

Specifically, ABCUSA allows eligible employees to take a paid sabbatical leave to focus on self-development for a specified period of time. Employees eligible and approved for sabbatical leave will be held accountable for the activities or materials they choose to conduct or create during this leave. All intellectual property created during an employee's sabbatical leave will be deemed property of ABCUSA.

Eligible employees: Full-time Director and Associate General Secretary level employees will be eligible for a sabbatical leave after the completion of a minimum of seven (7) consecutive years of service. These employees may apply, in writing, to take a sabbatical leave for six (6) weeks with full pay or a sabbatical leave of twelve (12) weeks at 50% pay. Eligible employees may combine up to four (4) weeks of accrued and unused vacation days in order to extend their sabbatical leave.

Eligible employees should seek approval for a sabbatical at least six (6 months) ahead of proposed start of the sabbatical leave. Eligible employees who wish to apply for sabbatical leave are required to submit a letter to the General Secretary, describing the reason for the sabbatical and anticipated activities during sabbatical. Employees on approved sabbatical leave will receive salary pay and continued benefits during the period of leave. Employees on sabbatical leave are not eligible for tuition reimbursement or any sabbatical activity reimbursement.

After an employee has completed sabbatical leave, the seven-year cycle of eligibility begins anew.

Time off taken for approved Family Medical and Leave Act (FMLA) leave will not be counted against the employee when determining eligibility or "continuous service."

Employees who are on approved sabbaticals are eligible for coverage. Employees on sabbatical who are enrolled in our group benefits plan will continue to have pre-tax deductions made from their pay during the sabbatical period.

Section 5 - General Standards of Conduct

5-1. Workplace Conduct

ABCUSA endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the ABCUSA's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing ABCUSA property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of ABCUSA's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of ABCUSA's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on ABCUSA property.
11. Willful or careless destruction or damage to ABCUSA assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of ABCUSA's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of ABCUSA's policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and ABCUSA reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The ABCUSA will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, ABCUSA will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

Employees are hired to perform important functions at ABCUSA. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisor or designee as early as possible, but no later than the start of the work day. Employees are required to state the reason for the absence and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with ABCUSA.

5-3. Use of Communications and Computer Systems

ABCUSA's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other ABCUSA policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the ABCUSA systems.

ABCUSA may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the ABCUSA deems it appropriate to do so. The reasons for which the ABCUSA may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that ABCUSA operations continue appropriately during an employee's absence. Employees requiring such access should contact the Director of Human Resources.

Further, ABCUSA may review Internet usage to ensure that such use with ABCUSA property, or communications sent via the Internet with ABCUSA property, are appropriate. The reasons for

which the ABCUSA may review employees' use of the Internet with ABCUSA property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse

or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that ABCUSA operations continue appropriately during an employee's absence.

ABCUSA may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

ABCUSA's policies prohibiting harassment, in their entirety, apply to the use of ABCUSA's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since ABCUSA's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-4. Use of Social Media

ABCUSA respects the right of any employee to maintain a blog or web page or to participate in social networks, including but not limited to Facebook and LinkedIn. However, to protect ABCUSA interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform during work time or at any time with ABCUSA equipment or property. The only exception is for those instances in which posting on a blog, web page or social network is directly related to the employee's job responsibilities.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social network or similar site or on someone else's, if the employee mentions ABCUSA and also expresses either a political opinion or an opinion regarding ABCUSA's actions that could pose an actual or potential conflict of interest with the ABCUSA, the employee is required to include a disclaimer. The disclaimer statement should specifically state that the opinion expressed is his/her personal opinion and not ABCUSA's position. This is necessary to preserve ABCUSA's good will in the

marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networks. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. ABCUSA policies apply

equally to employee social media usage.

ABCUSA encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking sites is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-5. Personal and Company-Provided Portable Communication Devices

ABCUSA-provided portable communication devices (PCDs), including cell phones and laptops, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications which may be found in ABCUSA-provided portable communication devices.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through ABCUSA's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is an ABCUSA-provided or personal device, employees must comply with applicable ABCUSA guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using an ABCUSA-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, ABCUSA information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent it is practical; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of ABCUSA information. This is the only way currently possible to ensure that all ABCUSA information is removed from the device at the time of termination. The removal of ABCUSA information is crucial to ensure compliance with the ABCUSA's confidentiality and proprietary information policies and

objectives.

Please note that whether employees use their personal PCD or an ABCUSA-issued device, ABCUSA's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on ABCUSA business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-6. Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on company property or while performing work for ABCUSA.

The use of voice recording devices anywhere on ABCUSA property, including to record conversations or activities of other employees or management, or while performing work for the ABCUSA, is also strictly prohibited, unless the device was provided to you by the ABCUSA and is used solely for legitimate business purposes and with the consent of those to be recorded.

5-7. Inspections

ABCUSA reserves the right to require employees while on ABCUSA property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on ABCUSA or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to ABCUSA or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-8. Smoking

Smoking, including the use of e-cigarettes, is strictly prohibited on ABCUSA premises and in all ABCUSA vehicles.

5-9. Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

5-10. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time an employee is engaged, or should be engaged, in performing his/her work tasks for ABCUSA. Solicitation of any kind by non-employees on ABCUSA premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the ABCUSA is prohibited at all times. Distribution of literature by non-employees on ABCUSA premises is prohibited at all times.

Approval for solicitation and/or distribution should be obtained from the General Secretary or the Director of Human Resources.

5-11. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board and/or electronic 'bulletin board'. Employees should make it a practice to review it frequently. This will assist employees in keeping up with what is current at ABCUSA. To avoid confusion, employees should not post or remove any material from the bulletin board.

Approval to post notices on bulletin boards should be obtained from the General Secretary or the Director of Human Resources.

5-12. Confidential Company Information

During the course of work, an employee may become aware of confidential information about ABCUSA's business, including but not limited to information regarding ABCUSA finances, pricing, services and products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. An employee also may become aware of similar confidential information belonging to ABCUSA's partners and clients.

It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of ABCUSA staff may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations in instances where highly sensitive information is involved. Questions related to this policy should be directed to the General Secretary.

5-13. Conflict of Interest and Business Ethics

It is ABCUSA's policy that all employees avoid any conflict between their personal interests and those of the ABCUSA. The purpose of this policy is to ensure that ABCUSA's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the ABCUSA.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does or is seeking to do, business with ABCUSA, by any employee who is in a position to directly or indirectly influence either ABCUSA's decision to do business, or the terms upon which business would be done with such ABCUSA;
2. holding any interest in an organization that competes with ABCUSA;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the ABCUSA or which competes with the ABCUSA; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the ABCUSA.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the ABCUSA to your supervisor.

5-14. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of ABCUSA's intellectual property, such as audio/video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the ABCUSA is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

5-15. Health and Safety

The health and safety of employees and others on ABCUSA property are of critical concern to ABCUSA. ABCUSA intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on ABCUSA's premises, or in a product, facility, piece of equipment, process or business practice for which the ABCUSA is responsible should be brought to the attention of management immediately.

Periodically, ABCUSA may issue rules and guidelines governing workplace safety and health. The ABCUSA may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

5-16. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, ABCUSA may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of ABCUSA. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. ABCUSA generally will attempt to identify other available positions, but if no alternate position is available, ABCUSA retains the right to decide which employee will remain with the ABCUSA.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-17. Employee Dress and Personal Appearance

Business casual is the most common attire for employees of ABCUSA. Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear safety equipment/clothing.

Please contact your Supervisor for specific guidance regarding acceptable attire for your position.

5-18. Publicity/Statements to the Media

All media inquiries regarding the position of ABCUSA as to any issues must be referred to the General Secretary or the Director of Communications. Only these persons are authorized to make or approve public statements on behalf of ABCUSA. No employees, unless specifically designated by the Director of Communications or the General Secretary, are authorized to make those statements on behalf of ABCUSA. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the ABCUSA must first obtain approval from the Director of Communications.

5-19. Operation of Vehicles

All employees authorized to drive ABCUSA-owned, leased or rented vehicles, and personal vehicles in conducting ABCUSA business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on ABCUSA property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

ABCUSA-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on ABCUSA business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-20. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Treasurer/Finance department along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

The Treasurer/Finance department is available to address any specific questions related to acceptable business expenses.

5-21. References

ABCUSA will respond to reference requests through the Director of Human Resources. ABCUSA will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Director of Human Resources.

Only the Director of Human Resources may provide references. Please direct questions to the Director of Human Resources.

5-22. If You Must Leave Us

Should an employee decide to leave the ABCUSA, we ask that he or she provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All ABCUSA, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the ABCUSA's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the ABCUSA, (through payroll deduction, if lawful) for any lost or damaged ABCUSA, property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status. Employees who resign are requested to participate in an exit interview with Human Resources, whenever possible.

A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about ABCUSA. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details.

While we intend to continue the policies, rules and benefits described in this handbook, ABCUSA, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the ABCUSA or its employment policies and practices.

General Handbook Acknowledgment

This Employee handbook is an important document intended to help you become acquainted with ABCUSA. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the ABCUSA's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

I have received and read a copy of ABCUSA's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the ABCUSA at any time.

I further understand that my employment is terminable at will, either by myself or the ABCUSA, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of ABCUSA other than the Director of Human Resources may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the ABCUSA's Employee handbook.

Employee Printed Name: _____

Employee's Signature: _____

Date: _____

The signed original copy of this acknowledgment should be given to Human Resources and it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

It is ABCUSA's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the ABCUSA. It is to ensure that at the ABCUSA all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to any member of management. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the ABCUSA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand ABCUSA's Sexual Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

The signed original copy of this receipt should be given to Human Resources and it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is ABCUSA's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the ABCUSA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand ABCUSA's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

The signed original copy of this receipt should be given to Human Resources and it will be filed in your personnel file.