



ELIZABETH'S
NEW LIFE
— CENTER —

EMPLOYEE HANDBOOK

April 11, 2025

All accompanying policies, procedures, and forms related to the information found in this handbook are available on the resources page or under Google Forms.

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ELIZABETH'S NEW LIFE — CENTER —

EMPLOYEE HANDBOOK

Introduction

Welcome to Elizabeth's New Life Center (ENLC). We are happy to have you as a member of our team! This handbook has been prepared to provide a ready reference for personnel procedures and policies and to assure good management and fair treatment for all employees. Neither this handbook, nor any provision therein, constitutes a contract of employment or guarantee of the benefits or procedures stated. The information contained in this Handbook applies to all employees of ENLC uniformly and supersedes all prior policies and procedures. ENLC reserves the right to suspend, modify or amend any policy or procedure at any time, even without notice, with the sole exception of the "at-will" employment policy, which may be amended only by a written document signed by the Executive Director of ENLC.

ENLC is a leader in the Miami Valley, promoting responsible sexual values and alternatives to abortion. We seek to provide complete and caring services (without prejudice to religion, age, race, gender, marital status or income level) to as many individuals as possible.

Mission:

"Empower individuals and families to make Godly life choices."

Vision:

"By the grace of God, we humbly labor in the culture of life."

Employees are responsible for knowing and understanding the information contained in this handbook and any changes which pertain to this copy. After reading the following material, we urge employees to discuss any questions and comments they may have with their immediate Supervisor or with the HR department. We strongly believe in an "open-communication, open-door" philosophy and expect employees to give us their input to achieve our mutual goals.

I. ADMINISTRATIVE AFFAIRS

Employment at Will

Elizabeth's New Life Center does not offer tenured or guaranteed employment related to positions or weekly schedules. Either ENLC or the employee can terminate the employment relationship at any time, with or without cause, with or without notice.

Employee Orientation

Employees are the most visible representatives of our ministry—people with whom the general public and our supporters will most closely identify with our work. As such, employees are expected to uphold the highest standards of character and actions. Their commitment to the mission, vision, and principles of ENLC and to the sanctity of human life should be evident in their lives. All staff members will be provided with ENLC's Statement of Faith, Statement of Commitment, Purpose and Goals, and Commitment of Care and Competence during employee orientation if not previously provided. The employee's signature on these documents acknowledge their agreement and willingness to abide.

All new employees should be scheduled for ENLC orientation on or near their first day of work. Familiarization with the following policies should be completed during employee orientation and/or accomplished prior to beginning any other work function. The following policies need to be reviewed by each employee:

- Computer, Internet and Email Use
- Confidentiality Policy
- Conflict of Interest
- Drug-Free Workplace
- General Workplace Safety
- Paid Time-Off Usage (if applicable)
- Record Retention and Documentation Destruction
- Whistleblower Protection
- Workplace Violence

Employee Information

ENLC maintains a personnel file on every employee. Currently, that file is a combination of paper and electronic records. All employees hired in 2020 and beyond will have a 100% electronic personnel file. Employees hired prior to 2020 will have their paper records converted to electronic status as time allows. Either way it is important that all information in the file is up to date, such as: employee's name, address, telephone number, beneficiary designation, etc.

Employees are responsible for keeping licenses or certifications required as part of employment conditions current. Employees must forward current licenses and/or certifications to the HR department via scan to the HR Assistant and/or HR Director prior to the expiration of their current

license. Any employee whose license or certification becomes expired or revoked must immediately notify his/her Supervisor and the HR department.

Compensation and Hours

ENLC maintains two-week pay periods with payday falling on every other Friday. All employees need to enroll in direct deposit. Appropriate wage and payroll deductions are taken out of each paycheck as required by law. In order to be paid, non-exempt employees need to clock in and out promptly and in accordance with established procedures.

A. Employee Classifications

1. Exempt Employees are expected to manage their own time, working the hours required to complete the tasks at hand. Exempt employees do not receive overtime pay. See Standard Operating Procedure – Salaried Exempt Employees
2. Non-exempt Employees are expected to complete their work within their scheduled hours and are paid on an hourly basis. Non-exempt employees shall receive overtime pay for all hours exceeding 40 hours during any given workweek.

B. Employee Status

1. Regular Employee

Regular exempt or non-exempt employees who are not presenters are entitled to Paid Time-Off (PTO).

- a. Full-time – Employee works 40 hours per week on a regular basis.
- b. Part-Time – Employee works 16 or more and less than 40 hours per week.

2. Casual Employee

The casual employee works on a temporary, seasonal, sporadic or as-needed basis, or fewer than 16 hours per week. Casual employees are not entitled to PTO. Annual raises for casual employees are at the discretion of the manager and take into consideration both performance and number of hours worked in the previous year.

3. Daily Wage Employee

- a. Presenters paid for days worked.
- b. Salaried, non-exempt presenters who earn a daily-wage paid over a set, extended period of time.

C. Pay Increases

1. ENLC periodically reviews wage levels compared to similar jobs within other like organizations in the community. From time to time, based on market reviews, wage adjustments are considered for specific jobs within the organization.
2. Employee wages are reviewed periodically and increases may be considered subject to budgetary considerations as well as each employee's work performance and position within the organization. Pay increases or bonuses are tied to performance. All wage increases and bonuses are discretionary and are not guaranteed.
3. Pay increases or bonuses will take effect beginning the first pay period following the effective date of change. (See Change of Information on page 10). Bonuses given in lieu of pay raises are at management's discretion or when an employee has reached the maximum for his or her pay range.

D. Work Schedule

1. Upon being hired for a paid position, the position's hourly wage or weekly salary, number of hours, work schedule and degree of flexibility will be negotiated between the party being hired and the Executive Director or immediate Supervisor. Payday will be on a bi-weekly rotation. Based on position, employees may be required to clock-in and out, request time-off, etc., via our electronic timekeeping system.
2. Employees are entitled to 10 minutes of paid break time during every 2 ½ hour (150 minutes) work shift. Employees can combine earned paid break time to accommodate lunches or for other personal breaks (5 or more hours = 20 minutes; 7 ½ or more hours = 30 minutes). Any allowable break longer than the 10, 20 or 30 minutes allowed for the work period, needs to be clearly recorded via the electronic timekeeping system with extra time subtracted as unpaid. Employees are legally and morally responsible for working the hours for which they are requesting pay. Paid break time cannot be claimed before or after one's actual hours worked, but needs to fall within the workday. In other words, an employee could work 8AM to 4PM, take a ½ hour lunch and still be paid for 8 hours of work. An employee may not work 8AM to 3:30PM, skip lunch, and still be paid for 8 hours.
3. Working schedules and starting times are established by the Supervisor or Department Director based on department needs. The Supervisor is responsible for communicating work schedules to subordinates.
4. Employees are expected to be at their work station in a fit condition and ready to work at starting time. Work activity should commence at starting times and continue until the normal designated stopping times for breaks, lunch, or the end of work.

Performance Reviews

Performance reviews allow ENLC to formally recognize and evaluate employee performance. Employees will receive a written performance appraisal at the end of the employee's probationary period and at least annually thereafter. The review process will take into account several key areas such as, but not limited to, the quality and quantity of employee's work, demonstrated job skills, initiative, attendance, personal conduct and general attitude towards one's job, fellow employees and clientele. While ENLC will try to assist employees in evaluating their work performance, the ultimate responsibility for improving performance rests with the employee. All performance reviews are reviewed by the Director of Human Resources.

A. Probationary Period:

Upon being hired, each employee will undergo a six-month or longer (see next paragraph) probationary period (26 weeks of working). During this time, the employee, the immediate supervisor, the senior staff member, and the Executive Director will have the opportunity to determine if the employee is suited for the position. At any time during the probationary period, either the employee or ENLC has the absolute option of terminating employment. In most cases, a mid-point probationary performance review will be done after the first three months or 13 weeks worked. At the end of the six-month period, a review with the immediate supervisor will be held. ENLC reserves the right to extend the probationary period beyond the six-month period, with written notice of such given to the employee. However, all ENLC employees are considered at-will employees and may be terminated at any time.

Due to the extensive training period for medical professionals such as Nurses and Ultrasound Technicians, the probationary period may be extended to nine months (39 weeks). Performance reviews, conducted by the immediate supervisor, will occur at the 3-month, 6-month and in some cases, 9-month period.

Any employee who changes positions within the organization needs to go through a six-month probationary period for the new position, with a performance review scheduled at three months and at six months. Part-year employees are to have mid- and end- probationary performance reviews after actually working 13 and 26 weeks in totality.

B. Annual Review:

An evaluation of the employee's performance is held annually, usually within one month of their anniversary date, the end of the calendar year, or based on a grant-year schedule. The employee's immediate supervisor conducts this review. A signed or electronically signed copy of any written performance review is filed under the Documents tab in Paycor. It is the responsibility of the supervisor to review the job description with the employee and email hr@enlc.life with any proposed changes.

C. Semi-Annual and Annual Goal Review:

All supervisory personnel will be evaluated twice annually to determine if the goals established in the strategic business plan for his/her department are being met or have been met.

Personal Appearance

As a representative of ENLC, it is essential that each employee present a professional and well-groomed appearance. Employees are expected to maintain a modest, neat, business-like appearance while performing their duties at ENLC. Their dress should be appropriate for the circumstances. Women Center and Holy Family employees are expected to wear uniforms when at work. Each Friday (Thursdays at Holy Family) an in-office casual day will be designated where jeans are permitted to be worn in some offices. (Jeans may also be appropriate on some days or in some locations where manual labor is necessary). Even on casual days, appropriate shirts and shoes need to be worn. Employees inappropriately dressed as determined by their immediate supervisor will be asked to return home and change clothes before reporting back to work. Time spent away from work changing to appropriate dress is not considered paid time.

Examples of inappropriate dress include: halter tops; strapless tops; necklines that show cleavage; skin showing at the waistline; skirts shorter than fingertip length; shorts; leggings worn as pants, unfinished hemlines; sweatpants; printed T-shirts – except with ENLC, WC, HFPC or MW! Ohio logo; failure to wear undergarments; torn, stained, soiled, wrinkled, or very worn garments; flip flops and other beach footwear. Small, tasteful tattoos are permitted to remain uncovered except on the face or neck. At the supervisor's discretion, an employee may be asked to cover multiple or inappropriate tattoos. One small piercing is allowed on the nose or eyebrow as long as the stud or ring is appropriately sized. At the supervisor's discretion, an employee may be asked to remove the stud or ring if it is offensive in nature or too large.

Emergency Closures

Employees are expected to make an effort to get to work during periods of inclement weather, but it is not the intention of ENLC to require employees to take risks which may endanger their safety.

In case of snow emergencies, the following guidelines apply:

- **Level III: Employees are recommended to remain in their residences during such time the Level III is in effect.** Non-Exempt employees will be paid hourly pay during the time period of the Level III for which they are on the schedule and their absences will be excused. Exempt employees are expected to work remotely. If that is not possible, the Exempt employee is expected to uphold the professional nature of their commitment to ENLC and ensure that their work is completed in a timely manner, completing their work hours as expected. In the case of a Level III being declared once the work day has ensued, employees may exercise personal discretion to go home early, with supervisor notification.

- **Level II: Women’s Centers/ Holy Family and all MW/Admin. offices will remain open, with exceptions to be determined only by Sr. Management approval.** Non-exempt employees have the discretion whether to report to work without being penalized for an unexcused absence. Employees are required to report this decision within 30 minutes of a Level II being lifted from a level 3 or 1 hour prior to their shift if only a Level II is declared. Employees who decide to not report to work will have PTO deducted for the timeframe of the Level II emergency in which they were scheduled. If the non-exempt staff does not have the necessary PTO, a wage deduction will apply. Casual employees cannot take PTO as they do not earn PTO and are not paid for a Level II absence. Exempt employees are expected to work remotely. If that is not possible the Exempt employee is expected to uphold the professional nature of their commitment to ENLC and ensure that their work is completed in a timely manner, completing their work hours as expected.
- **Level I:** All employees are expected to report to their assigned locations as usual, unless hardship is created by attempt to come into work due to a different level of emergency where the employee resides. Supervisory discretion is applied in this unlikely circumstance. Absences will be excused; however, PTO or unpaid absences will be applied.

New employees still in their initial probationary period may take accumulated PTO for emergency closures. Salaried, exempt employees are expected to work in alternative ways. Casual employees do not accrue PTO and are not paid for emergency closures.

Working from Home

In general, ENLC does not encourage employees to work from home. However, on occasion, it may be beneficial to work from home. Hours worked from home need to be approved in advance by the immediate Supervisor.

Overtime

Work performed in excess of forty (40) hours in a work week by non-exempt employees will be paid at the rate of 1½ times the regular rate of pay. A workweek is defined as Sunday through Saturday and may not be altered. The employee must receive authorization from his/her immediate Supervisor prior to working overtime. Any employee made aware that scheduled events or scheduled hours will exceed 40 hours must immediately coordinate the need for overtime with his/her immediate Supervisor. Failure to receive authorization prior to working overtime may result in discipline. Overtime is calculated on actual hours worked, not on PTO taken for any reason. PTO is always paid at the normal rate of pay. Exempt employees, under law, do not receive overtime compensation.

Jury Duty

ENLC recognizes that serving on jury duty is a civic responsibility for every U.S. citizen. In the event that any full-time or part-time employee may be required to go to court for jury duty, ENLC

will pay the employee's regular pay for days/hours missed from his/her regular schedule. Any monies received for services rendered, except transportation reimbursement; need to be turned over to ENLC. Employees must obtain an appearance letter from the court clerk with a date and time stamp for each day of appearance and provide to the Human Resource Department in order to be paid. Failure to provide the appearance letter forfeits the right to wage payment. Employees should give their Supervisors as much notice as possible of their need for leave under this policy. Mileage reimbursement for jury duty is not an ENLC authorized reimbursable expense.

ENLC also recognizes that employees may at times be summoned or subpoenaed for a court appearance as a witness. ENLC may grant employees paid time-off for time spent in attendance as a non-party witness in court. ENLC does, however, reserve the right to limit the duration of paid time-off. Paid time-off requested may not exceed the accrued balance.

Absences, Tardiness and Early Leave from Scheduled Work

Employees who are unable to report for work, employees who will be late coming to work or employees who must leave early, need to notify their immediate Supervisor as soon as possible so that alternative plans may be made. Less than two hours' notice, except for rare emergencies is considered to be unexcused, except with a physician's note. All instances of absence from scheduled work may be considered an occurrence. Occurrences are defined as any instance of absence, tardiness or early leave from scheduled work, whether excused or unexcused.

Regular attendance is required for all employees. Continued occurrences of tardiness or absenteeism may result in disciplinary action, up to and including dismissal.

An employee's absence will be considered excused if the employee provides proper and timely notification deemed satisfactory to the Supervisor. Timely notification requires at least two hours' advance notice on the day of absence, tardiness or early leave for all occurrences which can be anticipated.

An employee's absence, tardiness, or early leave will be deemed unexcused when an employee fails to call in, gives a late notice, or fails to give advance notice for an absence which could be anticipated or authorized in advance by the Supervisor or Department Director. Unexcused absences may result in disciplinary action, up to and including dismissal.

Excessive absenteeism, tardiness or early leave is defined as two or more occurrences of unexcused absence, tardiness or early leave in a calendar month, or more than six occurrences in a rolling 365-day year. Such excessive absenteeism, tardiness or early leave is subject to corrective discipline, including termination. Excessive tardiness includes being late to work and coming back late from breaks, or lunch three or more instances in a calendar month and is subject to corrective discipline, including termination.

In the event an employee is absent for three days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary termination.

Leaves of Absence

A leave of absence without pay for personal reasons—including extended illness not qualifying for FMLA consideration, injury, or educational endeavors related to job duties—may be requested for periods not in excess of 12 weeks with reinstatement to the same or comparable position within ENLC. When employee's accumulated PTO has been depleted, the employee will be considered on leave without pay. Additional PTO will not accrue when the employee is on leave without pay. The employee is responsible for paying all insurance premiums while on leave without pay.

All requests for extended leaves of absence must be approved by the immediate Supervisor, Department Director, and Director of Human Resources. Requests must be made as far in advance as possible.

Conference Attendance

From time to time, employees may be offered the opportunity to, or be requested to, attend conferences, trainings, seminars, or workshops that may increase their ability to perform their duties. In such circumstances, both full-time and part-time employees will receive payment for the specific hours approved by their supervisor. For out-of-town conferences, paid hours should not exceed the sum of travel time (departure to destination) and actual hours spent in seminars, workshops, training sessions, etc. Down time, free time, and breaks are not to be considered paid time. Hours that an employee plans to submit on his/her time sheet need to be negotiated with, and approved in advance, by the immediate Supervisor and may not exceed 40 hours per week without approval of the Director of Human Resources. ENLC also reserves the right to permit employees to leave work to attend optional conferences at the employee's request or employer's suggestion. In such cases, the hours for which employees plan to submit to be paid (if any) should also be negotiated with their Supervisor in advance of the conference

Transportation Expenses

Any use of an employee-owned automobile needs to be pre-authorized by ENLC prior to being eligible for mileage reimbursement.

Meetings

Employees are expected to attend all in-service and staff meetings that are related to their position. These hours are counted as paid time, and employees may choose to take off other time during the week to adjust their hours for that week. Other staff members may be asked to attend specific meetings at the discretion of the Board, Executive Director, or Department Director. Employees may also be asked to attend meetings outside of Elizabeth's New Life Center.

Employees are invited to attend the weekly staff prayer luncheon, of their schedules permits. These luncheons are considered paid break time.

Incurring Expenses

Purchases made by other than Senior Staff members require verbal approval before and written approval after by the employee's immediate Supervisor.

Emergency Information Form

Each employee is to complete the Emergency Contact Information section of their HRIS record. Employees are responsible for updating their emergency contact information via the electronic HRIS system and immediately notifying Human Resources of any change affecting his/her emergency information.

Change of Information

Supervisors are responsible for submitting Change Forms via Google forms. Normally, change forms should be submitted at least one week prior to the effective date of change. Failure to submit the change form prior to the effective date may result in a delayed payment or PTO accrual. Back pay to an effective date requires the Executive Director's approval.

Each employee is responsible to update the following information in the electronic HRIS system: address, name, phone number, marital status, dependents, allowances for tax withholding, Simple IRA adjustments and emergency contacts.

Employee Departure Requirements

All employees at ENLC are employees at-will. Upon termination or departure, employees are expected to do the following:

1. Return any and all properties of ENLC (i.e. credit cards, computers, laptops, keys, manuals, software, or any other ENLC-related property in employee's possession) to their immediate Supervisor. Note: Cell phone letters of agreement are nullified on the last day of the month in which employment terminates.
2. Settle all accounting of any cash funds in the employee's possession or monies owed.
3. Maintain employer confidentiality.

Request for Information on Former Employees (Employee Reference checks)

Employment information about the past or present employees of ENLC is confidential and should not be communicated to anyone who does not have a legitimate interest in the information. Therefore, all requests for personal information regarding past or present employees need to be directed to Human Resources. In response to a request from a prospective employer, the information furnished by ENLC is limited to the employee's name, job title, employment dates and confirmation of wage data. At no time should negative information about a former employee

be shared without the Director of Human Resources' approval. Employees are permitted to provide personal references as requested by the terminating employee.

Employment Eligibility and Verification (I-9 FORM)

Federal Law requires that every employee hired after November 6, 1986, complete Section 1 of the Employment Eligibility Verification Form (commonly called the I-9) on the first day of work and Section 2 within three workdays of the start of work. The I-9 provides proof of eligibility of work in the United States and at ENLC. As part of the online onboarding process, new employees need to present documentation of their identity and work eligibility at their orientation. If employees do not provide these documents within three workdays of the first day of work, Human Resources may suspend employees without pay. If an employee does not complete the I-9 form within five business days following the employee's suspension, it may result in termination of employment.

II. WORK LEAVE AND OTHER BENEFITS

Paid Time-Off

ENLC respects employee's time spent away from work and wants to provide employees with time for rest and relaxation. The object of paid time-off (PTO) is the maintenance of employee health and morale. PTO is a system of providing vacation, personal and sick leave, and holiday pay for eligible employees. This system is more flexible than separate vacation, personal, and sick leave time.

Non-exempt employees also use PTO hours to receive pay for holidays and therefore accrue PTO at a higher rate than Exempt employees. Exempt employees receive holiday pay as part of their regular salary and do not utilize PTO accrual for holiday pay.

All employees, except "Casual" employees; Daily Wage Presenters; and Salaried, Non-Exempt Presenters, are eligible to accrue and use PTO. Employees begin accruing PTO from the start of employment with ENLC. However, employees may not use PTO until they have successfully completed the first 90 days of their probationary period except when the office is closed due to holidays or emergency closures. ENLC typically pays PTO out at the employee's current rate of pay but reserves the right to pay PTO at the pay rate at the time of accrual.

PTO hours (time off of the employee's regular work schedule) may be used for holidays, vacation, sickness, bereavement (in addition to the paid time given by ENLC), religious observances, court appearance, or other personal reasons. It is the intention of ENLC that employees take advantage of PTO to keep themselves rested and revitalized. Therefore, the following guidelines apply:

1. Employees accrue PTO for each hour worked. Accrual rates increase with completed years of ENLC service after 3, 8, 10, 15, 20, 25, 30, 35 and 40 years, "Casual" employees; Daily Wage Presenters and Salaried, Non-Exempt Presenters do not accrue PTO.

2. Normally, PTO may not be taken until it is accrued. New employees will begin to accrue PTO at their hire date, but may not use PTO until the successful completion of 90 days of the six-month probationary period, except as noted. PTO may be used for holidays, emergency closures or other non-personal emergencies that occur during the first 90 days of the six-month probationary period, provided the employee has accrued PTO, and the holiday or the emergency falls within the employee's regular work schedule. An employee may not be paid for PTO in excess of the regular number of hours he/she normally works each week.
3. For employees past their probationary period, the number of hours worked plus the number of PTO hours should equal the number of hours hired to work per week, or if part-time, balance out for the 2-week pay period. For example, if the employee is hired to work 30 hours/week, and he/she worked 48 hours during the 2-week pay period, he/she should request PTO hours through the electronic HRIS system to cover the difference (12 PTO hours.)
4. Employees must receive prior approval for PTO for non-emergencies from their Supervisor before leave can be scheduled. These requests should be submitted via the electronic timekeeping system and the Supervisors' approval or denial will be documented in that system.
5. A maximum balance of the equivalent of one year of the employee's personal accrued PTO can be maintained. Accrued PTO hours in excess of the equivalent of one year of the employee's personal PTO accrual, remaining at the end of the first pay period in the new year, may be donated to the PTO bank or forfeited.
6. Employees on approved leave of absence are required to utilize their accrued PTO prior to entering an extended leave of absence without pay. Employees on extended leave of absence without pay do not accrue PTO.
7. PTO continues to accrue while an employee is on paid leave, but does not accrue during any period when an employee is on leave without pay.
8. Employees who voluntarily terminate after successful completion of the probationary period are paid in full for accrued PTO, provided appropriate notice (one month for Senior Staff employees and two weeks for non-management employees) is given.
9. Normally, employees are not permitted to take paid time-off immediately after they have submitted their letter of resignation and are expected to help transition their responsibilities and/or train their replacement, if requested.
10. In the event of involuntary termination after the completion of the probationary period, employees are paid for all accumulated PTO.

11. Employees terminated prior to the successful completion of the probationary period, whether involuntary or voluntary, forfeit all accrued PTO.
12. In rare situations such as personal illness, advanced PTO may be used. Requests for advanced PTO must be approved by the immediate Supervisor and the Director of Human Resources.
13. Under certain circumstances, employees may use PTO donated from other employees or employees may choose to donate PTO to another employee or the general PTO bank.
14. ENLC pays PTO at the employee's current rate of pay; however, in special circumstances, ENLC may pay PTO at the rate of pay when PTO was earned, but only when a payout would apply to all employees.

Employees are responsible for notifying their Supervisor as far in advance as possible of the need for leave, but not less than two weeks prior to the requested leave when the request for leave is foreseeable. Failure to provide two weeks' prior notice may result in the disapproval of leave. Employees may request the use of PTO for emergencies as long as they notify their Supervisor within one hour of their scheduled start time. Employees are responsible for making arrangements for coverage for their commitments during requested time-off. Notification from any individual other than the employee is unacceptable except under emergency conditions.

Funeral/Bereavement Leave

A regular employee who is normally schedule to work 16 hours or more per week is entitled to bereavement leave for their immediate family members. See the definition of "immediate family" below. Paid bereavement leave will be equal to 5 workdays (# hours normally worked per day or average of weekly hours/day). This is valid for up to 90-days after the request unless otherwise approved by the Director of HR and their supervisor. The employee must notify their supervisor or HR of the need for leave and the hours will be added to the employees' PTO under the Bereavement code for their use during this time.

If there is no funeral, the employee may still utilize bereavement leave as above in order to be with family and attend to needs due to the death. Additional time off can be granted but the employee should use their accrued PTO if they wish to be paid for the additional missed work time.

Immediate Family: Spouse, child/stepchild, parent/stepparent, sibling/stepsibling, grandparent/step-grandparent or grandparent in-law, grandchild/step-grandchild, mother/father-in-law, daughter-in-law/son-in-law.

If the deceased is a member of the employee's household and has a close relationship with the employee an exception to the immediate family rule may be made by the ED or HR Director. An example would be a niece or nephew raised by the employee, etc.

Maternity/Paternity Leave

ENLC loves babies and we want to support our employees as best we can when they welcome a new baby into their family. As a way to do this, we offer female employees two weeks of paid maternity leave (based on average weekly hours worked) and male employees 10 days of paid paternity leave (based on average daily hours worked). Employees must work at least 20 hours per week to receive this benefit.

The employee and their supervisor should notify Human Resources or Payroll upon the birth or adoption of a baby and the hours will be added to the employees' PTO balance for their use during this joyous time.

Additional time off can be requested in accordance with the Family and Medical Leave Act. PTO and/or Leave Without Pay may be used for additional time and in accordance with the Family and Medical Leave Act. Female employees may qualify for Short Term Disability at this time.

Employee Incentive for Referring Job Candidates

Our employees are the best resource we have to find like-minded Christians to join the ENLC team. So, we encourage you to reach out to your family and friends and encourage them to apply to open positions. All position openings can be found at enlc.life under "Get Involved".

Current employees will receive incentive pay for referring future employees to fill open positions. If we hire your candidate and they complete their 180-day probation period, you will receive a direct deposit of \$55. If they complete their first year of employment, you will receive an additional \$70 for a total of \$125.

Have the candidate mention your name as a referral on the application or you can [Click here](#) to complete the Employee Referral Form. This can also be found on the Resources page under HR>Referral Form for Job Candidate.

Benefits Overview

ENLC is pleased to provide a benefits package to eligible employees. Eligible employees will receive a benefits information packet and may elect to be enrolled in the various group plans. Any questions about benefits that a Supervisor is unable to answer should be directed to the Director of Human Resources or Director of Finance. Specific requirements for fringe benefits are contained in ENLC standard operating procedures. All fringe benefits are subject to change or elimination at any time, and employees may be responsible for premium payments. ENLC and its benefit plan administrator reserve the right to determine eligibility, interpretation, and administration with respect to benefit plans.

The fringe benefits that ENLC currently offers are:

- Health insurance (to employees working 30 or more hours per week)
- Dental & Vision plan (to employees working 30 or more hours per week)
- Paid life insurance (to employees working 20 or more hours per week)
- Paid short-term disability plan (to employees working 20 hours or more per week)

- SIMPLE IRA Employees become eligible for participation in the plan after completing 1 full year of work. A notification will automatically be sent from Paycor. Employees must also have W-2 wages of at least \$5,000 for the combined first year.

Workers' Compensation

ENLC provides each employee with Workers' Compensation insurance at no cost to the employee. This insurance provides for the employee's medical expenses and a percentage of the employee's income if the employee is injured as a result of an injury sustained in the performance of employment-related activity.

Employees should report any job-related injury or illness immediately to the employee's Supervisor and the Director of Human Resources, no matter how minor the injury or illness may seem. Employees should seek medical treatment promptly.

While ENLC encourages the reporting of any valid job-related injury or illness, abuse of the Workers' Compensations benefit is not tolerated. ENLC reserves the right to investigate the legitimacy of any claim for Workers' Compensation and will take appropriate disciplinary action where an employee is found to have deliberately filed a false claim.

Consolidated Omnibus Budget Reconciliation Act (COBRA) Continuation Coverage

Under applicable law known as "COBRA," ENLC provides employees with certain rights to continue health care coverage at employee's expense for a specified period upon the occurrence of certain qualifying events such as termination or reduction of hours to part-time status. Employees are not eligible for COBRA benefits if employees are terminated for gross misconduct.

Under certain circumstances (e.g., divorce, legal separation), employee's spouse and dependents may also have rights to continue health care coverage. Employees are responsible for informing ENLC of changes in employee's marital status and/or number of dependents so that we may notify dependents of their rights under COBRA. If at any time employee's employment status changes or there is a change in employee's marital status or number of dependents, please notify the immediate Supervisor so that the employee can be more fully informed as to the employee's rights under COBRA.

The immediate Supervisor will notify the Human Resource department by submitting an Employee Status Change Notification form.

Family and Medical Leave Act ("FMLA")

An employee who has been employed for at least twelve (12) months and working at least 1250 hours during the previous 12-month period may be eligible for up to 12 weeks of unpaid leave during any 12-month period as recommended by a licensed physician, for specific reasons outlined below. The 12-month period will be calculated on a rolling year basis. (A "rolling" year period is measured backward from the date an employee begins using FMLA leave).

Family and Medical Leave may be taken for one or more of the following reasons*:

1. To care for a parent, spouse or child** with a serious health condition;
2. To care for or bond with a newborn, newly adopted or placed foster child within 12 months after birth or placement. Leave may begin before the birth or placement if circumstances require.
3. A serious health condition that makes the employee unable to perform his/her job functions.
4. Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.
5. Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

*Determination of the qualifying event will be made on a case-by-case basis by the Director of Human Resources, the Director of Operations, and/or the Executive Director.

**FMLA defines a “child” as a son or daughter under the age of 18; or an adult child 18 or over who is incapable of self-care because of a mental or physical disability.

All employees will be provided with FMLA information during new employee orientation.

Elizabeth’s New Life Center recognizes the following holidays and generally closes all offices:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve and Christmas Day
- The Employee’s Birthday (avg. number of work day hours added to PTO balance in month of birthday) These hours apply to a separate birthday category and cannot be carried over for more than 1 year.

For some holidays falling on a weekend, ENLC may choose to close the day preceding or immediately following the holiday. Non-Exempt employees are expected to use PTO during holidays if the holiday falls within their normal work schedule.

III. CONDITIONS OF EMPLOYMENT

Public Funding

Because public monies make it possible for Elizabeth's New Life Center to hire individuals to provide some program or service, all employees hired in support of publicly-funded programs will comply with applicable state and federal regulations regarding the separation of church and state, as indicated in the grant specifications. Project activities are not to expend federal funds for inherently religious instruction, worship, prayer or proselytization, unless permitted in the parameters of the funding source.

Standards of Professionalism

The manner in which employees conduct themselves should create a favorable and lasting impression of ENLC. The continued success of ENLC depends on the quality, integrity, expertise and professionalism of our staff.

It is critical that written communications meet the highest standards of accuracy and neatness. Individuals who contact ENLC via telephone expect and should receive prompt and courteous attention and a helpful and meaningful response. Individuals who visit ENLC should always be treated with deference, tact, and courtesy.

All employees should present themselves in a professional and efficient manner. Respect and thoughtfulness towards fellow workers will always be expected.

Business Equipment and Electronic Privacy

ENLC's business equipment, such as telephone equipment, copiers, facsimile machines, and computer systems (including E-mail, internet systems and electronic storage), are ENLC's property and are provided to support business-related purposes only. There is a cost to ENLC associated with the use of all of its business equipment. Therefore, employees need to be good stewards when using ENLC business equipment. Please note that employees should not expect that ENLC's business equipment will afford the employee any privacy with respect to personal matters. All of ENLC's systems are accessible by management and may be monitored from time to time.

Personal Cellular Phones

While at work, employees are expected to exercise discretion in using personal cellular phones. Excessive personal calls and texting during the work day, regardless of the phone used, interferes with employee productivity and can be distracting to others. Employees should restrict personal phone calls and texting to break times or before or after work unless it is an emergency. Minutes spent on personal calls and texting during paid work time should be counted against periods of paid break time. During meetings and trainings, employees are expected to silence personal cellular phones.

Employees are expected to ensure that friends and family members are aware of ENLC policy. Excessive personal phone calls and texting, as determined by the immediate Supervisor, may result in disciplinary action up to and including dismissal.

Safety Issues for Cellular Phones

All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones at all times; however, ENLC encourages all employees to refrain from cell phone usage while driving with the exception of using hands-free method for obtaining directions. This policy includes, but is not limited to, text messaging, internet use, and emailing. If it is necessary or you to use your phone, you should pull off the road to a safe location.

Employees driving for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Unless using hands-free operations, regardless of the circumstances, including slow or stopped traffic, employees are expected to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees should refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. All employees are expected to follow these guidelines when receiving or placing an ENLC associated phone call.

Hands-free equipment will be provided to those employees deemed necessary by the Director of Operations to facilitate the provisions of this policy.

Employees who are charged with traffic violations and any associated fees stemming from the traffic violation to include liability claims resulting from the use of their phone while driving will be solely responsible for all financial liabilities that result from such actions.

Confidentiality of Employer Information

All employees of ENLC are to respect and maintain the confidentiality of all information, including but not limited to, business documents, reports, records, files, correspondence and communications, to which the employee has access in carrying out responsibilities and duties both during and after employment with ENLC. None of the aforementioned may be copied or removed from the premises of ENLC, unless per operational protocol. All employees are expected to show the highest regard for the privacy of each client, patient, student, donor and/or Board member and will strictly observe the confidentiality of records and other information associated with each, including protected health information regulations. Confidentiality is essential to the sound relationship with our clients and donors; it is also a legal and ethical matter of the utmost importance. All employees will be careful to discuss confidential information only when necessary and appropriate in the context of business operations. Care should be taken to prevent confidential discussions from being overheard by clients or other staff members who are not involved (i.e., discussing problems in the hall or reception area). Any unauthorized disclosure,

transmission or discussion of confidential information outside the property or similar violation of these standards may result in disciplinary action up to and including dismissal.

Media Requests

Confidentiality must be protected-especially in cases when members of the media request information. All inquiries from the media should be referred to the Director of Operations or Executive Director. The Executive Director will refer the inquiry to the chairperson of the Board when Board-level comments are appropriate.

ENLC Name and Logo Usage

Any use of the Elizabeth's New Life Center name and associated logo, to include the mission statement and vision statement, must be approved prior to use on any unofficial ENLC correspondence (i.e., non-ENLC webpage, personal stationary, etc.). Submit all requests with justification for use to the Marketing Director.

No-Solicitation/No-Distribution

Employees should not conduct non-ministry business, such as canvassing, collection of funds, pledges, circulation of petitions, solicitation of memberships, or any other similar types of activity while at work. Minor fundraising (i.e., Girl Scout cookie and candy sales) may be allowed, but should be cleared with the Director of Human Resources for approval prior to soliciting.

Discipline

ENLC expects employees to comply with its policies and standards of behavior and performance. Noncompliance with policies and standards of behavior or performance, including safety standards and poor performance, may result in disciplinary action, including, but not limited to: informal counseling, oral warnings, written warnings, suspension, and termination. The need for discipline and the type of discipline will be determined by the Supervisor. Because ENLC is an at-will employment company, progressive discipline methods are encouraged but are not required; trans may occur without receiving prior disciplinary action.

Resignation

In the event of resignation, an employee is required to give ENLC two weeks' notice. Senior staff employees are to provide ENLC with thirty days' notice. Provided ENLC is given prior notice, and an employee has completed their 6-month probationary period, they will receive payment for all accrued paid time-off. Upon resignation, if circumstances warrant, ENLC may require that the employee leave the premises at once or at any time prior to the expiration of the employee's notice.

Termination

ENLC may terminate an employee's service at any time without notice. Upon termination, an employee will receive payment for any accrued PTO, if eligible. Employees terminated while in the probationary period forfeit all accrued PTO. Termination may be effective immediately or may occur at an established date. Upon termination, if circumstances warrant, ENLC may require that the employee leaves the premises at once or at any time prior to the established termination date.

IV. EMPLOYEE SAFETY AND HEALTH

Incident Reporting

ENLC uses this procedure for incident reporting to address situations that occur that put property or people at risk, present a clear danger, interrupt client/patient services, or raise risk to providing services and operations. Supervisory employees must ensure all incidents, as defined below, are reported in a timely manner in order to evaluate and mitigate.

Definitions

Critical Incidents Requires notification to immediate Supervisor minimally, within 4 hours; immediate notification if emergency response is required. Notifying others in Management should be considered, e.g. Executive Director, Director of Operations, and/or Director Human Resources.

Examples include but are not limited to:

Emergency Response: the involvement of police/fire/sheriff or other emergency personal due to an emergency incident with an ENLC client/patient, staff member, volunteer or visitor.

Non-emergent police involvement requires notification of Supervisor prior to contact of public authorities.

Workplace Violence: all situations that fall under the OSHA guidelines for workplace violence, as defined by any physical assault, threatening behavior, or verbal abuse occurring in the work setting.

Subterfuge activity: anyone engaged in intentional misrepresentation of the true nature of his/her activity, such as a pro-abortionist posing as a client for the purpose of reporting the actions taken.

Major Injuries/Threats: any condition or act that places ENLC in a position where the potential for liability or litigation may ensue or places ENLC at risk for negative publicity.

General Incidents: Requires notification to immediate Supervisor within 24 hours

Examples include but are not limited to:

Client/Patient/Visitor Escalation: significant inappropriate behavior of a client/patient/visitor or someone affiliated with a client/patient/visitor that is disruptive but not otherwise defined as workplace violence.

Minor Injury to Client/Patient/Staff/Volunteer/Visitor: physical damage to the body or a body part of a client/staff/volunteer/visitor that did not require an emergency response.

Theft: all acts of stealing ENLC or client/patient/staff/volunteer/visitor's property, with or without law enforcement involvement.

Damage/Destruction of Property: misuse or abuse of ENLC or client/patient/staff/volunteer/visitor's property, whether willful or accidental, with or without law enforcement involvement.

Harassment: all harassment of an employee because of race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information. Or harassment towards someone because they have complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Duty to Disclose

In connection with any reportable incident, all employees, volunteers or board members are required to disclose the details of the situation. Details will be disclosed using the attached incident report form.

Notification will occur via hard or electronic copy within established time-frames from the person completing the form to his/her immediate Supervisor. Phone calls may replace incident reporting form only if situation prevents this form from being filed, with the form being completed as soon as the emergency is resolved. **Critical incidents** will follow chain-of-command through Director of Human Resources and onto the Executive Director and Board of Directors. **General incidents** will follow chain-of-command through Director of Human Resources and onto the Director of Operations. All incidents will be reviewed by the Program/Risk Management Committee of the Board to ensure appropriate action was taken and if policies or procedures need revised in order to prevent further similar incidents.

General Duty Clause

ENLC is committed to providing employees a safe work environment as required by the Occupational Health and Standards Act (OSHA). This philosophy and provided guidance is applicable to all employees and ENLC expects its employees to adhere to this guidance. Supplemental information for employee safety and health are available through Human Resources.

General Safety Rules

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of coworkers.

- Use common sense in performing your duties.
- Report any work injury/illness to your Supervisor.
- Report unsafe conditions to your Supervisor or Human Resources.
- Ask for back up or replacement when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment. Employees are required to be fully able to perform all work functions without mental or physical impairment.
- Keep your work area neat and tidy.
- Keep all personal items locked in drawers and out of access from clients or other employees/visitors.
- Request assistance in lifting heavy loads.
- Wear seat belts when operating any rented vehicle or driving your own personal vehicle while on ENLC business.
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
- Keep paper clips, tacks, pins and other objects off the floors.
- Store all sharp objects properly when not in use.
- Open and close doors cautiously and use extra caution at blind hallway intersections.
- Use the buddy system when exiting the building at the end of the day

Bloodborne Pathogens Exposure Control Plan

This policy for Bloodborne Pathogens Exposure is to follow the Plan as outlined below. It is not a first aid/emergency response procedure.

Procedure

In the event of a serious injury resulting in release of blood or other body fluids which would contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party. Spilled body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled body fluids need clean-up, this procedure must be followed by all employees:

Advise the department manager/director. The Supervisor should be aware of the individual(s) doing the actual clean-up and the purpose of the clean-up.

Clean up the spilled fluids as follows:

- Put on protective gloves.
- Spread the absorbent material on the spilled body fluids, (e.g., paper towels, cloths)
- Neutralize the potential pathogens with a 10% bleach-with-water solution. Cover the spill for 15 minutes.
- Use paper towels to pick up material as well as possible. Place all potentially contaminated materials in a leak-proof plastic bag.

- Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof bag.
- Clean sweep/mop materials with hot, soapy water. Lastly, remove gloves from inside-out and place in the bag.
- Secure the bag and discard it as other trash.
- Wash hands thoroughly in hot, soapy water.

After all activity is completed and checked by the Supervisor; the Supervisor should complete an incident report and forward to Human Resources. This report can be found on the Resources page.

Additional information on Bloodborne Pathogens Exposure may be found in each Women's Center and in Holy Family Prenatal Care. Department managers/directors in these work centers are responsible for ensuring training is conducted prior to any employee becoming exposed to bloodborne pathogens.

Fires and Other Emergencies

The work center where you are assigned has an emergency procedures and evacuation plan to follow in the event of fire or other disaster. These are posted prominently in common areas and bulletin boards on each floor of the facility. Fire extinguishers are located on each floor. Exits have been designated in the evacuation plan. First-Aid kits are located in each kitchen area or break room and are available to treat minor injuries only. All employees are expected to familiarize themselves with the location of such equipment and exits.

In the event of an emergency which involves a serious employee injury, the Supervisor should access the emergency contact information in Paycor for the employee and make the appropriate contact as specified by the affected employee.

Safety Data Sheets

ENLC will keep Safety Data Sheets (SDS) on all hazardous substances and materials on its premises. Employees should help ensure that SDS are kept in their respective areas or report missing ones to their Supervisor or Human Resources.

Smoking

ENLC maintains a smoke-free work place. There is no smoking, vaping, or use of other tobacco products in any area of ENLC offices.

Firearms

The safety of our employees, as well as that of our clients and visitors to our offices, is of the utmost importance. Our employees are required to follow all firearms laws or limits in any/each location they visit while representing ENLC.

As an employee of ENLC, you are permitted to carry a firearm in ENLC worksites after completing a Conceal Carry class and earning a Conceal Carry Permit issued by the State of Ohio. The employee must first submit the required Concealed Carry Firearm Request form available on the resources page. This requires a copy of the Conceal Carry License and ownership information for the firearm they will carry.

Once approval has been given to the employee to carry their firearm at ENLC facilities it is required that the fire arm be kept in an approved holster on the employee's person or in an approved lock box, inside a locked desk. At no time is a firearm permitted to be left in a purse, briefcase, bag, or anywhere that could be picked up by another person inadvertently or purposefully.

Any employee who does not follow the procedures described above will have their permission to carry their firearm in ENLC facilities rescinded immediately.

All information regarding an employee who has received permission to carry a firearm will be kept strictly confidential and will not be released to any other employee or volunteer of ENLC.

Drug-Free Workplace Awareness Program

Employees need to report to work in a fit condition. ENLC believes that alcohol and drug abuse greatly affect job performance, the work environment, and confidence in our ministry. All employees are subject to reasonable suspicion or after an accident on the job drug-testing. ENLC will take immediate action against employees who manufacture, use distribute or possess controlled substances while on ENLC premises, or who violate ENLC rules that prohibit usage of alcohol and illegal drugs on the job or at such times prior to work hours as to impair job performance. Any employee who violates this alcohol and drug policy is subject to disciplinary action up to and including immediate discharge.

ENLC will enforce the federal drug-free policy, as described in 45 CFR Part 76, for federal grant employees and will notify the grant officer on whose grant activity a convicted employee was working, in writing, within ten calendar days after receiving notice of a violation or conviction. Substance abuse is a dangerous and unhealthy activity. For assistance or questions regarding the cessation of substance abuse, please contact Crisis Care at (937) 224-4646.

Workplace Violence

ENLC is concerned about the increased violence in society, and has taken steps to help prevent incidents of violence from occurring at ENLC. ENLC expressly prohibits any acts or threats of violence by any ENLC employee or former employee against any other employee in or about ENLC facilities or elsewhere at any time. ENLC also will not condone any acts or threats of

violence against ENLC employees, patients, clients, or visitors on ENLC's premises at any time or while they are engaged in business with or on behalf of ENLC, on or off ENLC's premises. Any reports of violence or threats will be promptly and thoroughly investigated and, when warranted, appropriate action will be taken.

All employees working with clientele should be trained on workplace violence procedures specific to their workplace as soon as practical after beginning their first day of employment. Each director, manager, or supervisor is responsible for training his/her employees on specific procedures to follow. All other employees will receive training conducted by HR during new employee orientation and annually thereafter. All workplaces will conduct period reviews of these safety procedures and ensure all employees and volunteers receive all new information.

V. EMPLOYEE POLICIES

Information on location and titles of employee policies and procedures may be found on the Resources page.

Conflict Resolution Policies

A. Open-Door Policy

ENLC strongly believes in an open-door, open-communication policy and feels it is an important benefit to all employees. This policy, we believe, will allow employees to come forward and discuss their problems with their immediate Supervisor in order to resolve the issues quickly and efficiently. If the immediate Supervisor is not able to satisfy an employee's questions regarding the interpretation or application of this Handbook or any other work place issue, then the employee is free to contact the next higher level of supervision. Employees who foresee a problem which may interfere with their ability to adequately perform their responsibilities should discuss the matter with their Supervisor or with the Supervisor's Supervisor. ENLC requests that the employee schedule a time to discuss problems with the employee's Supervisor or the Supervisor's Supervisor so they may provide the employee with adequate time, preparation, and attention. In the event the Supervisor's Supervisor is the Executive Director, employees should schedule an appointment with the Director of Human Resources for resolution. Employees may contact Human Resources for assistance with any conflict.

Should an employee wish to escalate an issue to the Board of Directors, the preferred method is to contact the Chairman of the Board directly. However, employees may choose to reach out to any Director on the Board should they feel more comfortable doing so.

It is important to note that any issues brought to the attention of either the Chairman or an individual Director will be reviewed and collectively deliberated by the entire Board to ensure an effective resolution is reached.

B. Policy Against Harassment

ENLC expects that all employees will treat each other with fairness and respect. Harassment on the basis of race, religion, color, gender, age, national origin or disability, or as otherwise provided under state or local law, is not tolerated and is strictly prohibited. Harassment of this type is illegal and contrary to the standards of ENLC. ENLC strives to foster a work environment free of harassment, including sexual harassment, discrimination, intimidation and insult. Harassment is a form of misconduct that undermines both personal and professional relationships in the workplace. Employees need to be assured that they can work in an environment that is free from unwanted and unwelcome harassment and discrimination.

Sexual harassment as well as gender-based discrimination is illegal and contrary to the standards of ENLC. ENLC prohibits any employee from making unwelcome and unsolicited sexual advances; unwelcome, offensive or inappropriate comments regarding an employee's gender; or engaging in other verbal or physical conduct of a sexual or gender-offensive nature; when an individual's submission to that conduct is made explicitly or implicitly a term or condition of that individual's employment; or when that conduct creates an intimidating, hostile, or offensive working environment. Harassment based on gender is a form of misconduct that undermines both personal and professional relationships in the workplace.

Employees who believe they are the victim of any type of harassing conduct should bring that conduct to the immediate attention of their Supervisor, Director of Human Resources, Director of Operations, or Executive Director. ENLC will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident in a confidential manner. If the investigation discloses that an individual has committed an act of harassment, that individual will be subject to appropriate disciplinary action, up to and including termination. Retaliation in any form against an employee who complains of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action. Employees are always encouraged to discuss their work-related concerns first with their immediate Supervisor. Any Supervisory employee to whom an employee brings a complaint of harassment, but who does not take appropriate action to resolve it, may also be disciplined.

C. Grievance Policy

Employees with grievances, complaints, or unresolved issues are expected to respectfully discuss matters privately with the other party. If a private discussion does not resolve an issue between employees, the Director of Human Resources will meet with them acting as an intermediary. Resolution of the situation will be the goal of the meeting.

Additionally, employees may use the following grievance procedure: complaints may be submitted to their Supervisor in written form within 10 working days of the incident or situation to which the grievance pertains. (In the case when the grievance directly concerns the employee's Supervisor, the complaint may be submitted to the Director of Human Resources.) The Supervisor or Director of Human Resources will respond to the complaint within a reasonable time frame, typically within seven working days of its receipt. If employees are not satisfied with the response of the Supervisor or the Director of Human

Resources, they may request a review by the Director of Operations or the Executive Director. The Director of Operations/Executive Director will respond in writing to the grievance.

Employees who are not satisfied may request a review of the response of the Supervisor, Director of Human Resources, Director of Operations or Executive Director by a committee of the Board of Directors. Before requesting a review by the Board, employees should ensure the grievance has been reviewed by each appropriate level. This normally would include a review by the Supervisor and Director of Human Resources, Director of Operations or, the Director of Operations and the Executive Director if the Director of Operations is the employee's Supervisor. This request should be submitted in writing to the Board chairperson within five days of receiving the Executive Director's response. The Board chairperson may appoint a task force or committee to review the complaint. The ruling of the Board is final. An employee will not be retaliated against for using the grievance procedure.

Whistleblower Protection Policy

The Whistleblower Protection Policy was implemented at ENLC to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). The following paragraphs summarize the policy.

ENLC encourages all Board of Directors (Board) members, employees and volunteers, acting in good faith, to report suspected or actual wrongful conduct. ENLC is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy.

Equal Employment Opportunity

It has been, and will continue to be, the policy of ENLC to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment-related decisions without regard to race, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs and reinstatements, training and disciplinary measures. Decisions regarding employment and promotion will be based solely upon valid job-related factors.

ENLC is firmly committed to complying with the Americans with Disabilities Act (ADA) and other federal and Ohio legislation designed to ensure equal employment opportunities to persons with disabilities. ENLC prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. Consistent with this policy and applicable law, ENLC will make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees, unless to do so would cause an undue hardship on the operation of its business. Employees are responsible for informing their immediate Supervisor, a Senior Staff member or Human Resources if a reasonable accommodation needs to be made in their work environment.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Supervisor or to the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Personal Conduct

The orderly and efficient operation of ENLC requires that employees maintain proper standards of personal conduct. Fortunately, the vast majority of ENLC employees have the desire and self-discipline to follow common sense standards of conduct.

While every situation cannot be anticipated, the following guidelines specify impermissible conduct which may result in disciplinary action including immediate discharge. In all instances, the Director of Human Resources and Supervisory personnel will determine the appropriate discipline to be imposed. Commission of any of the following or similar acts is considered serious and provides grounds for disciplinary action, which may include dismissal.

Without limiting ENLC's right to discharge an employee at any time, with or without cause, the following acts of misconduct are provided as nonexclusive examples of unacceptable activity:

1. Supplying false or misleading information when applying for employment, or at any time during the employee's employment.
2. Altering, destroying, willfully misplacing, discarding or falsifying ENLC records.
3. Failure to maintain any privilege and the confidentiality of information of ENLC, including but not limited to, documents, reports, records, files, correspondence and communications.
4. Theft or unlawful possession of stolen, lost or mislaid property of ENLC or fellow employees. Destruction or defacing of property of ENLC or fellow employees. Theft or unauthorized removal of machinery, tools, equipment, records, or other ENLC property or the property of employees, clientele, or visitors.
5. The possession of weapons, firearms or ammunition on ENLC property without CCW process approval.
6. Failure to follow workplace safety rules.
7. Illegal, immoral or indecent conduct, soliciting persons for these purposes, or aiding and/or abetting any of the above.
8. Acting or speaking in opposition to ENLC's Mission and/or Vision Statements.

9. Refusal or failure to perform assigned work, to follow a Supervisor's instructions, or any act of insubordination.
10. Violation of ENLC's equal employment opportunity policy.
11. Engaging in any act of discourteous conduct, using abusive language, rudeness, or similar acts, to ENLC Board, fellow employees, volunteers, clients or supporters.
12. Careless, deliberate or gross negligence.
13. Gambling on ENLC property.
14. Misusing paid time-off benefits.
15. Excessive tardiness, excessive absence, failure to maintain hours, failure to report to employee's Supervisor, or absence from work without proper permission or notification.
16. Uttering, publishing, or distributing false, vicious, or malicious statements.
17. Time spent on excessive personal telephone calls, texting or computer use during periods of work not counted as break time.
18. Fighting on ENLC property or surrounding premises or in connection with circumstances outside of work at ENLC.
19. Violation of policies against harassment, including sexual harassment.
20. Defacing, damaging or unauthorized removal of ENLC's property or property belonging to a client or another employee.
21. Sleeping on the job, loitering or wasting time while on the job.
22. Violation of the Whistleblower Protection Policy.
23. Violation of policies or procedures contained in this Employee Handbook.

Conflict of Interest

No member of the ENLC Board or any of its Committees (Committee member), or any ENLC employee, may derive any personal profit or gain, directly or indirectly, by reason of his or her participation or employment with ENLC. Individuals need to disclose any interest they may have in any matter pending before ENLC Board or Conflict Committee and will refrain from participation in any decision regarding such matters.

Board members, Committee members, ENLC employees and members of an employee's immediate family are prohibited from accepting significant (value greater than \$200) gifts, financial remuneration, and/or gratuities from the following:

1. Any person or place of business receiving benefits or services from the organization.
2. Any person or place of business performing or seeking to perform paid services with ENLC.
3. Any person or place of business who is otherwise in a position to benefit from the actions of an employee of ENLC.

In connection with any actual or possible conflict of interest, an interested person is required to disclose the existence of the financial interest and be given the opportunity to disclose all material facts considering the proposed transaction or arrangement. Additionally, all family relationships, including through marriage relationships, with any board member, contractor, employee and volunteer will need to be disclosed at least annually. The annual documents submitted through Paycor will include a place for you to disclose this information.

Specific guidelines on disclosure, proceedings, compensation, annual statements, periodic reviews and use of outside experts are contained in the Conflict of Interest Policy.

Record Retention and Documentation Destruction

It is ENLC's policy to ensure the security and confidentiality of all records containing personal, confidential, or proprietary information. Such records will not be destroyed earlier than the dates indicated in the Record Retention and Documentation Destruction SOP. Such records will be shredded, erased or otherwise modified so as to make the records unreadable or otherwise modifying the protected information as to make it unreadable or undecipherable through any means. Record destruction may be accomplished directly by senior staff or other secure means. Specific guidelines on document retention may be found on the Resources page.

Computer, Internet and Email Use

Access to computers is provided to employees for the sole purpose of conducting ENLC business. ENLC has established a policy to govern employee usage of ENLC's computer system to include Internet and Email use. ENLC is concerned about the accuracy, authenticity, and timeliness of information obtained electronically, about its legal obligations, about inappropriate email/internet use, and about the need to monitor and manage ENLC's IT resources. Email and Internet use while on the job is restricted to business functions.

Social Events on ENLC property

Social events such as baby or wedding showers, holiday or birthday celebrations, etc. should take place outside of paid work hours with the exception of short gatherings. Work-related events such

as going away or a job well done luncheon may be held during work hours and should be limited in duration. Only those employees who are directly involved should be included.

HANDBOOK ATTACHMENTS

PTO Accrual

Policies are available on the Resources page.

ENLC Employee HANDBOOK Acknowledgment

My signature reflects that I understand that it is my responsibility to read the ENLC Employee Handbook dated April 11, 2025. I understand that it is my responsibility to read and comply with all Employee Handbook rules and guidelines and to any changes or updates to this Handbook. The contents of this Handbook are presented as a matter of information only. The plans, policies, and procedures described are not conditions of employment and ENLC reserves the rights to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language in this Handbook and policies is not intended to create, nor is it to be construed to constitute, a contract between ENLC and any one or all of its employees. That is, employment can be terminated at any time at the will of either ENLC or the employee.

The employee handbook is accessible at <https://resources.elizabethnewlife.org/Handbook> tab