



GREATER NEW ORLEANS FOUNDATION

For a vibrant region.

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GREATER NEW ORLEANS FOUNDATION

Policy: 1-1

Human Resource Philosophy

Consistent with the mission, values, and goals of the Greater New Orleans Foundation, herein referred to as the Foundation or GNOF, its prudent fiscal management, and its commitment to equal employment opportunity in employment, the Foundation strives to:

Recruit employees of the highest quality, employing them on the basis of skill, experience, education, training, character and merit;

Provide the environment, resources and encouragement for employees to have the opportunity to develop professionally and personally;

Promote a culture that is employee-centered and develops the whole person;

Demonstrate care and respect of each individual, through employment practices that reflect a belief in the human dignity of each person;

Promote a culture that recognizes and values diversity; and

Provide compensation, benefits, recognition, and work environment that help attract, retain and motivate high quality employees.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-1

Employment at Will

Employment at the Greater New Orleans Foundation is at-will, and the relationship between the Foundation and its employees is voluntary. An employee is not required to work for GNOF for any set period of time. The employee is free to leave employment with the Foundation at any time and for any reason. GNOF also may end employment with an individual at any time and for any reason not prohibited by law.

Neither this manual nor anything in it will be construed as creating a contract of employment for any period of time. The Greater New Orleans Foundation can change the terms and conditions of employment at managements' sole discretion.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-2

Equal Employment Opportunity

Policy

The Greater New Orleans Foundation does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, age, religion, disability, perception of disability, veteran status, ethnicity, national origin, or other protected class in its programs or activities, including employment.

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 the Vice President of Finance and Administration. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-3

Employees with Disabilities

Policy

The Greater New Orleans Foundation is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Pre-employment inquiries are made regarding only an applicant's ability to perform the essential functions of the position. Reasonable accommodation is available to all disabled employees otherwise qualified for their position in situations where their disability limits the performance of job functions.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leaves of all types will be available as accommodations to all qualified disabled employees on an equitable basis.

The Foundation is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Foundation will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Greater New Orleans Foundation is committed to taking actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Definitions

1. Disability: Under federal law, a disability includes a physical or mental impairment that substantially limits one or more of the major life activities of that individual.
2. Reasonable Accommodation: Reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to perform the essential job functions or enjoy an equal employment opportunity that does not impose undue burden on the Foundation.

Procedure

Employee Responsibilities:

1. The employee who reports that he/she has a physical or mental disability and needs an accommodation will report to the Vice President of Finance and Administration for evaluation of work- related disabilities, limitations, and restrictions. The Foundation reserves the right to send the employee to a medical provider of the Foundation's choosing for a second opinion. If a second opinion is requested, that medical visit will be paid for by the Foundation.
2. Employees who have requested an accommodation will report any changes in their condition, or change in work-related restrictions which may affect their ability to perform essential job functions to their supervisor within 24 hours of the medical visit. The information must be documented in a written statement prepared by qualified medical personnel.
3. Employees will comply with restrictions set and/or follow the prescribed course of treatment as recommended by their qualified medical personnel. Failure to comply with such restrictions or treatment recommendations where such failure affects the employee's performance may be cause for disciplinary action.

Foundation Responsibilities and Procedures:

1. The supervisor will notify the Vice President of Finance and Administration immediately upon receiving a request for a disability accommodation. The originals of all medical documentation, the employee's request for an accommodation, and any other documentation pertaining to the request for an accommodation will be forwarded to the Vice President of Finance and Administration.
2. The supervisor, with the assistance of the Vice President of Finance and Administration, will review the job duties with the employee to determine what the barriers are to performing the essential functions of the job and to solicit possible options for accommodating the employee's disability.
3. The Vice President of Finance and Administration will recommend specific modifications in job duties, schedules, or work environment, if any are required, to the appropriate Vice President. The Vice President of the affected area must approve such action before implementation takes place.
4. The supervisor and the Vice President of Finance and Administration will review the specific modified duties, schedule or work environment, if any, to be made. These modifications shall be confirmed in writing, signed by the employee, supervisor, appropriate Vice President and the Vice President of Finance and Administration. This documentation will be forwarded to the physician to ensure that the modifications will not aggravate the employee's physical or mental condition.
5. When the physician's approval is requested, such approval must be obtained in writing by the employee within two weeks of the request and forwarded to the Vice President of Finance and Administration for inclusion in the employee's confidential health file and benefits file.

If an Accommodation Cannot Be Made

1. If no reasonable accommodation exists for the employee's current position, the employee will be considered for reassignment to vacant lateral positions in the same pay range for which the employee is qualified to perform the essential job functions with or without reasonable accommodation.
2. If no reasonable accommodations can be identified, or such accommodations would create an undue hardship on the Foundation, or the individual poses a direct threat that cannot be removed or reduced by reasonable accommodation, or there are no vacant lateral transfers available for which the employee is qualified, the employee will be terminated and encouraged to apply in the future for vacancies for which he/she is qualified with or without reasonable accommodation.

Direct Threat

Direct threat is a specific, current, significant risk of substantial harm to the health or safety of the individual, fellow employees, or the public that cannot be removed or reduced by reasonable accommodation. The determination of whether or not the individual poses a direct threat will be based on objective medical or factual evidence regarding the individual's present ability to safely perform essential job functions.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-4

Pregnancy and Employment

Policy

The Greater New Orleans Foundation recognizes the need of employees to combine responsibilities of work and family. The Foundation complies with the Title VII Pregnancy Discrimination Act of 1978 and applicable Louisiana laws which require that employers:

- treat pregnancy the same as any other temporary disability
- provide access to medical benefits and sick leave on the same basis as such benefits are provided to other employees or for other medical conditions
- not refuse to hire a woman because she is pregnant
- not fire a woman because she is pregnant
- not force a woman to leave work if she is ready, willing and able to perform

For benefits information regarding pregnancy, please see Maternity Leave. (See Policy 4-7)

GREATER NEW ORLEANS FOUNDATION

Policy: 2-5

Employment Status

Policy

It is the intent of the Greater New Orleans Foundation to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Procedure

Each individual will be classified to one of the following categories:

REGULAR FULL-TIME staff employees are those who are not in a temporary status and generally are regularly scheduled to work at the Greater New Orleans Foundation on a full-time schedule of 37.5 hours per week. They are eligible for the Foundation's benefits package, subject to the terms, conditions, and limitations of each benefit program. Hourly staff are those regular full-time employees whose duties may involve shift work and who are normally scheduled to work 37.5 hours per week.

REGULAR PART-TIME STAFF are those who are not assigned to a temporary status and who are regularly scheduled to work fewer than 37.5 hours per week. These employees receive all legally mandated benefits, such as social security and workers' compensation insurance.

TEMPORARY AGENCY WORKERS are individuals who perform work for the Foundation but are on the payroll of a temporary help or outsource agency. They are not employees of the Greater New Orleans Foundation.

INDEPENDENT CONTRACTORS are individuals who perform work for the Foundation and whose payment for services rendered are the responsibility of the Foundation based on an agreed contract. They are not employees of the Greater New Orleans Foundation.

Determining the appropriate classification of a worker as either an employee or independent contractor is the responsibility of the Vice President of Finance and Administration. Every individual employed by the Foundation will be categorized as an "employee" unless specifically designated as an independent contractor or temporary agency worker by the Vice President of Finance and Administration.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-6

Personnel Files

Policy

The Greater New Orleans Foundation maintains an official personnel file on each employee. These files are located in the office of the Vice President of Finance and Administration. The personnel file includes such information as the employee's job application, resume, payroll elections, documentation of performance appraisals and salary increases, and other employment records.

- A separate file is maintained containing employee medical information.
- A separate file is maintained containing employee benefits information.
- A separate file is maintained containing immigration compliance information.
- A separate file is maintained containing hiring / performance related information
- A separate file is maintained containing confidential information.

GNOF and its employees have a mutual interest in ensuring that personnel records are properly used. The Vice President of Finance and Administration provides a system for the security of records. Precautions are taken to achieve reliability of the data and to prevent misuse of the data. Generally, only those persons authorized by the President & CEO and the Vice President of Finance and Administration will have access to employee files. Employees may request copies of previously submitted payroll and benefit elections.

The Vice President of Finance and Administration will not make records available to persons not affiliated with the Foundation except pursuant to a subpoena or court order.

Procedure

Authorized personnel will present a request to the Office Manager to review a personnel file. Authorized personnel include the President & CEO, Foundation Vice Presidents, the Office Manager and those persons authorized on a case by case basis. This review will take place in the presence of the Office Manager or authorized personnel.

The official file and its contents will remain in the department of the Vice President of Finance and Administration. These files are the property of the Greater New Orleans Foundation.

A current employee who wishes to obtain copies of previously submitted forms should contact the Office Manager.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-7

Personal Data Changes

Policy

It is the responsibility of each employee to promptly notify the Greater New Orleans Foundation of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such information should be accurate and current at all times. It is also important to update benefits records, including beneficiary designations.

Procedure

If any personal data has changed, the employee should notify the Office Manager as soon as reasonably practical. Information can be submitted electronically. In order to submit a change of name, the employee must present documentation to the Office Manager that the name has been changed with the Social Security Administration (new card or documentation of application for new card).

GREATER NEW ORLEANS FOUNDATION

Policy: 2-8

Supplemental Employment & External Activities

Policy

The Greater New Orleans Foundation recognizes that many of its employees have specialized skills or areas of expertise and that the utilization of these skills outside the normal course of business as an employee of the Foundation can be beneficial to both the individual and to the Foundation.

Such activities may include, but are not limited to: training and consulting, personal and/or professional involvement in the community, in professional organizations and in national, state or local politics; and any employment or employment-related activities undertaken to supplement current income. The Foundation respects the rights of an employee to engage in activities of his or her choice, as long as those activities do not adversely affect the Foundation and do not prevent the employee from fulfilling the requirements of his/her position.

An employee's primary work commitment is to his/her full-time position at the Foundation. Outside activities that are unrelated to an employee's full-time position should not be undertaken if they would interfere with that commitment. Any supplemental employment outside of the Foundation is to be disclosed to the appropriate Vice President as soon as such employment is obtained or reasonably practical.

A staff employee at the Foundation must not perform non-Foundation work during the normal working hours for which she/he is being compensated by the Foundation.

In all non-employment activities outside of the Greater New Orleans Foundation, the employee functions without the sponsorship of the Foundation, and the Foundation assumes no responsibility for the activity.

Employees' work on their own time, for pay or not, is their affair with these exceptions/provisions:

1. Employees are not permitted to take on supplemental employment, paid or otherwise, that constitutes an actual, potential, or apparent conflict of interest with their duties at the Foundation. Such work includes, but is not limited to:
 - Employment—whether paid or not—by another Foundation or grantmaking entity;
 - Employment—whether paid or not—by a grantee or potential grantee of the Foundation;

- Employment—whether paid or not—by any vendor or consultant to the Foundation, or by any individual or entity conducting business with the Foundation.

If employees are unsure of their compliance with this policy, they should check with their supervisors.

2. All work on boards, commissions, advisory committees, etc. that constitutes a potential or apparent conflict of interest with an employee's duties at the Foundation must be reviewed by his/her supervisor and approved by the President & CEO of the Foundation.
 - a) Foundation staff members are not permitted to solicit funding from the Foundation for organizations they represent or are associated with, or for organizations their family members represent or are associated with.
3. All employee work on boards, commissions, advisory committees, etc. in which the employee might be perceived to represent the interests of the Foundation must be reviewed with the employee's supervisor and approved by the President & CEO of the Foundation.
4. Any work on boards, commissions, advisory committees, etc. that might require an employee to be away from GNOF's office during normal work hours must be directly work related and be reviewed by the employee's supervisor and approved by the President & CEO of the Foundation. All such outside volunteer activities must be directly work related.
5. If an employee uses leave time for supplemental employment and that work begins to interfere with his/her ability to function effectively at the Foundation, he/she may be required to terminate or curtail his/her supplemental employment.
6. Under no circumstances should staff members conduct outside employment activities on Foundation time or using Foundation resources.

GREATER NEW ORLEANS FOUNDATION

Policy 2-9

Employment of Family Members

Policy

The Greater New Orleans Foundation does not exercise a preference for nor discriminate in favor of, or against, the employment of an employee's immediate family member. The principle of merit shall prevail and shall be the deciding factor in the selection and appointment of successful candidates. Accordingly, members of the same family may be selected for positions within the Foundation when it has been determined that they are the most qualified candidates for the position.

An immediate family member may not be employed in a department under the supervision of an immediate relative who has or may have a direct effect on the individual's progress, performance, or welfare.

An immediate family member may not be employed in a department which could be deemed a conflict of interest with a direct connection to another department, i.e., finance.

An immediate family member is defined as the employee's spouse or significant other, as determined by the Greater New Orleans Foundation, parent, step-parent or guardian, child or step-child, sibling or step-sibling, grandparent or grandchild, and parents-in-law, grandparents-in-law and siblings-in-law.

This policy applies to new employees, current employees, and employees who have changes in relationships or work assignments while employed.

Procedure

Employees should inform their Supervisor and the Office Manager of potential or existing situations concerning employment of a family member.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-10

Recruitment & Selection of Staff

Policy

The Greater New Orleans Foundation strives to recruit, hire, transfer and promote accomplished individuals who can further the Foundation's mission:

- By selecting the individual who best meets the needs of the hiring department and the Foundation,
- By enhancing opportunities for internal mobility and promotion of qualified candidates who are current Foundation employees,
- By considering candidates without discrimination based on race, color, national and/or ethnic origin, gender, marital status, sexual orientation, handicap/disability, religion, veteran status, age or any other unlawful factor.

Procedures

A uniform procedure for the recruitment, selection and hiring of employees enables the Foundation to hire the most qualified staff available and to assure that all applicable legal requirements are met.

Requisitions for Replacements

When a Vice President becomes aware that a position will be vacated, he/she should notify the Office Manager. The Office Manager and Vice President will discuss the opening and the related recruiting plan.

Additions to Staff

Vice Presidents requesting an addition to staff must contact the Office Manager indicating this is a request for a new position. Budget information including salary and benefits funds availability must be presented and whether grants or other special funding is available for the position.

The request must be accompanied by a job description. If necessary, the Vice President should work with the Office Manager to develop a job description which includes the essential functions of the position. The Vice President of Finance and Administration will research the market salary data, make internal comparisons, and assign an appropriate salary range. All additions to staff must be approved by the appropriate Vice President and the President & CEO before recruiting can begin.

Advertising

Open positions will be advertised on the Foundation web page. Other advertising sources including external web sites and newspaper advertising will be utilized as necessary. To achieve consistency and economy, all advertisements for staff positions will be placed through the Office Manager.

Interviewing and Testing

The hiring supervisor will select from among candidates expressing an interest in a position whose skills, education and experience suit the position. Candidates will be invited to interview with the hiring supervisor and others as necessary and appropriate. Where applicable, work sampling and other valid testing will be conducted in a consistent manner to allow applicants the opportunity to demonstrate relevant skills and abilities.

References

To ensure that individuals who are employed by the Foundation are well qualified and have a strong potential to be productive and successful, it is the policy of the Foundation to check the employment references of all prospective employees.

The Office Manager or the hiring department conducts telephone reference checks before an offer of employment is extended. Telephone reference checks should be documented and forwarded to the Office Manager for inclusion with the file of the candidate/employee.

Where applicable, the Office Manager also checks transcripts to verify educational credentials. References for internal candidates will be coordinated through the Office Manager.

Employment Offers

Offers of employment, including starting salaries and other terms, should be coordinated through the Office Manager. **In no case should a supervisor enter into a formal or informal contract of employment with a prospective employee by making promises, oral or written, which would negate the Foundation's employment-at-will status.**

Notice to Previous Employer

External candidates should be encouraged and allowed to give appropriate notice to their current employer, when applicable.

An internal candidate who accepts another position in the Foundation must provide the current department with a minimum of two weeks advance notice before transfer to the new position. Exceptions may be made by agreement of the current and new departments.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-11

New Employee Orientation

Policy

All new employees of the Greater New Orleans Foundation are required to attend a New Employee Orientation. It is designed to welcome new employees, thoroughly acquaint them with policies and information important to working at the Foundation, and ensure that each employee is properly registered for payroll and benefits.

Procedure

New staff orientation is generally held upon hire.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-12

Temporary Staffing

Policy

Temporary employees may be hired to perform special projects, cover for absences of regular employees, or meet additional workloads. Temporary needs generally should not exceed six months. Temporary employment may be terminated any time without notice or severance based on funding, workload, performance, etc. Incumbents have no guarantee of employment for the duration of the term.

Although temporary workers and independent contractors are not entitled to the same benefits, rights and privileges of regular full-time and part-time staff members, they are expected to abide by Foundation policies.

Procedure

Sources of Temporaries

- Internal or external referrals
- Temporary Agency or “outsourcing”

To initiate a request for a temporary employee, please contact the Vice President of Finance and Administration. The Vice President of Finance and Administration will strive to provide supervisors cost-effective options for hiring temporary personnel. Whenever possible, the Foundation will attempt to fill a department’s temporary staffing needs with someone from an internal source, or attempt to locate a temporary worker through referrals, recognizing that this is the most economical and reliable solution. When a suitable candidate is not available through these sources, temporary agencies or outsourcing firms may be used to fill the vacancy.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-13

Resignation & Termination

Policy

Resignation is a voluntary act initiated by the employee to separate employment with the Greater New Orleans Foundation. In the case of resignation, the Foundation requests at least two weeks' written notice of resignation.

Termination is an involuntary act initiated by the Foundation to separate employment with the employee. In the case of termination, the supervisor must contact the Office Manager in advance to assure that all Foundation policies as well as Federal and State laws are followed.

Procedure

Prior to a resigning employee's departure, an exit interview should be scheduled with the Office Manager who will discuss the reasons for resignation and the effect of the resignation on benefits. For resignation or termination, no later than the last day of employment, the Office Manager should complete a Checklist for Exiting Employees in order to ensure that all Foundation property has been collected and necessary paperwork has been completed. The Office Manager will process payroll and benefits.

Departing employees should confirm their forwarding address to ensure that benefits and tax information are received in a timely manner.

If a resigning employee does not provide advance notice as requested or engages in other unacceptable behavior, the employee may be considered having left in other than good standing and may not be eligible for rehire.

GREATER NEW ORLEANS FOUNDATION

Policy: 2-14

Job Abandonment

Policy

An employee who fails to appear for work for three consecutive days and does not contact his/her supervisor or the Office Manager will be considered to have voluntarily resigned from employment at the Greater New Orleans Foundation.

Procedure

On the third consecutive day of absence, the supervisor is responsible for notifying the Office Manager and President & CEO of any employee who has resigned by abandonment. The Office Manager and the department manager will make reasonable attempts to contact the individual. The employee's position will remain vacant for an additional two days prior to implementation of action by the Office Manager to process the resignation.

When abandonment occurs, the following procedures should be followed:

1. A termination checklist should be completed by the Office Manager.
2. The Office Manager will notify the former employee of benefits to which he/she is entitled.
3. If the former employee has property belonging to the Foundation, the Office Manager will contact the former employee in an attempt to recover the property.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-1

FLSA Definitions

Policy

The Greater New Orleans Foundation is subject to Federal Wage and Hour regulations regarding time reporting and payment of overtime to non-exempt staff. The law requires that all employees be correctly classified according to the following Fair Labor Standards Act criteria.

The FLSA assumes that all employees are subject to minimum wage and overtime requirements (i.e., “non-exempt”) unless they are specifically shown to be “exempt”. The Foundation follows the U.S. Department of Labor standards in classifying employees as either exempt or non-exempt.

Procedure

The Vice President of Finance and Administration works with department managers to ensure that each job is correctly classified for Wage and Hour law purposes. Managers are responsible for knowing the requirements for exempting a job, or for asking the Office Manager when they are in doubt, and for ensuring that no position is classified as exempt that does not meet the FLSA requirements.

The regulations emphasize comparing an employee’s actual job duties with the duty classifications rather than relying on job title or type when determining exemption from overtime.

In cases where it is uncertain whether a job satisfies the criteria of the exemption tests, the position should be classified as non-exempt. The legal penalties can be severe for exempting a job that should be eligible for overtime.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-2

Compensatory Time

Policy

Exempt employees

Exempt employees, by definition, are not eligible for overtime pay or compensatory time off. Depending upon the requirements of their positions, additional work time may be needed beyond the normal schedule. It is expected that exempt personnel will work as needed when needed. Occasional partial-day time off for doctor appointments or personal business is not deducted from accrued leaves when approved by the appropriate supervisor. Full days are deducted from sick or vacation leaves.

In extraordinary and unusual instances where excessive work time is required of an individual **far beyond the norm for their position**, supervisors may grant discretionary time off immediately following the occurrence for the employee to rest and recover. This discretionary time does not accumulate or accrue nor is it to be used to extend holidays or vacations. In no case may a supervisor grant day-for-day or hour-for-hour extra leave time as this would jeopardize the exempt status of the position under state and federal law.

Procedure

Supervisors granting a full day of compensatory time shall notify the Office Manager where time will be recorded as excused leave with pay.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-3

Timekeeping

Policy

Accurately recording leave time, sick time and other time off is the responsibility of every employee. Federal and state laws require the Greater New Orleans Foundation to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Accurate records of time on each non-exempt employee is tracked and recorded. A summary of used and available leave time, including sick and vacation time, is distributed to each employee on at least a monthly basis.

Procedure

Exempt employees record only those hours that are exceptions to their regular hours such as sick leave, vacation, etc. The Office Manager must be notified of these exceptions after receiving the proper supervisor approval, when required.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-4

Overtime

Policy

All non-exempt employees are paid time and one-half for any hours actually worked in excess of 40 hours in a workweek as required by law. Time paid but not worked such as holidays, vacation, sick leave, funeral leave, etc. will not count as hours worked toward overtime.

Overtime work for non-exempt employees must always be approved before it is performed. Non-exempt employees should not: (1) begin working prior to the employee's scheduled starting time, (2) work after their scheduled stop time, or (3) take work home, without prior authorization from their supervisor to work extra time. Any extra time worked must be recorded on the time sheet. Under Federal Wage and Hour Laws, "Compensatory Time", defined as rewarding overtime work with time off instead of paying an hourly employee time-and-a-half, is not legally permitted outside of the same workweek.

Procedure

Overtime hours in excess of 40 hours should be coded on the time record as "OVT".

GREATER NEW ORLEANS FOUNDATION

Policy: 3-5

Paydays

Policy

Employees are paid bi-monthly on the fifteenth (15th) and final day of the month. Normally, pay will not be processed prior to the authorized payday. In the event that a regularly scheduled payday falls on a nationally recognized banking holiday or a weekend, employees will be paid on the nearest business day preceding the holiday or weekend.

Procedure

Direct deposit vouchers are distributed to employees.

If a staff member is not available at the time the direct deposit vouchers are distributed, the employee must pick up the voucher from the Office Manager. If a voucher is distributed incorrectly, that voucher should be returned to the Office Manager immediately.

Full-time and part-time employees are required to enroll in direct deposit. Employees will receive an itemized statement of wages and deductions for each payroll period.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-6

Pay Corrections

Policy

The Greater New Orleans Foundation takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

Procedure

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Office Manager so that corrections can be made. Upon verification of the discrepancy, errors will be corrected on the next scheduled payroll.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-7

Pay Deductions

Policy

The law requires that the Greater New Orleans Foundation make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. The Foundation also must deduct Social Security and Medicare taxes on each employee's earnings unless the employee provides visa documentation which indicates partial or full tax totalization agreement. The Foundation matches the amount of Social Security/Medicare taxes paid by each employee.

The Foundation offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Procedure

Questions concerning deductions made from an employee's paycheck should be directed to the Office Manager.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-8

Additional Salary Payments

Policy

The Greater New Orleans Foundation is subject to very strict and clear Federal Wage and Hour regulations regarding time reporting and payment of overtime on non-exempt staff. Additional salary payments must be made in accordance with these laws and with managerial oversight and discretion. The Vice President of Finance and Administration will ensure legal compliance of additional salary payments. The President & CEO will review summary data on extra salary payments to exempt and non-exempt employees to determine their value and appropriateness.

Procedure

Non-Exempt Staff

For non-exempt employees, as defined by the Fair Labor Standards Act, detailed time records indicating the number of hours worked each day will be maintained. In the event extra payments are made that cannot be recorded on a normal time sheet, a supplemental timesheet must show detailed dates and hours worked, and description of work performed. Minimum wage rules must be followed and overtime paid for all hours in excess of 40 in a workweek. If some hours are reported on a timesheet and others on a supplemental timesheet, the total cannot exceed 40 hours in a work week unless overtime is paid on hours exceeding 40.

Exempt Staff

For exempt staff, special additional salary payments must be submitted to the Office Manager with appropriate documentation indicating the amount to be paid, number of overtime hours worked, if applicable, and the proper authorization. Employees should not receive supplemental payments for work that is part of their job or for work performed during their normal working hours.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-9

New Employee Activation

Policy

To ensure that each employee receives a paycheck and benefits, the Office Manager will process all proper paperwork and documentation.

Procedure

The Office Manager must have the following documents in order to place the new employee on the payroll and enroll him/her in Foundation benefits:

- Offer letter showing hire date, position title and salary
- New employee checklist
- Employment eligibility verification form (I-9)
- Form W-4 (Federal Tax Withholding)
- Form L-4 (State Tax Withholding)
- Benefit enrollment forms for full-time employees

The Office Manager will provide and distribute the following:

- Office key
- Parking card
- Email address
- Computer logon user name and password
- FIMS logon user name and password
- Long distance telephone call code
- Postal code
- Copier code
- Personnel Manual

The New Hire will complete the following:

- Conflict of Interest form
- Emergency Contact form

GREATER NEW ORLEANS FOUNDATION

Policy: 3-10

Final Pay

Policy

As soon as an employee knows he/she is leaving the Greater New Orleans Foundation, the supervisor should be notified. The supervisor, in turn, should notify the Office Manager.

Exiting employees will receive their final pay including payment for accrued vacation to the permitted maximum on the payday following the last day of work, but no later than 15 days following termination date. In order to meet this deadline, the supervisor must notify the Office Manager of the exiting employee's last day of employment.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-11

Garnishments

Policy

The Greater New Orleans Foundation is required by law to accept legal assessment and garnishments and other wage orders. The Foundation will withhold part of an employee's salary until the assignment is satisfied or released.

Procedure

Any Foundation department or employee receiving a notice of garnishment or wage order must forward it immediately to the Office Manager. The Office Manager will notify the employee of the receipt of a garnishment. Deductions for garnishments or levies will be made in accordance with federal and state regulations.

GREATER NEW ORLEANS FOUNDATION

Policy: 3-12

Catastrophic Closing

Policy

If the Foundation is closed due to a Foundation-declared catastrophe, and employees are instructed not to report to work, full-time and part-time regular staff employees will be paid for up to 5 days for the days they would have normally worked had the Foundation been open. If the Foundation remains closed for more than 5 days, the Foundation's Board of Directors will decide if additional days will be paid. In such a situation, the Board will, based on the circumstances, decide whether employees will remain employed on unpaid leave with or without benefits, or will be terminated.

If employees were to lose eligibility for benefits, they would be eligible to continue medical benefits through COBRA (see Policy 4-12).

GREATER NEW ORLEANS FOUNDATION

Policy: 4-1

Employee Benefits

Policy

The Greater New Orleans Foundation offers a competitive benefits package for its employees, along with mandated benefits such as Social Security, Medicare, Unemployment Insurance, and Workers' Compensation Insurance.

The employee benefits package provides detailed information of benefits offered.

Eligibility

Eligibility is dependent on the individual benefit offerings.

Procedure

New employees complete benefits documents upon employment to determine eligibility for individual benefits. Unless otherwise noted, eligible employees are covered on the first of the month following their first day of work.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-2

Holidays

Policy

The Greater New Orleans Foundation recognizes the following paid holidays for all regular full-time employees.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Mardi Gras Day
- Good Friday
- Memorial Day (observed)
- Independence Day
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day

The Greater New Orleans Foundation recognizes the following paid holidays for all eligible regular part-time employees who have worked greater than 20 hours per week for the prior two years.

- New Year's Day (January 1)
- Independence Day
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Day

The Foundation will grant paid holiday time to all regular full-time employees and eligible regular part-time employees immediately upon assignment to an eligible employment classification.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-3

Vacation

Policy

Regular full-time as well as regular part-time employees who have worked greater than 20 hours per week for the prior two years are provided vacation time off with pay. Vacation accumulates with the first full calendar month of eligibility at the rates noted below. Newly hired employees will accrue but will not be eligible to take vacation during their first three months of employment. Newly hired employees whose employment is terminated for any reason prior to completion of three months are not eligible to be paid for accumulated vacation. Should an employee work only a portion of a year, then the employee will receive compensation for vacation time accrued through the last day of employment.

Employees are required to take vacation in a minimum of half day increments. Holidays falling while the employee is on vacation will be paid as holidays and not charged against vacation.

| <u>Personal Leave Accrual</u> | <u>Accrual Rate</u> | <u>Total Days Per Year</u> |
|------------------------------------|---------------------|----------------------------|
| <u>Regular-full time employees</u> | | |
| 0-3 years service | 0.83 days monthly | 10 days |
| 3-10 years service | 1.25 days monthly | 15 days |
| 10+ years service | 1.67 days monthly | 20 days |
| <u>Regular Part-time employees</u> | | |
| After 2 years of service | 0.415 days monthly | 5 days |

Using Vacation

Accrued vacation may be used for vacation, family reasons, personal business or religious holidays (other than those holidays already recognized by the Foundation). Advance approval from employee's supervisor must be obtained for using vacation and the Office Manager must be notified. In approving vacation, consideration will be given to the Foundation's staffing needs, individual work requirements and the employee's preference.

Vacation is cumulative and may be carried forward from year to year up to a maximum of 25 days. If an employee separates from the Foundation and has used more than the available earned leave, the actual number of unearned days of leave taken will be deducted from the employee's final paycheck. Conversely, upon separation, employee will be paid for earned unused vacation, provided the employee has completed three months of service.

In addition, any accrued vacation can be carried over into the short-term disability bank (see Policy 4-5) upon the request of the employee. This determination can be made only once a year at the end of the fiscal year.

Procedure

After three months of eligible service the employee may request up to the amount of vacation days earned. Use of vacation leave is not approved until employee completes the appropriate form and obtains supervisory approval in advance. Departmental and Foundation staffing needs will be considered in vacation scheduling. The final decision is at management discretion.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-4

Sick Leave

Policy

Annual Sick Leave

Sick leave is provided for all regular full-time employees. In the initial year of employment all regular full-time employees are granted sick days in accordance with the following schedule.

- Employees hired between January 1st and June 30th are granted 10 paid sick days.
- Employees hired between July 1st and December 31st are granted 5 paid sick days.
- On January 1 of the calendar year after the year in which hiring takes place, employees are granted 10 paid sick days.

Unused sick leave will not be paid upon separation. There is no accrual, nor cash value for sick leave.

Procedure

When calling in sick, employees are required to notify their supervisor and the Office Manager by 8:30 a.m. each day of absence from the office. Prior to leaving the office due to illness, medical appointment, or other reason, the Office Manager should be notified and approval should be obtained from the employee's supervisor. If circumstances require an employee to take more leave than available, the leave time will be without pay, however, the Foundation may require a doctor's note of fitness for duty.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-5

Extended Sick Leave

Policy

Any unused annual sick leave time at the end of the fiscal year will be carried over into a short-term disability bank. The employee may then use the leave when an employee goes on approved Family and Medical Leave as authorized by the Company. The employee will be paid at their current rate when the leave time is used for a qualifying condition. The employee will have to follow certification and recertification procedures as described in the Family and Medical Leave Policy. The time in this bank will only be paid for a condition which qualifies as Family Medical Leave under the processes of AFD and will not be paid for any other reason. This leave does not accrue until it is used for a qualified condition and therefore will not be paid out at the time of separation from employment. The request for use must be submitted to the Office manager for handling and processing

Up to 90 days can be accrued in the short-term disability bank. After 90 days, the employee will be covered under the long-term disability insurance plan and will be paid in accordance with the provisions of the plan. Current accrued annual sick leave and any unused vacation leave must be used first before withdrawing days from the short-term disability bank.

Accrued vacation can be carried over into the short-term disability bank upon the request of the employee. This determination can be made only once a year at the end of the fiscal year and is irrevocable.

Unused accrued days in the short-term disability bank will not be paid upon separation.

Procedure

Employees who need to withdraw accrued days from the short-term disability bank must provide appropriate documentation to support the need for an extended sick leave. Such documentation may include correspondence with an employee's physician. This documentation should be provided to the Office Manager for proper record keeping.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-6

Long Term Disability

Policy

In addition to Sick Leave for short, occasional absences and use of the short term disability bank for temporary disabilities, the Greater New Orleans Foundation provides Long Term Disability (LTD) coverage to regular full-time employees. This insurance coverage provides regular full-time employees with a measure of financial security according to the provisions of the benefit offered. LTD coverage coordinates with other sources of disability income (such as Social Security) to ensure a percentage of the employee's compensation in cases where they are unable to work for more than 90 calendar days.

While there is no guarantee of a position beyond the 12-week Family Medical Leave Act period when this act applies, the immediate supervisor may recommend to the Vice President of the employee's department, based on legitimate work/staffing considerations, that an employee's position be held open for a specified period of time not to exceed 90 days from the initial day of sick leave in expectation of the employee's return. The employee will be required to submit a doctor's written prognosis to the Vice President of Finance and Administration indicating that he/she is expected to recover within 90 days.

Procedure

If LTD is approved, he or she will be paid LTD benefits instead of his/her Foundation salary. If LTD is not approved, the Extended sick leave benefit will not continue during this period. The LTD insurance policy includes a provision to encourage employees to return on a gradual basis as they recover.

If the employee cannot return to work, employment will be terminated. Medical insurance continuation is available through COBRA (see Policy 4-12).

Employees should consult the individual policy to obtain procedures for filing a claim or other questions.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-7

Family Medical Leave Act (FMLA)

Policy

The Family Medical Leave Act of 1993 provides eligible employees with up to 12 weeks of unpaid leave in any 12-month period:

- For the birth of a child, and to care for the newborn child;
- For placement of a child for adoption or foster care;
- To care for the employee's spouse, child or parent with a serious health condition; or
- Because of the employee's own serious health condition including work-related injuries

Procedure

Eligibility

An "eligible employee" is one who has been employed for at least 12 months and for at least 1,250 hours during the previous 12-month period as of the date the leave is to commence. The 12-month period is a rolling 12 months measured backward from the date of the leave.

Leave for the care of family members or due to the employee's serious health condition may be taken intermittently or on a reduced leave schedule when medically necessary.

Leave for the birth or placement of a child for adoption may not be taken intermittently or on a reduced leave schedule. Entitlement to leave for birth or placement of a child expires one year after the birth or placement.

Notice

Employees are required to provide advance notice of the need for leave. Where leave is foreseeable, the employee must provide 30-days notice before the leave is to begin. If leave is not foreseeable, the employee must provide such notice as is practicable. Where leave is for the care of a family member, or the employee's own serious health condition, and is foreseeable based on planned medical treatment, the employee must also try to schedule the treatment so as not to unduly disrupt Foundation operations.

Employees and/or supervisors are required to contact the Vice President of Finance and Administration once a qualifying event has occurred to obtain instructions to designate a leave as FMLA and to provide medical (or other) certification.

Substitution of Paid Leave

Paid leave such as vacation, sick leave or extended sick leave used for FMLA qualifying events, will run concurrently with FMLA leave.

Job and Benefits Protection

Under FMLA, an employee is entitled to be restored to his or her job, or an “equivalent” position, upon return from FMLA leave. FMLA also protects employees from the loss of any employment benefit accrued prior to the commencement of the leave. An employee may choose to retain group health plan coverage during FMLA leave. If the employee retains benefit coverage, he or she must remit on a timely basis to the Foundation the employee’s portion of premiums he or she was paying before the leave commenced. If an employee fails to pay the appropriate premium, the employee may lose benefits; however, they will be eligible for reinstatement. If an employee does not return to employment with the Foundation, the employee is responsible for repaying the Foundation the premiums paid on their behalf during the FMLA leave.

FMLA obligations end if and when the employment relationship ends, i.e., if the employee’s position is eliminated in a reduction in force or the employee informs the Foundation of his/her intent not to return to work.

When FMLA leave expires, the Vice President of Finance and Administration will contact the employee and the department supervisor to discuss the employee’s situation and whether there is a reasonable expectation of the employee returning. While there is **no guarantee of a position beyond the 12-week FMLA period**, the immediate supervisor may recommend to the Vice President of the employee’s department that the position be held open based on legitimate work/staffing considerations for a specified period of time not to exceed 90 days in expectation of the employee returning. In cases of personal illness, the employee will collect Long Term Disability, if eligible, during the extension period.

Sick leave and vacation do not accrue during FMLA leave. Holidays that fall during FMLA leave will be paid at the employee’s base rate.

Return to Work

When an employee returns from leave for his or her own serious health condition, he or she will be required to submit certification from a physician to the Vice President of Finance and Administration showing fitness to resume work. If an employee is unable to perform an essential function of the position, then the employee has no right to restoration under FMLA.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-8

Military Leave

Policy

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Procedure

Employees who are members of a branch of the United States Military Reserve or the National Guard may be required to take time off to meet annual active duty training requirements or for other extended periods of active duty. These employees are protected by federal and state laws. The Foundation will allow such employees to take an unpaid leave of absence to comply with these requirements and to use accrued unused vacation time and/or sick days in order to be compensated for a portion of the leave. The Foundation will also comply with all federal and state laws regarding the re-employment rights of employees who become a regular member of a branch of the United States Military. You should contact the Vice President of Finance and Administration upon learning of your need for any type of military leave.

Under the Uniformed Services Employment and Reemployment Rights Act of 1994, better known as USERRA, an employee who is out on a military leave of absence will retain their health insurance coverage for the first thirty-one (31) days of uniformed service. Employees out on military leaves of absence which extend beyond thirty-one days will be eligible for COBRA benefits up to twenty-four (24) months.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-9

Bereavement Leave

Policy

Up to three days of paid bereavement leave will be provided to eligible full-time employees who suffer a death in their immediate family. Employees may, with their supervisor's approval, use any available paid vacation leave for additional time off as necessary.

Procedure

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor as soon as possible.

For the purpose of bereavement leave, "immediate family" is defined as the employee's spouse, significant other, as determined by the Greater New Orleans Foundation, parent, step-parent or guardian, child or step-child, sibling or step-sibling, grandparent or grandchild, and parents-in-law, grandparents-in-law, and siblings-in-law.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-10

Jury Duty

Policy

The Greater New Orleans Foundation encourages employees to fulfill their civic responsibilities by serving on juries when required. GNOF full-time regular employees are paid their normal salary during the time of jury duty service.

Procedure

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees must notify their supervisor if they have been selected to serve as a juror. Employees are expected to report for work whenever the court schedule permits.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-11

Workers' Compensation

Policy

Anyone employed by the Foundation is covered by Worker's Compensation Insurance, contracted through the Louisiana Workers' Compensation Corporation. Medical and hospitalization benefits are provided by this coverage in addition to formula-based weekly compensation, injury benefits or death benefits. The formula for the amounts of these payments is established by state law.

If you are injured in the course of employment with the Foundation, your injury may be covered under Workers' Compensation. If an emergency, call 911, otherwise you may call any available physician or surgeon to administer "first aid" treatment in connection with the injuries sustained.

You must notify the President & CEO of the Vice President of Finance and Administration immediately (or as soon as practical) that an injury has occurred so the initial report can be completed and the insurance carrier can be notified.

Procedure

If you are hurt at work or become ill because of what you think is a work-related exposure:

- a) Seek first aid and medical attention.
- b) Immediately, or as soon as practical, report your accident or illness to your supervisor.
- c) An employee may be drug tested in conjunction with any treatment.

Reporting

An injured employee must ensure the appropriate documentation and medical information is provided to the Foundation. If the employee is unable to comply, the employee's supervisor will be responsible for gathering information on employee's behalf.

Supervisors must also notify the Vice President of Finance and Administration when an employee is missing work due to a work-related injury to ensure proper handling of employee wages and benefits.

Workers' Compensation Benefits

If, after initial treatment or examination, the injured employee is authorized to be absent from work and/or will require additional treatment or medical care, he/she may be eligible for certain disability benefits under the Louisiana Workers' Compensation Act. This will depend on the length of authorized absence.

All claims may be investigated by the Foundation's insurer or their designee. Workers' Compensation benefits may be postponed, withheld or suspended should the employee fail or refuse to submit detailed medical reports or other information from his/her personal physician or hospital to the Foundation, or fail or refuse to appear for a medical examination by a physician designated by the Foundation. Untruthful reports may subject an employee to disciplinary action.

Workers' Compensation Pay

Employees receiving Worker's Compensation benefits will be paid by the Foundation for normally scheduled hours (regular wages) for the first seven calendar days following the day of the accident/incident. This pay will not be charged to sick leave. If an employee is reimbursed for this pay from the Foundation's insurer, the employee is responsible for reimbursing the Foundation for this pay.

Once the Foundation's worker's compensation insurance carrier determines the injury and absence is compensable, the employee will be paid two-thirds of his/her average weekly wage up to the maximum as determined by the Louisiana Department of Labor by the insurance company beginning on the eighth calendar day, or as provided by Louisiana law. During the second week of absence, the insurance company pays two-thirds and the Foundation pays the remaining one-third (not deducted from sick leave). After the second week, the employee's accumulated sick leave or vacation leave, if any, will be used to pay the one-third difference between the compensation paid by the insurance company and the employee's base salary. No Extended Sick Leave is paid during a Worker's Compensation absence. Sick leave and vacation will not accrue during the period the employee is absent for Worker's Compensation. Holidays falling within a Worker's Compensation absence will be paid at the same rate the employee is receiving at that time.

FMLA leave will run concurrent with Worker's Compensation absences. At the conclusion of 12-week FMLA leave, the injured employee will receive only the compensation check from the Worker's Compensation insurance carrier. When FMLA is exhausted, the employee may be terminated.

GREATER NEW ORLEANS FOUNDATION

Policy: 4-12

COBRA Benefits Continuation (Louisiana Continuance)

Policy

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and Louisiana law provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Foundation's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, an employee's qualification for Medicare, and a dependent child no longer meeting eligibility requirements.

Procedure

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Foundation's rate. When aware of a qualifying event, the Foundation provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Foundation's health insurance plan. The notice contains important information about the employee's rights and obligations.

The employee or beneficiary then has 60 days to decide whether to elect COBRA continuation coverage. The employee or beneficiary has 45 days after electing coverage to pay the initial premium.

Payment for Louisiana continuance will be made to the Foundation no later than the 20th for the upcoming month. If payment is not received, coverage can be terminated. The former employee is responsible for informing the Foundation when coverage is no longer needed.

The Greater New Orleans Foundation might not be aware of every instance where an employee has a qualifying event. Employees who experience a qualifying event and want to continue medical benefits under COBRA should contact the Vice President of Finance and Administration.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-1

Professional Behavior

Principles

The Greater New Orleans Foundation is characterized by staff members who treat each other as colleagues: their value recognized, their differences appreciated, their rights safeguarded, their responsibilities acknowledged and their opinions respected.

Colleagues are supportive of one another's efforts and committed to the mission and goals of the Foundation. They contribute to the enterprise by performing their work effectively, with ethical integrity, and by conducting themselves as responsible and cooperative members of the community. Colleagues recognize and respect that valid differences of opinion and interest will arise in any environment, yet they are pledged to address differences and resolve conflicts reasonably, rationally and constructively.

In addition to the satisfactory performance of specific job responsibilities, all Foundation staff are expected to observe the following principles in their daily work and interactions on behalf of the Foundation:

- Encourage innovation, while preserving the best of the Foundation's traditions by thinking and acting creatively to assure continuous change for the better;
- Nurture a diverse Foundation work environment rooted in mutual understanding and respect by maintaining relationships with supervisors and colleagues that are open, collaborative and characterized by mutual trust and care;
- Strive for effective communication and responsible decision making at every level to advance the Foundation's mission by coordinating and cooperating with others who need to be involved or who are affected by one's decisions and actions;
- Promote a culture throughout the Foundation that fosters the development of personal responsibility by working to understand, implement and administer policies, programs and procedures competently, compassionately and conscientiously;
- Create and maintain a working environment that fosters a passion for lifelong learning in a community enriched by men and women of diverse backgrounds, respectful of differences and enlivened by open dialogue and commitment to broad participation in achieving the common good.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-2

Workplace Attire, Hygiene, and Grooming

Policy

Foundation employees should project a professional image while at work by being appropriately attired. This policy applies to all full and part-time Foundation employees as defined in policy 2.5.

1. All Foundation employees are expected to be neat, clean and well-groomed while on the job. Excellent hygiene and grooming standards are to be maintained at all times while at work.
2. All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. It must also be appropriate to the type of work being performed and take into account the expectations of any visitors. For general office attire, the key is professional business appearance. Employees should also maintain the proper appearance on designated casual days.
3. The Foundation is confident that all employees will use their best judgment when maintaining appropriate attire and appearance. Management reserves the right to determine appropriateness. **A rule of thumb: if unsure that an article of clothing is acceptable, most likely it isn't. If in doubt, don't wear it.** Any Foundation employee who is improperly dressed will be counseled, or in severe cases may be sent home to change clothes, or sent home for the day without pay. If an employee is warned regarding unacceptable attire, hygiene, or grooming and/or sent home three times, a written warning will be issued and placed in the employee's personnel file. Continued disregard of the policy may be cause for further disciplinary action, which may result in termination.

Guidelines

Acceptable Business Attire includes the following:

- Sport coats or blazers
- Slacks
- Polo shirts with collars
- Button down shirts
- Skirts
- Sweaters and cardigans
- Dresses
- Suits
- Proper undergarments

Acceptable footwear:

- Loafers, pumps, flats, heels, opened or closed-toed shoes

Unacceptable Business Attire includes the following:

- Jeans
- Shorts
- Tank Tops
- Tube Tops
- Halter Tops
- Beach wear
- Cutoffs
- T-shirts
- Exercise clothing
- Denim wear

- Evening, formal wear
- Wrinkled, torn, stained, dirty, faded, discolored, patched, ripped, frayed clothing – or clothing with missing buttons.
- Revealing or skin-tight shirts, pants, skirts, etc.
- Clothes with offensive slogans or pictures, e.g., profanity, offensive gestures, suggestive cartoons
- Clothes with political slogans, derogatory words, advertisements
- Offensive, explicit, or graphic buttons, hats, caps are prohibited

Unacceptable footwear :

- Flip Flops
- Tennis Shoes
- Athletic Shoes

GREATER NEW ORLEANS FOUNDATION

Policy: 5-3

Workplace Conduct

Policy

To ensure orderly operations and provide the best and safest possible work environment, the Greater New Orleans Foundation expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Foundation.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are some examples of misconduct:

- Theft
- Falsification of timekeeping records
- Abuse of alcohol
- Working under the influence of illegal drugs
- Possession, distribution, sale, transfer, or use of illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Foundation-owned property (e.g., computers, telephones, fax machines, etc.)
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Unlawful discrimination, sexual or other unlawful or unwelcome harassment
- Violation of Foundation Responsible Computer Use policy – see Policy 5-10
- Possession of or use of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Excessive tardiness
- Unauthorized use of telephones, mail system, or Foundation-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Violations of criminal statutes of city, parish, state or the federal government
- Job abandonment (three consecutive work days where the employee has not called or reported to work).
- Conflict of interests
- Other issues as deemed by management

Some misconduct is so grave as to warrant immediate termination. Supervisors are authorized to suspend an employee pending an investigation into the nature and seriousness of the misconduct. Investigative suspensions are with pay. When an employee is suspended pending an investigation, the supervisor should contact the President & CEO and the Vice President of Finance and Administration immediately. The Vice President of Finance and Administration will coordinate the investigation, meet with the employee and, in consultation with the employee's supervisor, make a recommendation regarding disciplinary action. The appropriate Vice President, in consultation with the Vice President of Finance and Administration, and the President & CEO will make the final decision as to the appropriate action.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-4

Confidential Information

Policy

The Greater New Orleans Foundation will safeguard confidential information concerning employees, donors and grantees. Unauthorized accessing and/or disclosure of such confidential information by Foundation employees is prohibited and may result in disciplinary action.

Procedure

Confidential information includes, but is not limited to, information concerning:

- Prospective, former or current employees (employment, pay, health, insurance, credit, and other personnel information)
- Foundation donors
- Grantees
- Legal cases
- Gift and grant details

Foundation employees may not obtain access to or provide confidential information unless their positions within the Foundation authorize them to do so. Employees who receive requests for information, and who are uncertain whether it is appropriate/permissible to disclose the information, should seek direction from a supervisor before responding.

Employment References

In order to guard employee privacy and to protect the Foundation from accusations of defamation or other harm, the Foundation limits the authorized release of reference information on current and former employees. The Vice President of Finance and Administration confirms basic employment information (dates of employment and position held). Any further requests must be in writing after authorization by the employee or former employee. Requests for employment references must be referred to the Vice President of Finance and Administration. Other information provided by individuals outside of the Vice President of Finance and Administration is construed to be a personal reference for which the Foundation is not responsible or liable.

Other Confidential Departmental Information

Individual departments may have information that they deem confidential. Supervisors will inform employees of any special confidentiality requirements or expectations including signed confidentiality agreements that may be required.

Subpoenas

Subpoenas, lawsuits, other legal documents and any other requests or demand for the release of information by the Greater New Orleans Foundation for a legal proceeding must be referred to the President & CEO and/or the Vice President of Finance and Administration.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-5

Conflict of Interest

Policy

The purpose of the conflict of interest policy is to protect this tax-exempt Foundation's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or trustee of the Foundation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable foundations.

Board, committee members and employees often play an active role in the community by serving as board members or otherwise being involved with a wide spectrum of nonprofit organizations. This means that, from time to time, potential conflicts of interest or appearance of such conflicts will arise. It is the Foundation's policy to deal with such conflicts as openly as possible.

Trustees, committee members and employees are expected at all times to use good judgment and to adhere to high ethical standards. In doing so, they will conduct their affairs in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest may exist when a trustee, committee member or employee's loyalties or interests are divided between serving the interest of the Foundation and his or her personal interest or the interest of other organizations with which he/she is affiliated. An individual who is unsure as to whether a certain transaction, activity or relationship constitutes a conflict of interest should discuss it with the Board Chair or President & CEO for clarification.

Definition of Conflict of Interest: A conflict of interest could be deemed to exist whenever an individual is in the position to approve or influence the Foundation's policies or actions which could involve, or ultimately harm or benefit:

- the individual;
- any members of his or her immediate family ¹; or
- any organization in which he or she, or an immediate family member, has a substantial financial interest, or is a director, trustee, officer, member, partner, or employee.

¹ An immediate family member is defined as the employee's spouse or significant other, parent, step-parent or guardian, child or step-child, sibling or step-sibling, grandparent or grandchild, and parents-in-law, grandparents-in-law, siblings-in-law, and other close personal relation.

Circumstances in which an actual or perceived conflict of interest may arise include, but are not limited to:

- Granting funds to a charitable nonprofit organization at which a trustee, committee member or employee or their families serve as employees, board members or volunteers.
- Participating on fund-raising committees or in fund-raising efforts for an organization seeking a grant from the Foundation.
- Investing Foundation funds.
- Hiring vendors or consultants for the Foundation (this policy will apply to contracts greater than \$5,000).
- Employing a trustee or a relative of a trustee or employee as employees or as consultants for a project.

Additionally, trustees, committee members and employees should refrain from:

- accepting personal gifts valued greater than \$25 or entertainment outside the normal course of business from applicants, donors, grantees or vendors;
- using proprietary or confidential Foundation information for personal gain or to the Foundation's detriment;
- having a direct or indirect financial interest in an activity undertaken by the Foundation or an applicant or grantee;
- using Foundation assets or labor for personal use; or
- representing that the Foundation will give financial or other support to any outside activity, organization or individual, unless the request for such support has already been processed through the proper channels and has been approved by the board.

In the case of such conflicts or the appearance thereof, Foundation trustees, committee members and/or employees are expected to disclose the conflict to the Board Chair, President or Committee Chair prior to making any related decisions. Trustees, committee members or employees involved shall abstain from voting and shall not participate in the discussions other than to provide information of a technical nature or answer specific questions that may be raised by other trustees, committee members or employees.

The minutes of the meeting should reflect that appropriate disclosure was made and that the interested party abstained from voting.

Each trustee, committee member and employee member shall submit a list of possible conflicts annually and sign a statement which affirms such person:

- has received a copy of the conflict of interest policy
- has read and understands the policy
- has agreed to comply with the policy and
- understands the Foundation is charitable and that in order to maintain its federal tax exemption must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-6

Media Relations

Policy

The Vice President of Marketing and Communications is responsible for all media relations for the Greater New Orleans Foundation. This includes handling press inquiries and calls from newspapers, magazines, radio, television, and internet reporters as well as freelance writers and reporters.

Procedure

Employees contacted by any media representative should direct these calls and inquiries in a timely fashion to the Vice President of Marketing and Communications.

Official Foundation statements are approved by the President & CEO and are to be issued only by the President & CEO or the Vice President of Marketing and Communications to the media and other interested parties.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-7

Public Expression of Personal Views

Policy

When making public expressions of personal views, Greater New Orleans Foundation employees must take steps to assure they are not identified as Foundation spokespersons or representatives. When speaking or acting as a private person, staff must avoid creating the impression of speaking or acting for the Foundation. Therefore, using Foundation letterhead, e-mail systems, position titles or Foundation premises or facilities in such circumstances is always inappropriate.

As a tax-exempt organization, the Foundation is prohibited from participating in political activities. This prohibition includes, for example, endorsing candidates for political office or engaging in lobbying activities related to legislative initiatives. Therefore, Foundation personnel are cautioned to take extraordinary steps to assure that personal involvement in such activities does not imply endorsement or support by the Foundation.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-8

Drug and Alcohol Use

Policy

It is the Greater New Orleans Foundation's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The legal use of prescribed drugs in the doses prescribed is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a manner that does not endanger other individuals in the workplace. No employee may use, possess, distribute or sell illegal drugs on Foundation premises.

Alcoholic beverages may be served at some Foundation-sponsored events; employees are expected to use good judgment when consuming alcoholic beverages at these events and maintain a professional image representative of the values of the Greater New Orleans Foundation.

Violations of this policy may lead to disciplinary action.

Procedure

Employees with questions on this policy or issues related to drug or alcohol use in the workplace may raise their concerns with their supervisor or the Vice President of Finance and Administration without fear of reprisal.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-9

Attendance and Punctuality

Policy

The Greater New Orleans Foundation depends on employees to report to work regularly and on time. It is the responsibility of employees to notify their supervisor of any expected leaves, absences, or tardiness. In the event of an unexpected absence, it is the responsibility of the employee to stay in contact with the supervisor. It is the responsibility of the supervisor to monitor employee attendance and punctuality.

Procedure

Absence Notification

Employees are required to notify their immediate supervisor of absences:

- **Scheduled Absences**
Employees must request supervisory approval in advance when an absence is expected for a full day or part of a day. This includes all planned absences including scheduled personal business, medical procedures and vacations. Foundation notification procedures should be followed.
- **Unscheduled Absences**
When advance notice is not possible (because of sudden illness or emergency), the employee must notify the immediate supervisor on the first day of absence. The employee should provide the reason for the absence, the expected return date, and respond to any reasonable questions asked by the supervisor. Foundation call-in procedures should be followed.
- **Subsequent Notification**
An employee who is absent (without prior approval) for more than one day must contact the immediate supervisor daily to report the status of the absence. The supervisor may waive this requirement or designate another contact person for absence reporting.

Absence Without Notification

Employees who do not notify their supervisor of unscheduled absences may be subject to disciplinary action up to and including termination. In addition, refer to Policy 2.14 related to job abandonment.

Lateness Notification

Employees must follow Foundation call-in procedures to notify the department of the reason for lateness and expected arrival time. Excessive, unexcused tardiness may be cause for disciplinary action.

Recording Absences

All absences must be recorded and reported:

- Paid leave will be used for all approved vacations, scheduled medical procedures, illness, etc., whether scheduled or unscheduled.
- Leave without pay approved by management will be used when an employee has no paid leave available to cover an absence or when an employee takes leave that is not approved.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-10

Computer, Internet and Phone Usage

Policy

Rights and Responsibilities

The Foundation's computer systems, which consist of all hardware, software, data and related items, are considered at all times property of the Foundation, and all users have no expectation of privacy. Computers and networks can provide access to resources as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

The following is a list of general computer and phone use policies and security rules that apply to all users.

User Accountability

Users are accountable for their actions and may be held accountable to all applicable administrative or legal sanctions.

Resource Use

Excessive use of computer and phone systems for personal needs is not permitted. Personal long distance phone calls are not allowed. Storing non-Foundation related graphics, etc. is not permitted.

Installation of software or hardware for non-Foundation business purposes is not permitted. No software or hardware should be installed without prior approval from the Vice President of Finance and Administration. This includes but is not limited to file sharing programs, chat programs, instant messenger software, games, etc.

No one may use the Foundation's electronic mail system in any way that may be seen as insulting, disruptive, or offensive by other persons.

Security

The Foundation places emphasis on computer security to protect its programs and data files from damage or access to data from unauthorized persons. A user identifier known as a username and password are required of all users. Passwords should not be shared with any other person.

Personnel who are assigned laptop computers should take care to prevent theft of equipment. Laptops should not be stored in vehicles.

Notification

Users must notify management immediately when they become aware that any accounts used to access GNOF's systems have been compromised.

Unauthorized Access

Users are prohibited from attempting to receive unintended messages or access information by unauthorized means, such as imitating another system, impersonating another user or other person, misuse of legal user credentials (usernames, passwords, etc.), or by causing some system component to function incorrectly. Employees should not attempt to gain access to another employee's computer without their permission.

Individuals or outside systems must be specifically granted access to the Foundation's computer system prior to utilizing the Foundation's computer system.

Software Use

All software used on GNOF computers must be appropriately acquired and used according to the appropriate licensing. Possession, use or transmission of illegally obtained software is prohibited. Likewise, users shall not copy, store or transfer copyrighted software or data, except as permitted by the owner of the copyright.

It is generally illegal to copy software. Employees should not remove software from the Foundation or from any Foundation computer system, or copy software and take it home to use, without first verifying that this is permitted under the appropriate software license.

Internet Use

Internet access is available to all employees for business purposes. Personal use should be kept to a minimum. The Greater New Orleans Foundation reserves the right to control or restrict internet usage.

Electronic Mail

Electronic mail is available to all employees to conduct Foundation business. All messages composed, sent or received on the electronic mail system are and remain the property of the Foundation and are not the private property of any individual.

Computer Viruses

The Foundation has taken precautions to prevent all of its computer systems from the threat of infection, but it is impossible to provide complete protection. Employees should not remove, try to defeat or turn off any “anti-virus” software on their workstations.

Altering Authorized Access

Users are prohibited from changing or circumventing access controls to allow themselves or others to perform actions outside their authorized privileges.

Data Modification or Destruction

Users are prohibited from taking unauthorized actions to intentionally modify or delete information or programs.

Malicious Software

Users must not intentionally introduce or use malicious software such as computer viruses, Trojan horses, or worms.

Monitoring and Privacy

Users have no explicit or implicit expectation of privacy. GNOF retains the right to monitor the content of all activities on GNOF systems and networks and access any computer files without prior knowledge or consent of users, senders or recipients. GNOF may retain copies of any network traffic, computer files or messages indefinitely without prior knowledge or consent.

GNOF employees and users are required to address, safeguard against and report misuse, abuse and criminal activities. Misuse of GNOF resources can lead to temporary or permanent disabling of accounts and administrative or legal actions.

This policy will be followed in conjunction with all other policies of the Greater New Orleans Foundation.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-11

Counseling and Correction

Policy

This policy provides guidelines for managers and supervisors in working with employees when the supervisor has a concern about an employee's performance or conduct.

The Greater New Orleans Foundation needs the very best skills, efforts, and performance of its employees to fulfill its mission, and operates from the assumption that employees take their work seriously and conduct themselves with pride and self-respect. We believe that our employees will rarely lapse from excellent work or adherence to established rules and regulations. We also believe that our employees will quickly correct any lapse in their work or violations of policies if these problems are brought to their attention in a professional, cooperative manner that assumes they want to improve.

Supervisors are responsible for communicating performance and conduct standards to employees; for guiding, training and developing their employees; and for providing opportunities, if appropriate, to correct performance or behavior deficiencies. Employees are responsible for understanding supervisors' performance and conduct expectations and for actively participating in counseling and corrective action efforts.

Supervisors may use a variety of counseling and corrective action approaches as needed to address the specific nature of each problem professionally and constructively. The goal is to identify and resolve problems as early as possible through timely and effective partnership with employees.

The use of Counseling and Corrective Action does not change the ultimate at-will status of employees. Managers and Supervisors may modify or disregard these guidelines as conditions may warrant, at their discretion.

Procedure

Counseling

The first step before formal corrective action would normally be informal counseling. Counseling should be an initial verbal discussion between supervisor and employee to inform the employee of a problem at the earliest possible opportunity. The intent of counseling is to prevent a problem from becoming more serious or prolonged.

A written record of the counseling is necessary to register what took place. The counseling should take place in a private setting, and be based on specific facts. It should express confidence in the employee's ability to improve and indicate the supervisor's willingness to assist. Informal counseling is not a form of corrective action; however, it can be referenced at a later date if corrective action is taken. This discussion can take place during periodic performance evaluations or as a stand-alone counseling.

Steps in Counseling an Employee:

Identify the problem: The supervisor or employee must first identify the problem(s). Examples might include poor work product, strained working relationships, attendance deficiencies, missed deadlines, etc. The problem can be defined as the "gap" between the manager's expectations and the employee's performance.

Employee and supervisor assess and clarify scope of problem: Problems can stem from skill deficiencies, lack of clear communication, behavioral styles, personal crises, procedural or structural obstacles or some combination of these and other factors.

Supervisor establishes clear performance or conduct expectations with the employee for correcting the problem and works with employee to identify appropriate measures to correct the problem: Employee needs to know what will be viewed as successful resolution of the problem and what support and/or resources may be available to help meet expectations.

Employee accepts responsibility for correcting the problem and takes appropriate action: Examples might include obtaining training for skill problems, making other transportation or family arrangements for attendance problems, receiving guidance to understand and stop offensive behavior, etc.

Supervisors and employees communicate regularly regarding progress: This step usually includes discussions and written documentation that describes progress toward agreed-upon improvements.

Corrective Action

1. Corrective Action is normally implemented after counseling has failed to correct the problem. However, corrective action may be used without counseling. Normally, corrective action is used to draw the employee's attention to the seriousness of a specific incident or a pattern involving performance or conduct. The following describes the most common corrective actions. Depending on the seriousness of the offense, some or all steps may be bypassed. Documentation of all formal corrective actions will be filed in the employee's personnel file and will remain as a permanent part of the record.
 - **First Corrective Warning:** A first warning is a conference in which the supervisor informs the employee of the inappropriateness of a specific incident or occurrence involving performance or conduct. The supervisor documents this discussion and forwards copy of the documentation to the Office Manager for inclusion in the personnel file.
 - **Critical Warning:** A critical warning may be given for more serious or repetitive incidents of unsatisfactory work performance or conduct. The warning contains a description of the incident, how the incident or situation fails to meet performance or conduct standards, and the correction expected. The employee is asked to sign written documentations. If the employee declines, the supervisor will note the refusal on the form or have a witness to the discussion.
 - **Final Written Warning:** The employee is advised in writing that failure to correct performance or conduct within a specified time will result in termination of employment.
 - **Dismissal:** If a corrective action is unsuccessful or the problem or misconduct is so severe that counseling and corrective action are impractical, an employee may be dismissed in consultation with the next level of management and the Vice President of Finance and Administration. The Vice President of the department where the individual is employed will normally be consulted and the President & CEO must approve any dismissal. All approvals must be obtained before an employee is informed of the dismissal.

Immediate dismissal, after a review of the facts but without going through all the steps of the correction process, may occur due to serious misconduct, including but not limited to illegal activities, discrimination, harassment, drug or alcohol abuse, or acts of physical violence. The Vice President of Finance and Administration and the President & CEO must be consulted and involved before immediately dismissing an employee. GNOF reserves the right to determine the appropriate course of action on an individual basis.

APPEAL OF CORRECTIVE ACTION PLAN

The Foundation's Dispute Reconciliation Procedure is available to all employees who wish to appeal a corrective action (See Policy 5-12).

GREATER NEW ORLEANS FOUNDATION

Policy: 5-12

Dispute Reconciliation

Policy

The purpose of this policy is to promote orderly resolution of work-related conflicts where an **employee wishes to raise a dispute with his/her manager, another department, or the Foundation or to appeal a disciplinary decision.** It emphasizes early identification and resolution with fair consideration of all sides of a conflict. All staff employees have access to this process.

Procedure

Step One – The employee should first attempt to resolve the difficulty informally by discussing it with his/her supervisor. It is anticipated that satisfactory resolution can usually be achieved at this level.

Step Two – Should the matter not be resolved, the employee and/or supervisor may meet with management at the next level.

Step Three - Should the matter not be resolved at the department level, the employee and/or supervisor may contact the Vice President of Finance and Administration. The Vice President of Finance and Administration may meet with the employee, supervisor, or departmental Vice President as needed. The Vice President of Finance and Administration may hold a resolution meeting with all appropriate parties involved.

Except in cases where the Vice President is the complainant, the decision of the Vice President of the department in which the complainant works will be final. If the Vice President is the complainant, the decision of the President & CEO will be final.

The Dispute Reconciliation Process is a confidential process within the Greater New Orleans Foundation. Any records derived from this process will be maintained in the office of the Vice President of Finance and Administration.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-13

Discrimination and Harassment

Policy

The Greater New Orleans Foundation strives to create and maintain a working and learning environment in which people are treated with dignity, decency and respect. The environment of the Foundation is characterized by mutual trust and the absence of intimidation, oppression and exploitation. Staff is able to work in a safe, yet stimulating atmosphere. For these reasons, the Foundation does not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education of staff, the Foundation seeks to prevent, correct and, when necessary, sanction behavior that violates this policy.

All staff, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy.

Any Foundation staff member who is found to have engaged in conduct prohibited under this Policy is subject to disciplinary action.

Prohibited Conduct Under This Policy

1. Discrimination:

a) It is a violation of this policy to discriminate in the provision of employment and its terms and conditions, to create discriminatory work conditions, or to use discriminatory evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, gender, national origin, age, religion, disability status, military/veteran status, or sexual orientation or other protected status.

b) Discrimination of this kind is also prohibited by a variety of federal, state and local laws, including the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1975; the Americans With Disabilities Act of 1990; the Family and Medical Leave Act; the Equal Pay Act, and Louisiana discrimination statutes.

c) Violation of this policy will be subject to severe sanctions.

2. Harassment:

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment, and the Foundation will take appropriate action to swiftly address any unlawful harassment. Harassment is defined as unwelcome verbal or physical conduct that has as its effect to threaten, intimidate or coerce. Also included are unwelcome verbal and non-verbal taunting (including racial and ethnic slurs) which, in the employee's opinion, impairs his or her ability to perform his or her job.

Examples of inappropriate conduct are:

- a) Verbal: Insulting comments, epithets, slurs or negative stereotyping, regarding a person's nationality, origin, race, color, religion, age, gender, sexual orientation, disability or other protected status.
- b) Non-verbal: Distribution or display of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility toward an individual or group because of national origin, race color, religion, age, gender, sexual orientation, disability, or other protected status.

3. Sexual Harassment:

Sexual harassment is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under the Civil Rights Act of 1964. According to this statute, sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment."

Unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment, when:

- a) such advances or requests are made under circumstances implying that one's response might affect personnel decisions that are subject to the influence of the person making the proposal, or
- b) acceptance or rejection of such advances or requests is used as a basis for an employment decision, or
- c) such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or
- d) such speech or conduct is reasonably regarded as offensive and substantially impairs the work opportunity of colleagues or co-workers.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and therefore interferes with work or learning effectiveness.

Sexual harassment may take different forms. Examples of conduct that may constitute sexual harassment are:

(1) Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), and verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sexually oriented and considered unwelcome.

(2) Non-verbal: The distribution, display, or discussion of any written or graphic material, including images, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, text messages, that is sexual in nature.

(3) Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

There are three types of sexual harassment:

1. "*Quid pro quo*" harassment, where submission to harassment is used as the basis for employment decisions.

Quid pro quo harassment occurs when employee benefits such as raises, promotions, working hours, recommendations, etc. are directly linked to compliance with sexual advances. Therefore, only someone with the authority to grant such benefits can engage in *quid pro quo* harassment. Example: A supervisor promising or implying a raise to an employee if he/she goes on a date with him/her.

2. "Hostile work or environment," where the harassment creates an offensive and unpleasant working environment.

Hostile environment can be created by anyone in the work environment, whether it is supervisors, fellow employees, or outside contractors. Hostile environment harassment consists of language of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category. Again, it is recognized that the work setting is distinct from the workplace in that latitude is required for professional judgment in determining the appropriate content and presentation of work material.

3. "Gender-based hostility" where an individual or individuals are harassed because of their gender.

Procedure

What those who are harassed should do:

The Foundation wants to stop inappropriate behavior, especially before it becomes a violation of law. The Foundation cannot solve a problem of which it is not aware. Employees should report inappropriate behavior. Contact the **Vice President of Finance and Administration** to file a complaint against a *staff member*. If the Vice President of Finance and Administration is unavailable, or if you are uncomfortable reporting to the Vice President of Finance and Administration, you may report to the **President & CEO**.

The complainant (staff member making the complaint) may file a verbal complaint in person with the appropriate party referenced above in Procedures, item b); and may use written forms of communication.

What to do if you observe discrimination or harassment:

If you become aware of discrimination or harassment, either from personal observation or as a result of an employee coming forward, you should immediately report it to the **Vice President of Finance and Administration**.

Complaints in which the alleged violator is a staff member:

Upon receiving a complaint against a **staff member** or being advised that a violation of this policy may be occurring, the Vice President of Finance and Administration will review the complaint with the employee's supervisor and the appropriate Vice President. The Vice President of Finance and Administration will promptly initiate an investigation and will also notify the President & CEO.

1. During the investigation, the Vice President of Finance and Administration or his/her designate will interview the complainant, the respondent, and any witnesses, to determine whether there is a reasonable basis for believing that the alleged violation occurred. Those interviewed are expected to keep the interview, complaint and all parties involved in confidence.
2. Within a reasonable time of the complaint being filed, the investigator will conclude the investigation and submit a report of his or her findings to the appropriate Vice President. (If the designate is the investigator, she/he will report first to the Vice President of Finance and Administration.)

3. If the investigator concludes that there is a reasonable basis to believe that harassment or discrimination in violation of the Foundation's policy has occurred, the Vice President of Finance and Administration will recommend to the Vice President of the respondent's Department and to the President & CEO that appropriate disciplinary action be taken by the Foundation. The appropriate remedial action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made against the respondent; (iii) the quality of the evidence (first-hand knowledge, credible corroboration etc.).
4. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, other corrective action may be taken.

Special reporting situations: If a staff member is uncomfortable contacting the Vice President of Finance and Administration, they should contact a member of senior management.

Any person using the complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate, corrective action; and the registering of a complaint will in no way be used against the employee, nor will it have an adverse impact on the individual's employment. While reporting such incidents can be a difficult personal experience, allowing discrimination or harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, staff members are required to utilize this procedure. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

RESPONSIBILITIES

All Foundation staff must share the responsibility of understanding and preventing discrimination and harassment. Ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the complainant.

CONFIDENTIALITY

a) The Foundation wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. The Foundation recognizes that individuals may be concerned about the confidentiality of information they share, and will strive to preserve confidentiality to the fullest extent possible.

b) Persons wishing to confidentially discuss an incident of possible discrimination, harassment or retaliation, or persons seeking information and advice without committing to future action, are encouraged to contact the Vice President of Finance and Administration.

c) The Foundation will take prompt, responsive action once informed that discrimination, harassment or retaliation has occurred or may be occurring by conducting an investigation.

d) Confidentiality will be maintained to the extent practicable. During the investigative process, any information gathered, or any notes or documents written by or received by the person(s) conducting the investigation will be shared only with those who have a legitimate need to know and as required by law.

RETALIATION

1) No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:

- a) Filing or responding to a bona fide complaint of discrimination or harassment;
- b) Appearing as a witness in the investigation of a complaint; or
- c) Serving as, or assisting, an investigator or otherwise acting to enforce the policy.

2) Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to severe sanctions.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-14

Workplace Violence

Policy

The Foundation has adopted a **"zero tolerance" policy for threatening or violent behavior in the workplace**. Verbal threats, threatening behavior, or acts of violence by an employee against other employees, vendors, or Foundation visitors will not be tolerated. Violation of this policy will result in appropriate disciplinary action, including potential dismissal. Arrest and criminal prosecution are also possible.

Threats or acts of violence will be taken seriously and will be immediately investigated by the Foundation. Employees who make substantial threats, exhibit threatening behavior, or engage in violent acts on Foundation property will be removed from the property as quickly as safety permits.

Prohibited Behavior

While it is not possible to describe all the actions that might constitute threatening or violent behavior, the following behaviors are strictly forbidden in the workplace:

- using threatening, intimidating, or abusive language and/or gestures
- sending threatening, intimidating letters, notes, e-mails, faxes, messages
- using or brandishing firearms, explosives, knives, or other types of weapons
- stalking or similarly harassing behavior toward employees, or Foundation visitors
- physically attacking another person
- verbally threatening to harm another person or destroy property

Procedure

Reporting Requirements

- Foundation personnel are responsible for notifying their supervisor and the Vice President of Finance and Administration of any threats they have received, witnessed, or have otherwise been made aware of.
- The individuals contacted will alert the following:
 - Vice President of the affected department(s)
 - Legal counsel and/or workplace violence consultants who may be involved as deemed necessary by Management.

Management will evaluate the circumstances and determine whether it believes a credible threat exists and will recommend a course of action to reduce potential violence.

- Employees should also report any action that, in their judgment, has the **potential** to become threatening or violent without appropriate intervention. In all instances, the Foundation will use such information with as much discretion as possible.
- It is highly recommended that a supervisor be notified of personal situations, such as domestic violence, which have the potential to involve the workplace.
- The Vice President of Finance and Administration must be notified if a restraining order lists the Foundation's address as a restricted location. The Vice President of Finance and Administration will in turn notify property management.
- If deemed necessary, call 911

Assistance

Supervisors are encouraged to seek assistance during high-risk situations such as employee dismissals, work restructuring, or instances in which an employee's medical condition may be a contributing factor. The Vice President of Finance and Administration will respect the confidentiality of the employee involved, balanced with the need to provide a safe, secure environment for all personnel.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-15

Credit Card Use

Policy

A Greater New Orleans Foundation-issued credit card is not to be used for personal use. Foundation credit cards are for use by the President & CEO, department Vice Presidents and other designated staff. The cardholder will be personally responsible and accountable for the safekeeping of the card.

Conditions of Use

The Foundation Corporate Card can be used for Foundation business only, such as:

- Payment of travel-related expenses
- Payment of meeting-related expenses
- The purchase of business-related goods and services

The Foundation Corporate Credit Card CANNOT be used for personal use.

Procedures

Corporate Credit Card expenditures are to be reconciled immediately upon receipt of the related statement. Each cardholder is required to submit receipts to Finance upon completion of a purchase. All receipts are to be attached to or clearly marked with a complete explanation of the purchase. In the event a transaction is processed without a receipt, the individual responsible for the charge is to communicate to Finance the circumstances surrounding the charge. These instances should be kept to a minimum. Excessive abuse may result in a revoking of card use privileges or other actions as deemed appropriate by management.

Accidental charges should be reported immediately and the Foundation reimbursed as soon as practical.

Lost or stolen cards are to be cancelled immediately by the cardholder and Finance is to be informed by the cardholder immediately.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-16

Laptop Computer Usage

Policy

This Laptop Computer Policy applies to the use of all laptop computers inside and outside the Greater New Orleans Foundation premises. Staff members are expected to follow all of these policies when using the Foundation's laptop computers.

The Greater New Orleans Foundation allows staff to use the Foundation's laptop computers inside and outside the premises in order to enhance, enrich, and facilitate work-related duties as well as Foundation communications. The Foundation's laptops are to be used as tools for Foundation business, research, and communications. Staff members shall also exercise appropriate professional judgment and common sense when using the Foundation's laptop computers.

Procedure

All laptops and related equipment and accessories are Foundation property and are provided to staff members for a period of time as deemed appropriate by the administration. As a condition of their use of laptop computers, staff members must comply with and agree to all of the following:

- Staff members should NOT attempt to install software or hardware or change the system configuration, including network settings, without prior consultation with the Office Manager.
- Staff members are expected to protect Foundation laptops from damage and theft.
- Staff members will not be held responsible for computer problems resulting from regular use; however, staff members will be held personally responsible for any problems caused by their negligence as deemed by management.
- Staff members will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon the Foundation's request.

General Laptop Use Rules

If you have important data on the laptop, you must back it up on your Department's network folder as a safety precaution against hard drive failure. The seconds that it takes to create a backup are well worth the frustration if/when the computer hard disk fails.

Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure your hands are free from lotion before using the computer. It is costly to change a laptop keyboard and/or touch pad that has been damaged by excessive dirt.

Do not place drinks or food in close proximity to your laptop.

Extreme temperatures or sudden changes in temperature can damage a laptop. You should NOT leave a laptop in an unattended vehicle.

When using the laptop, keep it on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.

ALWAYS keep your laptop plugged into a surge protector when it is plugged in or charging.

How to Avoid Laptop Computer Theft

Due to size and portability, laptop computers are especially vulnerable to theft. Staff members should follow the rules set out below. A staff member will be held personally responsible for any Foundation laptop computer, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

1. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Be aware of the damage extreme temperature can cause to computers.
3. Carry your laptop in a nondescript carrying case or bag when traveling.
4. Do not leave a meeting or conference room without your laptop. Take it with you.
5. Never check a laptop as luggage at the airport.

If a theft does occur, immediately notify the Vice President of Finance and Administration.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-17

Expense Reimbursement

Policy

Reasonable expenses incurred in connection with Foundation business will be reimbursed with prior approval by the appropriate Vice President or President & CEO. All expenses must have a receipt attached or the expense will not be reimbursed.

Examples of business-related expenses are included, but not limited to:

- Payment of travel-related expenses, including mileage
- Payment of meeting-related expenses
- The purchase of business-related goods and services

Employees may submit receipts for reimbursement related to small ticket items (<\$10) in order to be reimbursed immediately via petty cash, if available. All such receipts should be presented to the Office Manager who will in turn notify the employee of the availability of funds.

Mileage

Employee's use of a personal auto for Foundation-related business will be reimbursed at the current stated IRS mileage reimbursement rate. Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. For example, if the normal commuting round trip is 20 miles, and the employee goes on a trip that covers 75 miles, only the incremental 55 miles are reimbursable.

Mileage should not be calculated using the distance from GNOF's office to the final destination, but should be calculated using actual mileage driven by the employee, less their normal commuting round trip.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-18

Whistleblower Policy

Policy

The whistleblower policy is intended to provide a mechanism for the reporting of illegal activity or the misuse of the Greater New Orleans Foundation's assets while protecting the employees who make such reports from retaliation.

Questionable Conduct

This policy is designed to address situations in which an employee suspects another employee has engaged in illegal acts or questionable conduct involving Foundation assets. This conduct might include outright theft (of equipment or cash), fraudulent expense reports, misstatements of any accounts to any manager or to the Foundation auditors, or even an employee's conflict of interest that results in financial harm to the Greater New Orleans Foundation. The Foundation encourages staff to report such questionable conduct and has established a system that allows them to do so anonymously.

Making a Report

If an employee suspects illegal conduct or conduct involving misuse of Foundation assets or in violation of the law, he or she may report it, anonymously if the employee wishes, and will be protected against any form of harassment, intimidation, discrimination, or retaliation for making such a report in good faith.

Employees can make a report at any time to the President & CEO or the Vice President of Finance and Administration. The Foundation will promptly conduct an investigation into matters reported, keeping the informant's identity as confidential as possible consistent with the Foundation's obligation to conduct a full and fair investigation.

Alternatively, employees can make a report by calling either the Board Chair or the Chair of the Audit Committee.

No Retaliation

An employee who has made a good faith report of suspicious conduct and who subsequently believes he or she has been subjected to retaliation of any kind by any Foundation employee is directed to immediately report it to the President & CEO or the Vice President of Finance and Administration as appropriate.

Reports of retaliation will be investigated promptly in a manner intended to protect confidentiality as much as practicable, consistent with a full and fair investigation. The party conducting the investigation will notify the employee of the results of the investigation.

The Greater New Orleans Foundation strongly disapproves of and will not tolerate any form of retaliation against employees who report concerns in good faith regarding the Foundation's operations. Any employee who engages in such retaliation will be subject to discipline up to and including termination.

Greater New Orleans Foundation Reporting Procedures

The "whistleblower" procedure is intended to describe the process through which concerns about the possible misuse of Foundation assets are handled pursuant to the Foundation's whistleblower policy.

1. An employee makes a report of suspected misuse of Foundation assets by reporting in person to a Foundation executive, or reporting anonymously to the Board Chair or the Audit Committee Chair.
2. The report is promptly reviewed by the President & CEO or the Vice President of Finance and Administration to determine whether the report constitutes a complaint or a non-complaint, unless one of them is allegedly involved in the misconduct, in which case the report should be reviewed by only one of them. (If both of them are alleged to be involved, the report should go directly to the Board Chair or the Audit Committee Chair.)
 - A *complaint* means any report involving (i) questionable accounting, auditing, financial reporting, or internal controls; (ii) suspected fraud, theft, or improper use of company assets; (iii) a violation of the Foundation's conflict-of-interest policy that results in a financial harm to the Foundation; or (iv) a claim of retaliation against any employee making a good-faith report regarding any of the preceding matters.
 - A *non-complaint* means a report of any other matter not involving a misuse of Foundation assets.
3. If the report is deemed to be a complaint, it will be promptly investigated and forwarded to the Audit Committee Chair. If the report is deemed to be a non-complaint, it will be referred to the appropriate executive or manager for follow-up. Some non-complaints may involve serious matters and may require prompt investigation, but may nevertheless not involve misuse of Foundation assets.
4. Each complaint is fully investigated, and as far as possible handled so as to protect the privacy of the employee making the complaint. A written report of the outcome of each investigation is prepared and delivered to the Audit Committee Chair.
5. The Audit Committee Chair decides whether the report involves a matter that is material. If it is deemed material, it is reviewed by the full committee, which may forward it for disposition to the Board or may direct senior management to take actions to resolve the situation. If the report is deemed nonmaterial, it is not reviewed by the committee but is instead addressed by the Vice President of Finance and Administration, as appropriate.

GREATER NEW ORLEANS FOUNDATION

Policy: 5-19

Record Retention Policy

Policy

The Greater New Orleans Foundation takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Foundation and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the President & CEO or the Vice President of Finance and Administration of a potential or actual litigation, external audit, investigation, or similar proceeding involving the Foundation. The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Foundation may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Vice President of Finance and Administration.

From time to time, the Vice President of Finance and Administration may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the chief executive.

| File Category | Item | Retention Period |
|-----------------------------------|---|------------------|
| Corporate Records | Bylaws and Articles of Incorporation | Permanent |
| | Corporate resolutions | 10 years |
| | Board and committee meeting agendas and minutes | 10 years |
| | Conflict-of-interest disclosure forms | 4 years |
| Finance and Administration | Financial statements (audited) | 10 years |
| | Auditor management letters | 10 years |
| | Payroll records | 10 years |

| File Category | Item | Retention Period |
|--------------------------|--|------------------------------------|
| | Journal entries | 7 years |
| | Check register and checks | [7 years/ Permanent] |
| | Bank deposits and statements | 7 years |
| | Charitable organizations registration statements (filed with [State] Attorney General) | 7 years |
| | Chart of accounts | 7 years |
| | Expense reports | 7 years |
| | General ledgers and journals (includes bank reconciliations, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements) | 7 years |
| | Accounts payable ledger | 7 years |
| | Investment performance reports | 7 years |
| | Investment consultant reports | 7 years |
| | Investment manager correspondence | 7 years |
| | Equipment files and maintenance records | 7 years after disposition |
| | Contracts and agreements | 10 years after all obligations end |
| | Investment manager contracts | 10 years after all obligations end |
| | Correspondence — general | 3 years |
| Insurance Records | Policies — occurrence type | 7 years |
| | Policies — claims-made type | 7 years |
| | Accident reports | 7 years |
| | Fire inspection reports | 7 years |
| | Safety (OSHA) reports | 7 years |
| | Claims (after settlement) | 7 years |

| File Category | Item | Retention Period |
|-----------------------|--|---------------------------------------|
| | Group disability records | 7 years after end of benefits |
| Real Estate | Deeds | Permanent |
| | Leases (expired) | 10 years after all obligations end |
| | Mortgages, security agreements | 10 years after all obligations end |
| | Purchase agreements | 7 years after disposition requirement |
| Tax | IRS exemption determination and related correspondence | Permanent |
| | IRS Form 990s | 10 years |
| | Withholding tax statements | 7 years |
| | Correspondence with legal counsel or accountants, not otherwise listed | 7 years after return is filed |
| | Timecards | 3 years |
| Communications | One set of all communication documents kept on-site and one set kept off-site | |
| | Press releases | 7 years |
| | Annual reports | 7 years (5 copies) |
| | Other publications | 7 years |
| | Photos | 7 years |
| | Press clippings | 7 years |
| Donor Services | Fund agreements (paper and digital copies) | 10 years after closing of fund |
| | Correspondence — acknowledgment of gifts and grant requests | 10 years |
| | Donor fund statements | 10 years |
| | | |

| File Category | Item | Retention Period |
|---|---|---|
| Community Philanthropy | Records from advisory committee or family fund meetings, including minutes, if any, and lists of grants recommended for approval | 7 years |
| | Scholarship grant records, including applications if Foundation staff participates in selection decisions | 7 years |
| | Approved grants — all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post-grant reporting information, if any | 7 years after completion of funded program, or date of grant if general operating support |
| | Foundation funding requests, correspondence, and reports (funding received) | 7 years after completion of program |
| | Declined/withdrawn grant applications | 3 years |
| | Foundation funding requests (denied) | 3 years |
| Consulting Services | Consulting contracts/filed | 7 years after all obligations end |
| Vice President of Finance and Administration | Employee personnel files | 7 years |
| | Retirement plan benefits (plan descriptions, plan documents) | 7 years |
| | Employee medical records | 7 years |
| | Employee handbooks | 7 years after amendment |
| | Workers comp claims (after settlement) | 7 years |
| | Employee orientation and training materials | 7 years after use ends |
| | Employment offer letter | 7 years after all obligations end |
| | Employment applications | 3 years |

| File Category | Item | Retention Period |
|-------------------------------|---|--|
| | IRS Form I-9 (store separate from personnel file) | Greater of 1 year after end of service, or 3 years |
| | Résumés | 1 year |
| Technology | Software licenses and support agreements | 10 years after all obligations end |
| Library | Other foundations' annual reports | 2 years |
| | Directories and periodicals | 2 years |
| General Administration | Correspondence — chief executive and general | 7 years |
| | Appointment calendars — chief executive | 7 years |

GREATER NEW ORLEANS FOUNDATION

Policy: 5-20

Shredding/Destruction Policy

Policy

The Greater New Orleans Foundation requires that any items or documents containing Foundation data that are assigned to be destroyed be shredded.

Staff Duties

When shredding/destroying Foundation documents or items, proceed as follows:

- Enter all Foundation sensitive documents for destruction into the “documents to be shredded” secure container.
- If a document cannot be immediately destroyed or made unreadable, it must be placed in a secure container that is not accessible to staff visitors, or anyone else who does not have permission to see the document.
- Shredding a document by hand is not acceptable, as it fails to render such documents unreadable.

GREATER NEW ORLEANS FOUNDATION

Policy: 6-1

Performance Management

Policy

The performance management process provides an opportunity for the employee and the manager to agree upon performance expectations and goals. Performance plans should contribute to departmental goals, the Foundation's mission and the professional growth of the employee.

Ongoing performance feedback should be a routine part of the performance management process. Feedback should be based on observed and/or verifiable work-related behaviors, actions, statements, and results. Effective feedback helps the employee to sustain good performance, to develop new skills and to improve performance when necessary.

Performance evaluation is an annual process of assessing, summarizing and planning for development of employee performance.

Developing employee performance furthers the mission of the organization and enhances the overall quality of the workforce within the Foundation by promoting a climate of continuous learning and professional growth; helping to sustain employee performance at a level which meets or exceeds expectations; enhancing job- or career-related skills, knowledge and experience; enabling employees to keep abreast of changes in their fields; making employees competitive for employment opportunities within the Foundation.

Rewards and recognition should reflect the employee's level of performance and contribution, differentiating and highlighting those employees with outstanding performance levels.

GREATER NEW ORLEANS FOUNDATION

Policy: 6-2

Job Description

Policy

The job description provides a basis for job-related selection procedures and performance standards.

The job description specifies:

- scope of responsibility and accountability
- specific job functions and tasks
- functions and tasks which are essential
- educational prerequisites
- skills, knowledge and abilities required to perform the job successfully
- certifications or licenses required
- special conditions of employment
- closeness of supervision required
- judgment and discretion required

Procedure

When a job is established or changed, a job description is written. The job description documents the job duties and standards. This serves as a basis for employee assessment in the performance evaluation process.

The supervisor should share the job description with the employee during his or her first few days on the job. The job description should be reviewed for necessary updating once a year, most commonly at the annual performance review. Updated copies of all job descriptions should be submitted to the Vice President of Finance and Administration for inclusion in the master job description record.

GREATER NEW ORLEANS FOUNDATION

Policy: 6-3

Performance Standards and Ratings

Policy

Performance Standards

The performance standard provides a benchmark against which to evaluate work performance. While the job description describes the essential functions and the tasks to be done, the performance standard defines how well or at what level each function or task must be performed in order to meet or exceed expectations. The employee should understand what counts as a “job well done” in the mind of the manager.

Standards of performance are usually:

- explained to new employees within the first month on the job.
- clarified and reinforced continually as performance is discussed

Performance Goals

Performance goals are future oriented targets for change. They can be projects to be completed or a change in current functioning or performance that is expected.

Ratings

The Greater New Orleans Foundation specifies general criteria for the five appraisal ratings. These ratings describe the level of performance of the individual employee compared to the job requirements, the manager’s standard of performance, and any goals established.

- 5** Far exceeds expectations for the position
- 4** Usually exceeds all established goals/expectations for the position.
- 3** Consistently meets established performance standards.
- 2** Frequently fails to meet expectations; performance requires improvement.
- 1** Consistently fails to meet expectations; a job performance improvement plan is required

GREATER NEW ORLEANS FOUNDATION

Policy: 6-4

Performance Evaluation

Policy

The performance evaluation is a means by which the supervisor summarizes and assesses the work performance of an employee and gives suggestion for future development. **Supervisors are strongly encouraged to discuss job performance and goals with employees on an informal, day-to-day basis.**

Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to look back over the previous year's accomplishments, discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Procedure

The performance of all employees is generally evaluated on a calendar year basis. New employees will be evaluated from the time employed to the end of the year. Managers may conduct an evaluation after a new employee completes his/her first 90 days.

The Foundation requires managers to complete the standard Evaluation Form for each employee. This form should be signed by both the manager and employee and returned to the Office Manager for safekeeping in each employee's file.

GREATER NEW ORLEANS FOUNDATION

Policy: 7-1

Salary Administration

Policy

It is the policy of the Greater New Orleans Foundation to establish and maintain salary levels that reflect position responsibilities, are competitive with the external market, and are capable of attracting, retaining, and motivating competent employees who are qualified to contribute to attaining the Foundation's mission.

The Foundation maintains sound, practical guidelines and procedures for effective salary administration. The Foundation strives to provide:

- a job classification system based on a market pricing model;
- a program that is understood and supported by managers;
- a program that is easily explained and justified to employees and supervisors;
- a system that considers employment practices and trends in the competitive labor market; and
- a system that is easy to administer.

Elements of Salary Administration Program

The basic elements of the Foundation's Salary Administration Program consist of:

Position Definition - Establishes written position descriptions that define the duties and responsibilities of each position.

Salary Ranges - Establishes the minimum and maximum dollar limits to be paid for each position classified within a given pay grade, based on competitive salary information and the relative value of each position to the Foundation.

Salary Reviews and Adjustments - Establishes the criteria and procedures for employee salary reviews and salary adjustments.

All salary administration decisions are subject to budgetary considerations.

Procedure

To ensure the successful implementation and administration of the Salary Administration Program, the following have been assigned specific areas of responsibility:

President & CEO

Annually approves salary structure and salary increase budgets.

Reviews and approves **all** exceptions to salary policies, as appropriate, for all positions.

Vice President of Finance and Administration

Coordinates development and implementation and administration of the program.

Works with departments to ensure that compensation policies are communicated, understood and applied. All exceptions will be brought to the President & CEO at designated times for approval.

Reviews and approves (or disapproves) all recommended changes in the classification of current jobs and assignment of new jobs into classifications.

Ensures that individual employee annual and promotion increases are within authorized guidelines. Reviews and evaluates out-of-policy salary activity in coordination with the President and makes recommendations to the President.

Reviews and recommends annual salary structure adjustments and salary increase budgets.

Managers and Supervisors

Maintain a thorough knowledge of salary administration policies and procedures and apply them in recommending adjustments.

Keep employees informed on a timely basis of all aspects of this policy and related procedures.

Consider performance of each subordinate as part of the compensation review process.

Advise the Vice President of Finance and Administration of significant changes in the scope or responsibility of subordinate positions.

Conduct an annual formal performance review for each employee under their supervision.

Discuss all approved salary increases individually with each employee under their supervision, connecting performance to salary increase.

GREATER NEW ORLEANS FOUNDATION

Policy: 7-2

Revised Positions

Policy

Supervisors should notify the Vice President of Finance and Administration of any and all situations in which:

- job assignments based on job classification appear to be out of line with other subordinate jobs,
- jobs in their area of responsibility have undergone significant changes in accountability or responsibility
- the supervisor has experienced difficulty in hiring qualified individuals because of the salary range guidelines,
- unacceptable or unusual job turnover has occurred which may be due to salary range guidelines, or
- existing salary guidelines would, in the supervisor's judgment, result in over/underpaying an individual employee.

Procedure

Supervisors will notify the Vice President of Finance and Administration to request that the position be reviewed for appropriate classification.

In cases where the Vice President disagrees with the resulting classification assignment, he/she can appeal to the President & CEO. Approval of the President & CEO is required for any change increasing a classification assignment.

Classification Review Cycle

Jobs tend to change very gradually in ways that are often unnoticed by those directly involved, and supervisors often fail to request job reclassification when it is needed. The Vice President of Finance and Administration will routinely inquire about changes in job responsibilities in addition to conducting annual surveys.

GREATER NEW ORLEANS FOUNDATION

Policy: 7-3

Salary Reviews & Adjustments

Policy

All salary adjustments will be related to job performance. Salaries will be reviewed on at least an annual basis, generally at the end of the calendar year, and adjusted as appropriate to ensure that each employee's salary reflects his/her contribution. An annual increase is not guaranteed. Length of service or time spent in a job does not, by itself, justify an increase. Employees who fail to meet expectations, or whose performance is unacceptable, may not be eligible for salary increases. All salary administration decisions are subject to budgetary considerations.

Procedure

Merit Increase Administration

The merit review cycle is each calendar year. The President & CEO and the Departmental Vice Presidents will meet individually to discuss each of their employee's performance. Upon conclusion of all discussions, the President & CEO and the Vice President of Finance and Administration will review all recommended salary adjustments to ensure the Foundation stays within budget.

Salary increases must not be communicated to employees until after the President & CEO has given final written approval.

Increase Above Grade Maximum

Employees hired after January 1, who are paid at or above the salary grade maximum are not eligible for salary adjustments.

Increases above the maximum are discouraged for any employee, irrespective of hire date, and should be carefully considered by the manager since the employee is already being paid above market value for the position being performed and more than others in the same classification.

New Employees

New employees who have been employed less than six months will not receive a merit increase. New employees, who have been employed more than six months but less than one year as of January 1, will be eligible for a pro-rated merit increase.

No Merit Increase

Employees who fail to meet performance standards will not receive a merit increase, and will be scheduled for a follow-up performance review, but not merit increase, in 90 days.

Promotion Increases

Pay Practices: Newly promoted personnel shall be paid at or above their pay classification minimum, but normally in the lower half of that range.

Promotional Increase: The amount of promotion increase will be determined by the appropriate Vice President in conjunction with the Vice President of Finance and Administration and the President and CEO. Promotion increases will normally be effective at the beginning of the pay period in which the promotion occurs.

Market Adjustments

If an incumbent's salary is significantly (more than 15%) below the market wage and the employee's performance is exemplary, consideration can be given (if budget allows) to an out-of-cycle market adjustment to assure employee retention.

Lateral transfers

Employees transferring from one job to another within the same pay classification will not receive an increase. Any merit increase for the performance year will be based on performance in the new job.

Notifications

Salary actions **must not** be communicated to employees until after final written approval has been obtained from the President & CEO.

GREATER NEW ORLEANS FOUNDATION

Policy: 8-1

Workplace Safety

Policy

To assist in providing a safe and healthful work environment for employees and visitors, the Greater New Orleans Foundation has established a workplace safety program. Its success depends on the alertness and personal commitment of all. Keeping the Foundation work area safe and secure is a continuing partnership between the Building Management and the Foundation.

The team concept of safety requires everyone to share both rights and responsibilities. All employees should take precautions to protect their valuables in their offices or work areas. Valuables should be kept in a secure place such as a locked desk or filing cabinet. Cars should be locked and valuables should be placed out of view. Employees have the primary responsibility for protecting their personal property. The Foundation's insurance does not cover personal property, and there is no institutional liability should the items be stolen or misplaced.

Procedure

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action.

GREATER NEW ORLEANS FOUNDATION

Policy: 8-2

Hurricane Emergency

Policy

Please refer to the Greater New Orleans Foundation Continuity of Operations Plan (COOP).

GREATER NEW ORLEANS FOUNDATION

Policy: 8-3

Vehicle Safety

Policy

The Greater New Orleans Foundations' vehicle use policy has been established to provide information and guidelines to all Foundation employees regarding their responsibilities for the safe operation of vehicles on Foundation business. This document includes instructions and procedures for driving, renting and leasing Foundation vehicles.

Procedure

Driver requirements

Those authorized to drive a vehicle on Foundation business will possess a valid driver's license, preferably from the State of Louisiana. They will be conscientious and courteous drivers and should obey all laws. They will be cautious and will understand the importance of driving safely. They will conduct themselves as representatives of the Foundation and will honestly report any accident or damage that may occur involving a vehicle under their care and control. They will be evaluated on an on-going basis to assure they maintain a safe driving record.

Personal vehicles used for Foundation business

Personal vehicles may be used on Foundation business ONLY with the permission of the employee's supervisor.

When using a personal vehicle for Foundation business, the owner of the vehicle must carry automobile liability insurance. The owner's automobile liability insurance coverage is the primary coverage. There is no physical damage coverage through the Foundation on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance.

Safety Issues

Alcohol and Drug Use

No alcoholic beverages, illegal drugs, or controlled substances are to be used or consumed by the driver or any passenger at any time while in possession of Foundation-owned, -leased, or -rented vehicles, including personal vehicles used on Foundation business.

Seat Belt Use

Use of seat belts is required for all persons occupying the vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion.

Smoking

Smoking is not permitted in Foundation-owned, -leased, or -rented vehicles.

Hazardous Materials

Hazardous materials should not be transported in Foundation-owned, -leased, or -rented vehicles.

Traffic Laws

The driver is required to obey all state and federal traffic laws pertaining to the safe operation of a vehicle. The driver is personally liable for any fines, traffic or parking violations received. All moving violations involving Foundation-owned vehicles must be reported.

Safe Operation

All authorized drivers are expected to operate vehicles safely and with great care. Especially when transporting passengers, the driver must make a concerted effort to provide for the safety and well being of those aboard. When weather conditions and road hazards require special attention, ask your passengers to help you by being quiet and observant.

If a driver is found to have committed any unsafe acts while driving, disciplinary action may be initiated. Intentional reckless or unsafe driving could result in disciplinary action.

GREATER NEW ORLEANS FOUNDATION

Policy: 8-4

Foundation Vehicle Usage Policy

Policy

The Greater New Orleans Foundation is committed to promoting safety and responsible driving. To ensure that this commitment is followed through, the Foundation has adopted a vehicle policy that requires all staff who operate company owned, leased/rented, or car allowance vehicles during the performance of their jobs, to do so in a lawful and safe manner. Use of the aforementioned vehicles will be strictly for the business of the Foundation and will by no means be considered available for personal use in any way.

Management is responsible for the implementation and ongoing administration of this policy. An employee who, at the Foundation's request and through the Foundation's authorization, is asked to operate:

- a rented vehicle, leased vehicle, or vehicle for which the Foundation provides car allowance while on Foundation business will do so only from licensed agencies that rent/lease vehicles meeting all state/provincial registration and inspection requirements as well as the safety requirements of this policy.
- a Foundation vehicle will do so for company business only. No unauthorized persons will be permitted to operate a company vehicle.

Since the Foundation has the sole discretion in determining who may operate Foundation or Foundation-sponsored vehicles, the Foundation has the right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information, etc., and must be made aware of any driving violations, changes to driver information and driver status immediately.

Employees are expected to take all steps necessary to avoid endangering themselves and others while operating Foundation or Foundation-sponsored vehicles on company business. To ensure this, employees authorized to operate Foundation/Foundation-sponsored vehicles are expected to abide by Policy 8-3.

GREATER NEW ORLEANS FOUNDATION

Policy: 8-5

Smoking

Policy

In keeping with the Greater New Orleans Foundation's intent to provide a safe and healthful work environment, smoking inside the Foundation offices is prohibited.

This policy applies equally to all employees and visitors.

GREATER NEW ORLEANS FOUNDATION

Policy: 8-6

Equipment Safety

Policy

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

Procedure

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

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action.

GREATER NEW ORLEANS FOUNDATION

Policy: 8-7

Life-Threatening Illness in the Workplace

Policy

Employees with life-threatening illnesses that cannot be transmitted in the normal course of business, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Greater New Orleans Foundation supports these endeavors as long as employees are able to meet acceptable performance standards.

Employees who have or suspect they have serious contagious illnesses that could be transmitted through casual contact at work should avoid the Greater New Orleans Foundation's property until they have been medically evaluated, are no longer contagious or are no longer within an incubation period.

Procedure

Medical information concerning individual employees is treated confidentially and the Foundation will take reasonable precautions to protect such information from inappropriate disclosure.

GREATER NEW ORLEANS FOUNDATION

Policy: 8-8

Family & Visitors in the Workplace

Policy

In an effort to maintain a safe, harmonious, and professional working environment for its employees, the Foundation expects that employees will not bring family members or visitors into the work area frequently or for extended periods of time.

GREATER NEW ORLEANS FOUNDATION

Acknowledgement

Personnel Policies & Procedures

Acknowledgment

These Personnel Policies and Procedures are designed to help employees understand the terms and conditions of their employment with the Greater New Orleans Foundation.

The contents of these Personnel Policies and Procedures are presented as a matter of information only, and replace any previous policies and procedures. While they correctly describe the current policies, procedures, and benefits of the Foundation, they are not conditions of employment nor do they create any vested rights for any employees. The Foundation reserves the right, in its sole discretion, to modify, revoke, suspend, terminate, or change any or all such policies, procedures, or benefits, in whole or in part, at any time, with or without notice. Nothing contained in these Personnel Policies and Procedures shall be construed as a contract of employment for a specific term or duration between the Foundation and any one or all of its employees. You have been hired by the Foundation, and just as you may voluntarily leave at any time, your employment may be terminated at any time with or without cause. To insure that your understanding of this subject is as complete as possible, please do not hesitate to discuss with the Office Manager any policies or procedures about which you may have questions.

The Office Manager is responsible for the daily administration of the Personnel Policies and Procedures.

No employee or manager of the Foundation, other than the President & CEO, has any authority to offer, or enter into, an agreement for employment for a specific period of time with employees or applicants, make any contract or to make any exceptions or agreements contrary to the above policy.

Thank you for your support. We look forward to successful cooperation among all dedicated to the goals and future of the Greater New Orleans Foundation.

Please acknowledge your receipt and understanding of the Personnel Policies and Procedures by signing below.

Employee

Date