



YOUTH ON THEIR OWN

EMPLOYEE HANDBOOK

Updated September 2019

INTRODUCTION

WELCOME! As an employee of Youth On Their Own (“YOTO” or “Organization”), you will find your employment to be both rewarding and challenging. Every YOTO employee plays an important role in bringing our values to life and maintaining our positive and admired culture and reputation. Together, we make YOTO a great place to work, to learn, to belong to, and to be proud of.

This Employee Handbook sets forth the terms and conditions of employment for all employees and supervisors and is designed to familiarize you with our primary policies. Your supervisor or manager will be happy to answer any questions you may have.

YOTO has prepared this handbook to provide you with an overview of our policies, benefits, and rules. The handbook is intended to familiarize you with important information about YOTO, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. Please understand that this booklet only highlights Organization policies, practices, and benefits for your personal understanding and that it is not, and should not be construed as, an express or implied contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, YOTO reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time, as it deems necessary or appropriate in its sole discretion with notice to you.

We believe our employment policies and practices will help all employees work together to accomplish YOTO’s mission:

To support the high school graduation and continued success of homeless youth by providing financial assistance, basic human needs, and guidance.

If any statements in this handbook are not clear to you, please contact the Director of Human Resources for clarification. This handbook supersedes all prior policies, procedures, and handbooks of YOTO.

DISCLAIMER

Your employment with YOTO is at-will, meaning that either you or the Organization may terminate the employment relationship, with or without cause or notice, for any reason not prohibited by law. Nothing in this Handbook is intended to create a contractual obligation related to the length of your employment or its terms and conditions.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time, at the sole discretion of the Organization. We will try to inform you of any changes as they occur; however, we reserve the right to make any and all changes or amendments at any time to the current version without notice.

CONTENTS

Section 1. Code of Ethics.....Page 7

Section 2. Employment Policies.....Page 8

- I. Employment-At-Will
- II. Qualifications for Hire
- III. Equal Employment Opportunity
- IV. Americans with Disabilities Act (ADA)
- V. Anti-Discrimination and Anti-Harassment Policy
- VI. Sexual Abuse and Misconduct
- VII. Open Door Communications
- VIII. Grievance Policy
- IX. Whistleblower Protection Policy
- X. Confidentiality Policy

Section 3. Employee Standards of Conduct.....Page 20

- I. Code of Ethics
- II. Work Environment
- III. Client Relations
- IV. Dress Code / Personal Appearance
- V. Smoking
- VI. Substance Abuse
- VII. Electronic Information and Communications
- VIII. Conflict of Interest
- IX. Fraternalization
- X. Personal Information

Section 4. Pay and Attendance.....Page 30

- I. Employee Classifications
- II. Work Week
- III. Pay Periods
- IV. Pay Days
- V. Hours of Operation
- VI. Time Keeping
- VII. Rest, Meal, and Break Periods
- VIII. Lactation Breaks

- IX. Overtime
- X. Legally Required Deductions
- XI. Attendance and Reporting Absences
- XII. Time Off Requests
- XIII. Job Abandonment

Section 5. Benefits.....Page 34

- I. Benefit Information
- II. Employment Anniversary Date
- III. Workers’ Compensation Insurance
- IV. Holidays
- V. Vacation
- VI. Paid Sick Time
- VII. Emergency Leave Donation Bank
- VIII. Insurance Benefits
- IX. Short-Term Disability
- X. 401(k) Retirement Plan
- XI. Tuition Reimbursement
- XII. Continuing Education
- XIII. Travel, Training, and Mileage Reimbursement
- XIV. Leaves of Absence
- XV. Bereavement Leave
- XVI. Jury Duty
- XVII. Military Leave
- XVIII. Parental Leave

Section 6. Work Performance.....Page 42

- I. Performance Evaluations
- II. Increase of Wages
- III. Disciplinary Guidelines
- IV. Behaviors Requiring Disciplinary Action
- V. Termination of Employment / Final Payment of Wages
- VI. Voluntary Resignation of Employment
- VII. Return of Organization Property

Section 7. Health, Safety, and Security.....Page 45

- I. Safety Commitment
- II. Employer’s Responsibility
- III. Employee’s Responsibility
- IV. Security
- V. Inspections
- VI. Workplace Violence
- VII. Work Related Injury / Illness

Appendix Certifications.....Page 48

- Receipt and Review of Handbook
- Conflict of Interest Disclosure Form
- Confidentiality Statement
- Sexual Abuse and Misconduct Prevention Statement

SECTION 1

CODE OF ETHICS

YOTO abides by a Code of Ethics that is a statement of our values. We've adopted a set of principles to guide our decision making and activities, as well as the behavior of our employees, volunteers, and board members.

Our Values

- Respect for the communities we work with and serve.
- Integrity in our actions.
- Responsibility for our decisions and their consequences.

Our Actions

We fulfill our values by committing ourselves to the following:

- Acting honestly, truthfully, and with integrity in all our transactions and dealings.
- Avoiding conflicts of interest and appropriately handling real or apparent conflicts of interest in our relationships.
- Treating our students, volunteers, and other stakeholders with dignity and respect.
- Treating our employees fairly, respectfully, and in good faith; providing conditions of employment that safeguard employee rights and welfare.
- Being a good corporate citizen and complying with both the spirit and the letter of the law.
- Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve.
- Being responsible, transparent, and accountable for all of our actions.
- Always striving to improve the accountability, transparency, ethical conduct, and effectiveness of our operations.

SECTION 2 EMPLOYMENT POLICIES

I. EMPLOYMENT-AT-WILL

Employment on an “at-will” basis means the employment is not covered by a written contract or bargaining agreement, and the employment relationship may be ended (i) for any reason not prohibited by law or for no reason, (ii) at any time, (iii) by either the employee or the employer, and (iv) with or without cause. No contract or promise of continued employment, either verbal or implied, will be created now or at any time during your employment. Nothing in this Handbook or in any document or statement will limit the right to terminate employment at-will. No manager, supervisor, or employee of YOTO has the authority to enter into an agreement for employment for any specified period of time with an employee or to make an agreement for employment other than at-will.

II. QUALIFICATIONS FOR HIRE

All employees, applicants for employment, and volunteers who work with children are required to undergo comprehensive background checks before coming into contact with any minor. This is in compliance with the law and is for the public’s protection as well as that of employees and YOTO. YOTO employees must have a valid State of Arizona Department of Public Safety Level One Fingerprint Clearance Card. Employees who do not have this card at the start of employment will undergo public fingerprinting through the City of Tucson at YOTO’s expense.

III. EQUAL EMPLOYMENT OPPORTUNITY

YOTO is an equal opportunity employer and makes employment decisions on the basis of merit. Our policy prohibits unlawful discrimination based on race, color, gender/sex, religion, age, national origin, disability, pregnancy, genetic information, sexual orientation, veteran status, or any other characteristic protected by federal, state, or local laws.

We are committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers. If you believe you have been subjected to any form of unlawful discrimination, you may submit a written complaint to your supervisor, the individual supervising your day-to-day personnel responsibilities, the Director of Human Resources, or with any member of the management team with whom you feel comfortable. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact your supervisor or a member of management.

YOTO will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation within ten (10) working days if possible. If we determine that unlawful

discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. We will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management or your coworkers.

YOTO will make reasonable accommodations under certain circumstances for employees whose religious beliefs or practices conflict with his or her job, work schedule, our personal appearance policy, or with other aspects of employment when a reasonable accommodation is available that does not create an undue hardship on YOTO's business. Individuals seeking an accommodation must submit a written request for the accommodation to the Director of Human Resources and may be asked to provide confirmation from a health care provider or other information.

IV. AMERICANS WITH DISABILITIES ACT (ADA)

YOTO complies with the applicable provisions of the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws. YOTO is committed to providing equal employment opportunities to qualified individuals with disabilities under applicable law. Accordingly, YOTO will provide a reasonable accommodation to disabled applicants throughout the hiring process and to employees who require a reasonable accommodation to perform the essential functions of the job, unless doing so would create an undue hardship for YOTO.

A. Requesting a Reasonable Accommodation

If you believe you need an accommodation because of a disability, you are responsible for submitting a request for reasonable accommodation to the Director of Human Resources. You may make the request orally or in writing. YOTO encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, YOTO will engage in an interactive dialogue with you to understand the impact of your disability on your ability to perform an essential job function and explore potential reasonable accommodations that could overcome those limitations. YOTO encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, YOTO is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on YOTO.

B. Medical Information

If your disability or need for accommodation is not obvious, YOTO may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, YOTO may require that you see a health care professional of YOTO's choosing, at YOTO's expense. If you do not provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

YOTO will keep medical information related to your request confidential and will store any such medical information separate from your regular employee personnel file.

C. Determinations

YOTO makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. YOTO strives to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact the Director of Human Resources.

D. Complaint Procedure

YOTO is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy (including retaliation), they should immediately report this to a supervisor, the individual supervising your day-to-day personnel responsibilities, the Director of Human Resources, or with any member of the management team with whom you feel comfortable.

Any employee, regardless of position or title, whom YOTO determines (in its sole discretion) has likely subjected an individual to retaliation or other violation of this policy will be subject to discipline up to and including termination of employment.

E. No Retaliation

Individuals will not be retaliated against for requesting an accommodation in good faith. YOTO expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

V. ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

YOTO strictly prohibits and does not tolerate harassment based on race, color, gender/sex, religion, age, national origin, disability, pregnancy, genetic information, sexual orientation, veteran status, or any other characteristic protected by federal, state, or local laws. All employees, other workers, and

representatives (including vendors, clients, volunteers, and visitors) are prohibited from harassing employees and other covered persons based on that individual's sex (including pregnancy), sexual orientation, or gender and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (ex. offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances, requests for sexual favors, or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions.
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

YOTO will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (ex. epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances, or requests for sexual favors).
- Physical (ex. assault or inappropriate physical contact).
- Visual (ex. displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Our "zero tolerance" anti-harassment policy applies to all persons involved in our operations and prohibits harassment by any employee, client, volunteer, contractor, vendor, or visitor. This policy also applies to work activities outside our premises, our vehicles, our job sites, and other locations used for business purposes. Harassment in any form, including verbal, physical, threats, demands, and retaliation, is prohibited.

A. Other Types of Harassment

YOTO's anti-harassment policy applies equally to harassment based on race, sex, color, religion, gender, national origin, disability, age, genetic information, or any other characteristic protected under applicable federal, state, or local law.

B. Complaint Procedure

YOTO is committed to taking reasonable steps to prevent discrimination and/or harassment from occurring and will take prompt and appropriate action when it knows that unlawful discrimination and/or harassment has occurred. To do this, however, we need the cooperation of all employees.

Employees must immediately report suspected incidents of discrimination and/or harassment and other violations of this policy. The report should be made to the Director of Human Resources or any member of management. An accurate record of objectionable behavior or misconduct is generally needed to resolve a formal complaint of harassment. As a result, YOTO may ask employees who file complaints to put their concerns in writing or to verify that notes taken by an investigator are an accurate summary of the employee's concerns. All such reports will remain confidential to the extent reasonably permitted by the investigation.

All complaints of harassment will be investigated promptly. The investigation may include interviews with the complainant, the alleged harasser, and any witnesses. Every effort will be made to investigate the complaint within ten (10) business days.

If we determine that harassment has occurred, we will take appropriate disciplinary action which will be designed to address the conduct and deter future harassment. We encourage all employees to report all incidents prohibited by this policy immediately so that complaints can be quickly and fairly resolved. This includes all victims and witnesses.

YOTO will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination, harassment, and/or retaliation, and will take prompt corrective action, if appropriate.

C. No Retaliation

No one will be subject to any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of discrimination, harassment, or retaliation of any kind, pursuing any discrimination, harassment, or retaliation claim, or cooperating in related investigations. This policy also applies to any other reporting, pursuit of claims, investigations, or other activity protected by law.

D. Supervisor/Subordinate Relationships

In an effort to avoid any actual or perceived favoritism, we prohibit romantic relationships between supervisors and their department staff. Should such a situation develop, alternative options will be pursued which may include reassignment, transfer, or termination. If a romantic or sexual relationship between a supervisor/manager and an employee they supervise should develop, the supervisor/manager and employee must promptly disclose the existence of the relationship to the Director of Human Resources.

VI. SEXUAL ABUSE AND MISCONDUCT

YOTO prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. YOTO provides procedures for employees, volunteers, board members, or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be

appropriately disciplined, up to and including termination of employment, and may face criminal prosecution. No employee, volunteer, board member, or other person, regardless of his or her title or position, has the authority to commit or allow sexual abuse or misconduct. Any romantic or sexual contact between YOTO staff/board members/volunteers and YOTO youth is prohibited.

A. Definitions and Examples

The following definitions or examples of sexual abuse, misconduct, or harassment may apply to any and/or all of the following persons – staff, employees, board members, volunteers, or other third-parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse: any sexual activity, involvement, or attempted sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone’s neck or shoulders, and/or pulling against another’s body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications, or messages (ex. email, text, social media, voicemail), exploitation, exposure, leering, stalking, or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one’s work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with YOTO.

B. Reporting Procedure

Immediately report suspected sexual abuse or misconduct to the CEO or the Director of Human Resources. It is not required to directly confront the person who is the source of the report, question, or complaint before notifying the CEO or the Director of Human Resources. YOTO will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint, will not be part of the investigative team.

C. No Retaliation

YOTO prohibits retaliation made against any employee, volunteer, board member, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation.

D. False Allegations

Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. YOTO prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment and potential criminal prosecution.

E. Investigation and Follow-up

YOTO will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. YOTO may utilize an outside third-party to conduct an investigation of misconduct. YOTO will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. YOTO will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

F. Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

YOTO is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of YOTO not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

G. Employee and Worker Screening and Selection

As part of its sexual abuse and misconduct prevention program, YOTO is committed to maintaining a diligent screening program for prospective and existing employees, volunteers, and others that may have interaction with those employed by, associating with, or serviced by YOTO. YOTO may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks, and personal and professional references.

H. Supervision of Youth

Staff should avoid one-on-one interactions with students that are not easily observable by others. If individual meetings with a student must be held in an office or approved off-site location, the door may be closed only if the door has a glass insert that provides visibility. If a

closed door meeting is conducted, notify another adult of the meeting. The door should always remain unlocked.

VII. OPEN DOOR COMMUNICATIONS

In keeping with YOTO's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about your job-related ideas and recommendations. We urge all employees to speak to your immediate supervisor, but you may also speak with YOTO's CEO or any member of YOTO's management team with whom you feel comfortable. For concerns or grievance issues, please refer to the Grievance Policy (section VIII below).

VIII. GRIEVANCE POLICY

It is important for everyone within the YOTO organization to work effectively with each other to achieve our mission. Our values of integrity, respect, compassion, and responsiveness support our effectiveness. These values guide us in our work together and also when issues or conflicts between individuals arise.

A. Grievance with a Co-Worker

- i) If an employee has an issue with another employee, he/she should address it directly and proactively with that person. Talking or complaining to others not involved is unhelpful. If someone complains to you about another person, counsel your co-worker to communicate directly with the person they have the issue with to attempt to resolve the problem.
- ii) If the issue is not informally resolved between the employees, the aggrieved employee should address the issue with his/her manager, if the manager is not the subject of the employee's grievance. The grievance should then follow the chain of command, and each level of management to whom the grievance is addressed should document the employee's concern(s)/complaint(s) and the efforts taken by that manager to address it. Every attempt will be made to resolve the complaint within ten (10) business days if possible.
- iii) If the issue is not satisfactorily resolved through the management chain of command, the employee should bring the complaint to the Director of Human Resources. The Director of Human Resources will collect all earlier documentation of the grievance and make every effort to address the issue within ten (10) business days.
- iv) If the Director of Human Resources does not resolve the grievance to the employee's satisfaction, the employee may submit the grievance to the CEO. The CEO will review all information relating to the grievance and may, at his/her discretion, meet with the individuals involved before making a final written determination. Except in cases in which the CEO is the subject of an employee's grievance, the CEO's decision will be final.

B. Grievance with the CEO

- i) If an employee has an issue with the CEO, and the employee's discussions with the CEO in accordance with Section (VIII, A, i) above have been unsuccessful, the employee may submit the grievance to the Director of Human Resources, or in the case of severe mismanagement or malfeasance, directly to the Board President.
- ii) If submitted to the Director of Human Resources, the Director of Human Resources will then discuss and, if appropriate, attempt to mediate the employee's concerns with the CEO.
- iii) If the Director of Human Resources is unable to satisfactorily resolve the employee's grievance, the employee's grievance will be submitted in writing to the Board President. A copy of the information submitted to the Board President will also be provided to the employee, his/her manager (if applicable), and the CEO.
- iv) In the case of severe mismanagement or malfeasance, the Board President will review all information regarding the grievance first with the Executive Committee and then with the Board for full consideration and action. In all other cases, the Board President will review all information relating to the grievance and may, at his/her discretion, consult with the Executive Committee and meet with the individuals involved before making a written determination.
- v) The Board President's decision will be final. If an action plan is implemented as part of the Board President's determination, the Board President will follow up to ensure that the plan has been followed, or he/she will delegate the follow-up to the Director of Human Resources. If the Board President delegates the follow-up, the Director of Human Resources shall report the results in writing to the Board President.

C. Communication Channels

It is important that employee grievances be addressed within the YOTO organization through the chain of command. Board involvement in such issues is limited as set forth herein, except that in occasional circumstances the CEO may decide to discuss an unresolved grievance that does not relate to the CEO with the Board President to obtain his/her input and guidance. The Board President may then determine whether to obtain input and guidance from the Executive Committee on the issue. Employees should not bring employment issues to the Board President without following the above procedure.

D. Documentation

The Director of Human Resources will maintain all written documentation of the grievance and any agreed upon action plan prepared throughout the grievance process. The Director of Human Resources will follow up on any action plan to ensure that the issue has been resolved.

IX. WHISTLEBLOWER PROTECTION POLICY

YOTO requires board members, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of YOTO, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

A. Reporting Responsibility

This Whistleblower Protection Policy is intended to encourage and enable employees and others to raise concerns internally so that YOTO can address and correct inappropriate conduct and actions. It is the responsibility of all board members, employees, and volunteers to report concerns about violations of YOTO's Code of Ethics or suspected violations of laws or regulations that govern YOTO's operations.

B. Compliance Officer

YOTO's Director of Human Resources serves as the organization's Compliance Officer. The Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the CEO of all complaints and their resolution and will report at least annually to the Board President and/or the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

C. Reporting Procedure

YOTO requests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Compliance Officer or the CEO.

Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Compliance Officer. The Compliance Officer has the responsibility to investigate all reported complaints. Employees with concerns or complaints may submit their concerns in writing directly to their supervisor, the Compliance Officer, or the CEO.

D. No Retaliation

It is contrary to the values of YOTO for anyone to retaliate against any board member, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of YOTO. An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of employment.

E. Accounting and Auditing Matters

The YOTO Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls, or auditing and work with the committee until the matter is resolved.

F. Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

G. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

H. Handling of Reported Violations

The YOTO Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

X. CONFIDENTIALITY POLICY

All information and documents concerning clients, former clients, donors, staff, volunteers, financial data, and business records of YOTO are confidential. Confidential means that you are not permitted to disclose clients' names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of client care and business ethics. The board of directors, staff, and our clients rely on paid and volunteer staff to conform to this rule of confidentiality.

A. Rationale

Confidentiality is the preservation of privileged information. By necessity, personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the applicant or client; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person.

Before you begin your assignment as a staff member/volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support

you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines, by imprisonment, or both.

B. Expectations

YOTO expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. General information, policy statements, or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients. Some of the information to which employees have electronic access to is confidential. Employees should avoid sending confidential information over the Internet. Employees also should verify electronic mail addresses before transmitting any messages.

We are very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both YOTO and third parties. Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting confidential information on our technology resources. Confidential information should not be accessed through our technology resources in the presence of unauthorized individuals. Similarly, confidential information should not be left visible or unattended. Monitors should be turned off when you leave the room or when others enter your area. Confidential paperwork must be placed face down when others enter your area and all paperwork should be securely stored off your desk overnight.

Failure to maintain confidentiality may result in termination of your employment or other corrective action. This policy is intended to protect you as well as YOTO because in extreme cases, violations of this policy also may result in personal liability.

SECTION 3

EMPLOYEE STANDARDS OF CONDUCT

YOTO's success is derived from our collective contributions. We want this to be a good place to work, and we recognize that employees prefer to work where people respect each other and work together in harmony. The importance of safety, productive and quality work, an awareness of the rights of others, an appreciation for the authority of management, and a positive attitude toward the workplace are cornerstones of a positive work environment. So that there are no misunderstandings about satisfactory conduct, our Standards of Conduct for all employees are described below.

I. CODE OF ETHICS

YOTO abides by a Code of Ethics (located in Section 1 of this Handbook). Employees are expected to uphold all elements in support of the organization's commitment to respect for the communities we work with and serve, integrity in our actions, and responsibility for our decisions and their consequences. Employees should share any questions or concerns regarding the Code of Ethics with their supervisor, the Director of Human Resources, or the CEO.

II. WORK ENVIRONMENT

YOTO seeks to ensure the health and safety of our employees and provide the most productive environment possible. Every employee can contribute to the quality of the work environment through good work habits, personal responsibility, respect for others, professional decorum, and cooperation with published policies and procedures. In addition, YOTO expects all employees to cooperate in maintaining a quality work environment through the following:

A. Inclusion

YOTO prides itself on being welcoming and supportive to all members of our community. Therefore, valuing diversity is a key element of our employment standards. The key principles in fostering inclusion are:

- The ability to achieve common goals while valuing differences.
- An appreciation of Pima County as a community of many cultures and cultural norms.
- Celebration and social activities that build awareness and appreciation.

B. Visitors in the Workplace

YOTO values family and work-life balance and strives to be a family-friendly workplace. Children, family members, or friends are welcome for occasional visits in the workplace. YOTO understands that, in emergency situations, there may be times when an employee must bring their child to the workplace for part or all of a work day. This should be limited to situations in which other childcare is unavailable and must be approved by the employee's supervisor ahead of time. Employees may bring

children to appropriate YOTO-sponsored events. Supervisors may approve non-routine visits from children that do not interfere with an employee's ability to perform their work functions, the productivity of a work unit, or with the safety of employees or others. Children may not visit the workplace if their presence conflicts with departmental policy, or federal or state law.

C. Animals in the Workplace

i) Service Animals

A service animal is an animal specially trained to perform one or more specific functions or activities of daily living for an individual with a documented disability. Service animals include guide dogs for those with visual or hearing impairments or service dogs to perform tasks for the mobility-impaired. Any animal being used as a service animal inside a YOTO workplace should be identified by their owner as a service animal. The individual with the service animal takes full responsibility for the needs and behavior of the animal. Animal waste must be picked up and disposed of properly.

ii) Pets at Work

YOTO allows vaccinated and well-behaved dogs in the office on Fridays at the discretion of management. Employees interested in bringing their dog to work should begin by having a conversation with their manager to assess feasibility. The manager may speak with other employees in the immediate work space to ensure they are comfortable and that there are no health concerns (ex. allergies). Employees wishing to bring a dog to work are required to sign an agreement certifying that the dog is current on vaccinations and that the employee will be fully responsible for the welfare and behavior of the dog while in the workplace.

D. Personal Interest in Non-Profit Causes or For-Profit Activities

YOTO recognizes that employees may participate in many organizations that conduct fundraising for non-profit and/or for profit. An employee should not actively solicit another employee at work with goods for sale as a fundraiser for a non-profit organization or related to a personal business. Employees may not be engaged in an external business or activity(s), whether they are for non-profit or for profit, while at work.

III. CLIENT RELATIONS

The success of YOTO depends upon the quality of the relationships between employees, students, donors, service providers, other partners, and the overall community. Quality interaction with all assures that YOTO's reputation and mission are not undermined. Regardless of position, an employee is expected to represent YOTO in a professional and ethical manner when engaging in any public relations.

Always be polite, helpful, and prompt in attending to a client or visitor's needs. If you are unable to help a client or visitor, please find someone who can. Employees receiving a complaint from a client

or visitor, whether in person or on the telephone, should immediately report the complaint to their supervisor. Angry or abusive clients should be directed to consult with management personnel for resolution to their problem, and the incident should be reported to a supervisor.

IV. DRESS CODE / PERSONAL APPEARANCE

YOTO expects each employee to dress professionally and practice personal grooming in accordance with accepted social and business standards. You are asked to wear clothing suitable to the type of work you perform and the environment in which you work. This policy is not intended to interfere with any employee's religious dress or grooming practices protected under law.

Dress code during the academic year is business casual. Appropriate business casual attire includes:

- Slacks, khakis, dress pants, dress, or skirt
- Dress shirt or blouse, open-collar, or polo shirt
- Optional tie or seasonal sport coat, knit shirt, or sweater
- Non-athletic shoes that cover all or most of the foot

Dress code during the summer months (selected dates in June-July) is more casual. Appropriate summer attire includes:

- Everything that is acceptable during the academic year
- Jeans
- T-shirts that do not present discriminatory or content that violates any YOTO policy (ex. foul language, sexual content, drug and alcohol content)
- Athletic shoes
- Sandals

Exceptions to the dress code include:

- Modified attire as appropriate for an employee's type of work, at their manager's discretion.
- The need to wear business casual attire in summer months when meeting with YOTO stakeholders (donors, liaisons, etc) in professional settings.
- Occasional relaxed dress code days for staff retreats or other appropriate activities.

Clothing must always be neat, clean, and in good repair. Sweatpants, athletic wear, clothing with offensive content, flip flops, sunglasses, or hats are never appropriate attire. Torn or stained clothing is not permitted. Jewelry should not present a safety hazard. The use of perfumes and colognes should be light and non-offensive. Piercings and tattoos should be reasonable and not offensive. Employees may be required to cover tattoos.

Additional restrictions may be added by the department manager in order to maintain an appropriate level of appearance or professionalism. You are encouraged to check with your supervisor before making major alterations to your appearance.

We are confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled and may be sent home to change clothes. Non-exempt employees will not be paid for this time away from the office.

Please remember that if you are wearing anything associated with YOTO while in public, you are representing our organization. If you are not on the clock, you should remove any YOTO attire, including your name tag.

V. SMOKING

YOTO is dedicated to providing a healthy, comfortable, and productive work environment for employees and visitors. YOTO is also committed to complying with all legal obligations that may apply to smoking in business and public environments. Smoking and the use of smokeless tobacco is prohibited in our facilities and vehicles or within fifty (50) feet of YOTO buildings. Employees are also responsible for informing anyone working on our job site of this smoke-free policy and report to their supervisor any violation of this policy.

VI. SUBSTANCE ABUSE

Employees may not be impaired by controlled substances, including prescription medications, or by alcohol while at work. Any employee who is impaired by controlled substances or alcohol while at work is subject to discipline, up to and including termination from employment.

The unlawful possession, use, sale, purchase, distribution, dispensation, or manufacture of alcohol or any illegal drugs or illegally obtained drugs in the workplace, on YOTO premises, or within facilities and/or vehicles where YOTO work is being conducted, will be grounds for immediate disciplinary action up to and including termination of employment.

It is YOTO's desire that individuals voluntarily address and resolve any drug or alcohol-related problems on a confidential basis. Should an employee realize that she or he has developed a dependence on drugs, alcohol, or any controlled substance, she or he is advised to inform the CEO or Director of Human Resources for opportunities to seek trained, professional assistance immediately.

VII. ELECTRONIC INFORMATION AND COMMUNICATIONS

The purpose of these standards is to establish procedures for YOTO employees pertaining to public communications, the use of Organization technology, and Internet-based activity.

A. Representing Youth On Their Own

In all public communications and in-person interactions, YOTO employees and volunteers must convey information with the highest level of integrity and consistent with the ideals and values reflected in our mission. Each employee has a responsibility to use our technology resources in a manner that increases productivity, enhances our public image, and is respectful of other employees. Failure to follow our policies regarding technology resources may lead to disciplinary measures up to and including termination of employment. YOTO reserves the right to advise appropriate legal authorities of any violation of law by an employee.

B. Use of the Style Guide for External Communications

Every employee will have access to YOTO's style guide. The style guide will be included in all employee orientation/training processes. Employees are expected to adhere to the standards articulated in the style guide to maintain consistent brand representation.

C. Electronic Information and Communications

YOTO may make available to its employees electronic or computerized technology, including computer hardware, cell phones, e-mail, voicemail, computer networks, access to the Internet, or other electronic services. This technology may facilitate the work processes and communication between employees within an office and in other offices, sites, and locations. To ensure appropriate information control and usage, employees are required to exercise reasonable and appropriate forethought, prudence, and discipline in using this technology. Access to technology resources is within the sole discretion of YOTO. Employees are provided access to various technologies based on their job functions. YOTO's technology is only to be used by current employees and volunteers.

Technology resources are to be used by employees predominantly for the purpose of conducting YOTO business. Employees may, however, use our technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for personal financial gain, does not conflict with YOTO's mission or operations, and does not violate any YOTO policy:

- To send and receive necessary and occasional personal communications.
- To prepare and store incidental personal data (such as personal calendars, personal address lists, etc) in a reasonable manner.
- To use the telephone system for brief and necessary personal calls.
- To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Examples of unacceptable uses of YOTO technology include:

- Sending messages or preparing information that contains racial, ethnic, or sexual comments, or contains remarks which may be considered derogatory or libelous regarding co-workers, clients, competitors, or others.
- Using YOTO systems for any purposes detrimental to YOTO.

- Emailing or disclosing any confidential information to staff, volunteers, students, or donors.
- Copying or sending documents or software in violation of copyright laws.
- Conducting personal business for personal financial gain.
- Sending chain letters.
- Providing access to former employees.
- Accessing or distributing any illegal material.
- Creating YOTO-associated accounts on any website without approval from a department Director.

YOTO strongly discourages employees from storing any personal data on any of our technology resources. YOTO assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on our technology resources. We accept no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any YOTO property.

Although we do not wish to examine personal information of employees, on occasion, we may need to access YOTO's technology resources including computer files, e-mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on our technology resources, including personal information or messages. YOTO may, at its discretion, inspect all files or messages on its technology resources at any time for any reason. YOTO may also monitor its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

D. Social Media / Social Networking on behalf of YOTO

Select YOTO staff members and interns post communications on the organization's website and active social media platforms, including Facebook, Twitter, Instagram, and LinkedIn. These are integral to the organization's public engagement. Only authorized staff members and interns can prepare and modify content on the YOTO website and social media accounts. If an employee is uncertain about posting any information, material, or conversation, they should discuss the content with their supervisor before posting.

All communication via these channels is expected to align with the organization's marketing/social media plan and with goals defined by the organization's management team and Development department. Content posted should be informational in nature and advance the organization's mission and goals. When posting content or moderating comments on social media, YOTO staff must ensure that use of these communications maintains the organization's brand identity, integrity, and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on YOTO's website or any of its social media accounts.

The CEO and members of the management team are authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the poster or advance warning.

These guidelines apply to social media posting when authorized by YOTO and done on organization time. The guidelines apply to all employer-related blogs and social networking entries, including agency subsidiaries or affiliates.

If contacted by the media or press about a post made on behalf of YOTO, employees are required to speak with the CEO, the Director of Development, or their designee before responding.

E. Social Media / Social Networking on Personal Time

YOTO respects the right of employees to use social media sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party. If an employee chooses to identify themselves as a YOTO employee, some readers may view that staff person as a spokesperson for YOTO. Because of this possibility, we ask that employees state that their views are their own and not those of YOTO, nor of any person or organization affiliated with YOTO.

Employees cannot use blogs or social networking sites to harass, threaten, or unlawfully discriminate against other employees or anyone associated with or doing business with YOTO.

VIII. CONFLICT OF INTEREST

YOTO requires that all employees maintain the highest level of integrity and objectivity in performing their job duties. Employees are expected to conduct their business dealings with suppliers, vendors, and clients in a manner that will avoid any real or perceived conflict between the employee's interests and the interest of YOTO. Employees and board members are required to sign and submit a Conflict of Interest Disclosure Form every calendar year.

A. Accepting Business Gifts

Without written approval, employees are not to accept gifts or gratuities that total more than \$25 value from clients, vendors, or other persons who do business with YOTO.

B. Outside Employment

In a small workplace such as ours, employees may be called upon to work beyond normal business hours and/or on weekends. The first priority is meeting our client's needs on their schedule. Employees

are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below:

- Activities and conduct away from the job must not compete with, conflict with, or compromise YOTO's interests or adversely affect job performance and the ability to fulfill all job responsibilities.
- Employees are not to solicit or conduct any outside business during paid working time.
- Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If YOTO determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment. Employees pursuing outside employment with a potential real or apparent conflict should disclose it on the Conflict of Interest Disclosure Form submitted annually.

C. Employment of Relatives

Relatives of employees may be eligible for employment with YOTO only if the individuals involved do not work under any level of supervisory relationship or in job positions in which a conflict of interest could arise. Relatives include spouses, domestic partners, children, siblings, parents, in-laws, and step-relatives. Employees who marry or become domestic partners after commencing employment will be permitted to continue working in their current positions only if they do not work in direct supervisory relationship with one another or in job positions involving conflict of interest. In the event that a supervisory/subordinate situation or conflict of interest exists, the CEO will determine the appropriate action to take.

IX. FRATERNIZATION

A. Socializing with Co-Workers

YOTO does not require your attendance at parties, social get-togethers, or recreational activities that it or a supervisor sponsors or hosts. Attendance is voluntary unless it is clearly expressed by YOTO in writing that attendance is mandatory. Workers' Compensation Insurance may not cover injuries received in such voluntary activities and YOTO does not assume any responsibility or liability for any actions during the course of, or as a result of, such activities.

B. Relationships at Work

Employees are encouraged to socialize and develop professional relationships in the workplace provided that these relationships do not interfere with the work performance of either individual or

with the effective functioning of the workplace. Employees who engage in personal relationships (including romantic and sexual relationships) should be aware of their professional responsibilities and will be responsible for assuring that the relationship does not raise concerns about favoritism, bias, ethics, and conflict of interest. In cases of doubt, advice and counsel should be sought from a supervisor or the Director of Human Resources.

Romantic or sexual relationships between employees where one individual has influence or control over the other's conditions of employment are inappropriate and prohibited. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, it must be immediately disclosed to the Director of Human Resources.

C. Relationships with Program Participants

When YOTO staff interact with program participants, staff are in a position of trust and power. Employees are expected to be aware of their professional responsibilities and to avoid real or apparent conflict of interest, favoritism, bias, or inappropriate crossing of professional boundaries (ex. companionship, comradeship, familiarity, fellowship, friendship, or intimacy) with students. Romantic or sexual relationships between staff and students are never allowed, regardless of consent or age of the student. Any violation of this policy will result in immediate termination.

In order to maintain a professional boundary with program participants at all times, and to avoid any potential for perceived conflict or conditions for inappropriate behavior, staff are not permitted to drive students in their personal vehicle for any reason.

X. PERSONAL INFORMATION

A. Employee Personnel Files

YOTO maintains four separate employee files for each employee:

- 1) A Personnel File is kept in the Human Resources department and contains confidential documents that are managed and maintained by Human Resources staff. Typical documents in a Personnel File include onboarding checklists, certificates and training documentation, resume and interview information, emergency contact forms, written disciplinary action history, employee handbook and policy sign off sheets, current personal information, current job description and salary, payroll documentation, and exiting documentation.
- 2) A Background File is kept with all background check documentation for each employee.
- 3) An I-9 file is kept for each employee with their work verification documents.
- 4) A HIPAA Folder is kept for any confidential medical documentation (see Section B below).

Because YOTO needs to have certain information available about you, we require that you tell us when you have a change to your:

- Address
- Phone numbers
- Driver's License
- Marital status
- Name – through marriage or otherwise
- Number of dependents
- Person to notify in case of accident or illness
- Professional licenses, registrations, and certificates
- Insured dependents' address, status, or pertinent medical information
- Insurance and/or Retirement Plan Beneficiary

All employee files are organization property. Access to employee files is limited to HR staff/volunteers and assumes that each employee's supervisor maintains his or her own Working File with documents relevant to the employee's work performance. Employees have a right to inspect or receive a copy of their employee files. A form for making a written request can be received from the Director of Human Resources and is required in order to inspect or copy your employee records.

B. Health Insurance Portability and Accountability Act (HIPAA)

HIPAA laws regarding the confidentiality and privacy of Protected Health Information (PHI) that YOTO receives in the course of managing the health care plan require the highest degree of confidentiality. The Human Resources department must protect the privacy of PHI gathered in connection with the administration of the health plan and keep it separate from other employee information. PHI includes all health and personal information that either identifies or can be used to identify an individual and related medical data.

C. References

All inquiries for references or verification of employment must be forwarded to the Director of Human Resources. Only information regarding current or former employees' employment status and position at YOTO will be provided to prospective employers.

SECTION 4

PAY AND ATTENDANCE

I. EMPLOYEE CLASSIFICATIONS

At the time of hire, an employee is classified as full-time, part-time, or temporary, and is told whether they qualify for overtime pay. If the employee is unsure of which job classification their position fits into, the employee should refer to their job description.

A. Non-Exempt and Exempt Employees

Exempt status is determined by federal and state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative, and professional jobs that are exempt from the minimum wage, overtime, and timekeeping provisions of the Fair Labor Standards Act (FLSA). Exempt employees are paid on a salaried basis and are not eligible for overtime.

Non-exempt employees are covered by the minimum wage, overtime, and timekeeping provisions of the Fair Labor Standards Act (FLSA). Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for hours worked in excess of forty (40) in a work week. Overtime pay is calculated at one and one-half times your hourly rate of pay. Only actual hours worked will count towards computing overtime compensation.

B. Full-Time, Part-Time, and Temporary Status

Regular full-time employees are those employees who are regularly scheduled to work at least thirty (30) hours per week on a continuous basis.

Regular part-time employees are those who work fewer than thirty (30) hours per week. Not all benefits are provided to regular part-time employees and some are provided to regular part-time employees on a pro-rated basis.

Temporary Employees (those hired with the understanding that their employment will be temporary) may be ineligible for various benefits in this Handbook although they are expected to conform to the other policies described herein. Temporary employees may work any number of hours per week (even as many as a full-time employee) and still remain classified as temporary. Temporary employees are eligible for benefits required by Federal, State, or local laws.

Any position, whether full-time, part-time, or temporary, may be reduced or eliminated at any time with or without advance notice unless required by law. YOTO reserves the right, at any time, with or without advance notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or YOTO. Your cooperation and assistance in performing such additional work is expected.

II. WORK WEEK

YOTO's workweek begins on Monday at 12:01am and ends on Sunday at 12:00 midnight.

III. PAY PERIODS

The pay period is every two (2) weeks.

IV. PAY DAYS

Earnings will be calculated at the end of each pay period and then distributed on the established pay day which is every other Friday on a two (2) week period. No one other than the employee to whom a check is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so.

V. HOURS OF OPERATION

Regular office hours are Monday through Friday from 9:00am to 5:00pm. The hours for the Student Success Center/Min-Mall may differ from regular office hours. Please arrive on or before your assigned start time so that you are ready to begin work promptly at your assigned start time. Should you need to adjust your schedule at any time for work-related or personal reasons, please discuss this with your supervisor in advance.

VI. TIME KEEPING

Exempt employees are not required to keep record of their time.

All non-exempt employees are required to keep a record of their time worked for payroll purposes. All time worked must be accurately reported on your time record. Employees must record their own time at the start and at the end of each work period. Employees also must record their time whenever they leave the work site in excess of 30 minutes, for any reason, when not engaged in on-duty work. Employees are not allowed to work "off the clock." Employees will be required to certify that their time record is accurate.

Acceptable rounding practices guidelines may be used in computing time worked per the Fair Labor Standards Act (FLSA) rounding method of rounding time to a quarter hour worked. Employee time from 1 to 7 minutes may be rounded down, and thus not counted as hours worked, but employee time from 8 to 14 minutes must be rounded up and counted as a quarter hour of work time.

Any errors on your time record should be reported immediately to your supervisor. Any corrections or changes in the time record must be reviewed or substantiated by a supervisor. You are prohibited from

recording time for another employee, allowing another employee to record your time, or altering a time record. Violations of this policy are subject to discipline up to and including termination of employment.

VII. BREAK PERIODS

Employees working an eight (8) hour shift are expected to take a thirty (30) minute meal/rest break. During breaks, employees are relieved from duty, with freedom of activity during that time. Employees taking longer than a thirty (30) minute break during the workday should notify their supervisor ahead of time. Non-exempt employees do not need to clock out for their thirty (30) minute break. If the break is longer than thirty (30) minutes, non-exempt employees should clock out for the period that exceeds thirty (30) minutes.

VIII. LACTATION BREAKS

YOTO will provide a reasonable amount of time to accommodate a female employee's need to express breast milk for the employee's infant child. YOTO will also make a reasonable effort to provide the employee with the use of a private location in close proximity to the employee's work area for the employee to express milk.

IX. OVERTIME

Occasionally it may be necessary for a non-exempt employee to work beyond his or her normal work hours based on the needs of our business operations. You may not work overtime unless it has been specifically approved in advance by your supervisor. Under no circumstances should you work overtime without the prior approval of your supervisor. Anyone working unauthorized overtime or refusing to work overtime will be subject to disciplinary action up to and including termination of employment.

X. LEGALLY REQUIRED DEDUCTIONS

As required by law, certain deductions will be taken out of your payroll check. These mandatory deductions are:

- Federal Income Tax (FIT)
- Social Security Tax (FICA)
- Medicare Tax
- State Income Tax (SIT)
- Garnishments

There may be additional deductions from your payroll check in the form of insurance premiums, self-contributed retirement, and others. If there is to be additional withholding other than the mandatory withholding, written authorization allowing YOTO to deduct the amounts desired will be required.

XI. ATTENDANCE AND REPORTING ABSENCES

Employees should arrive for work on time and ready to begin work at the scheduled starting time, but not so early as to create unauthorized overtime. Excessive absences, including reporting late or leaving early, or being absent without a reason satisfactory to YOTO, may result in disciplinary action up to and including termination of employment.

If for any reason you cannot report for work on time, contact your supervisor as soon as possible by phone, text, or email. This notification should occur before the start of your scheduled work day. If the supervisor is not available, contact the Director of Human Resources. When reporting an absence, please provide your expected return to work date. If the length of absence is unknown, a call, text, or email is required each day. Notification must be given by the employee, not by a relative, friend, or fellow employee except in an emergency.

XII. TIME OFF REQUESTS

Any request for a leave of absence must be made on a Time Off Request form as far in advance as possible.

XIII. JOB ABANDONMENT

If you are absent for three (3) scheduled days of work without communicating with your supervisor or the Director of Human Resources about your absence, YOTO will assume you have abandoned the job and have voluntarily resigned.

SECTION 5 BENEFITS

I. BENEFIT INFORMATION

YOTO provides certain mandated and discretionary benefits to eligible employees. These benefits are described below to provide you a brief summary of selected features of the benefit program. YOTO reserves the right to modify, supplement, curtail, or eliminate any feature of a benefit plan (or the entire benefit program) if the employer determines, in its sole discretion, that such action is warranted. Temporary employees are excluded from all discretionary benefits. Regular part-time employees may be excluded from all or some discretionary benefits described. Regular full-time employees and, in some cases where benefits are offered, regular part-time employees, must meet specific eligibility requirements before being offered certain discretionary benefits.

II. EMPLOYMENT ANNIVERSARY DATE

The date your employment begins with YOTO is your official anniversary date, which is used to compute your length of service and accumulation of benefits.

III. WORKERS' COMPENSATION INSURANCE

YOTO carries Workers' Compensation Insurance to protect employees who are injured on the job or become ill from conditions on the job. The cost of this coverage is completely paid for by YOTO. This insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related illness or injuries. If you are injured while working, you must report it immediately to your supervisor, regardless of how minor the injury may be. If you have any questions regarding the Workers' Compensation Insurance program, contact the Director of Human Resources.

IV. HOLIDAYS

The following days shall be designated as paid holidays. Regular full-time employees are eligible for holiday pay at the employee's regular rate of pay for their regularly scheduled hours.

- New Year's Day
- Presidents' Day or One Rodeo Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

- One day during Birthday week
- Other days may be added at the discretion of the CEO

When a holiday falls on a weekend, a Monday or Friday will be designated to observe the holiday.

In order to be eligible for holiday pay an employee must have worked (or taken an approved vacation or sick day) the scheduled work day prior to the holiday and the first scheduled work day following the holiday unless excused by management.

YOTO recognizes that some employees may wish to observe certain religious days of worship not listed above. Employees who would like to take a day off for those reasons may do so with supervisory approval and if it will not cause more than a minimal burden on the operations of YOTO's business. Employees may use vacation or take the day off without pay.

V. VACATION

YOTO offers paid vacation to all regular full-time employees based on length of employment at their regular rate of pay. Vacation time is accrued at the employee's start date, but may not be utilized until the employee has completed their first ninety (90) days of employment. Vacation time is not earned in pay periods during which an employee is on a leave of absence, unpaid by YOTO. Exempt employees may use vacation time in four (4) hour, half-day increments. Non-exempt employees may use vacation time in fifteen (15) minute increments. Vacation must be used before using unpaid time-off. Vacation time used does not count towards calculation of overtime.

Whenever possible, vacation time should be requested at least one month in advance to secure a desired date. If there is a conflict between employees requesting the same vacation date(s), normally the first person requesting the date will be the one who receives approval, depending on YOTO's staffing needs.

Employees can carry over a maximum of eighty (80) hours of vacation time from one calendar year to the next (last pay period of the year). Any vacation hours in excess of the eighty (80) hours will be forfeited. When a paid holiday falls within the scheduled vacation week, the employee will receive holiday pay instead of using Vacation for that holiday.

Up to eighty (80) hours of accrued but unused vacation time will be paid out at termination. See accrual table below for accrual rates. Regular full-time employees working less than forty (40) hours per week will earn vacation on a pro-rated basis. Employees become eligible for the new higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

VACATION ACCRUAL FOR REGULAR FULL TIME EMPLOYEES WORKING 40 HOURS PER WEEK (Pro-rated for all others)		
Length of Service	Hours Earned Per Pay Period	Hours Earned Per Year
1-24 months (2 years)	3.08	80
25-84 months (3-6 years)	4.62	120
85+ months (7+ years)	5.54	144
<i>Max rollover each year</i>		80

VI. PAID SICK TIME

Arizona employers are required by state law to provide paid sick time (PST) to all employees, including temporary and part-time. Employees are eligible to accrue PST at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours in the calendar year.

YOTO chooses to award the entire forty (40) hours of PST to employees at the beginning of the calendar year or on the employee's start date, whichever comes later. Employees who start late enough in the year as to be unable to earn a full forty (40) hours of PST will be awarded a pro-rated amount, based on their accrual potential. PST may be used as soon as it is needed.

PST is paid at the employee's regular rate of pay. PST does not count towards the calculation of overtime. Employees may use PST in fifteen (15) minute increments. When PST is not available, an employee may choose to use other paid time off available in order to prevent a loss of wages.

At the beginning of each calendar year, each employee will begin with forty (40) PST hours, no matter what their balance of PST was at the end of the previous year. PST will not be compensated at the time of termination.

Please provide reasonable advance notice to your manager of your intent to use PST. If your absence is unforeseeable, you must contact your manager as soon as possible and prior to your scheduled start time. When possible, your notification should include the expected duration of the absence. You are not required to provide any details concerning a health condition or domestic violence incident for yourself or your family member. Any information you elect to provide will be kept confidential.

According to the Arizona Revised Statutes § 23-373, PST may be used for:

- An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
- Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care of a family member who needs preventive medical care.

- Closure of the employee’s place of business by order of a public official due to a public health emergency or an employee’s need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee’s or family member’s presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- Absence necessary due to domestic violence, sexual violence, abuse, or stalking, provided the leave is to allow the employee to obtain for the employee or the employee’s family member:
 - Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse, or stalking.
 - Services from a domestic violence or sexual violence program or victim services organization.
 - Psychological or other counseling.
 - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse, or stalking.
 - Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse, or stalking.

“Family member” in the Arizona Revised Statutes § 23-371 is defined broadly to include any member of your immediate family, or any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

Employees who are rehired within nine (9) months of separation will have their prior bank of unused PST reinstated. YOTO will maintain records of hours worked, wages paid, and PST paid for four (4) years. YOTO prohibits any discrimination or retaliation against an employee for lawful exercise of PST rights. Employees will not be disciplined for the lawful use of PST, but once PST has been exhausted, the normal rules for unexcused absences will apply.

VII. EMERGENCY LEAVE DONATION BANK

YOTO recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available PST/Vacation time. To address this need, all eligible employees will be allowed to donate accrued PST/Vacation hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below.

Donation of PST/Vacation is strictly voluntary and all donated hours will go into an Emergency Leave Donation Bank for use by eligible recipients. Donated leave will be accrued on an hourly basis, with no

regard to the dollar value of the donated leave. Employees will be given the opportunity to donate any hours in excess of their rollover amount at the end of the calendar year (last pay day of the year). Employees who are currently on approved leave of absence cannot donate to the bank. Employees must be employed with YOTO for a minimum of one (1) year to be eligible to donate and/or receive donated sick/personal time.

Employees who would like to request donated sick/personal time are required to complete a Donation of Sick/Personal Time Request Form and submit it to the Director of Human Resources. The Director of Human Resources and the employee's immediate supervisor must approve requests for donations of sick/personal time. If the recipient employee has available sick/personal time in his or her balance, this time must be used prior to any donated sick/personal time. Donated sick/personal time may only be used for time off related to the approved request.

Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets the following criteria:

- **Medical emergency**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.
- **Major disaster**, defined as a disaster or emergency declared by the US President. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Recipient identity will not be disclosed to donating employees. Employees who receive donated sick/personal time may receive no more than forty (40) hours per instance, and no more than eighty (80) hours within a rolling 12-month period.

VIII. INSURANCE BENEFITS

YOTO currently provides the opportunity to enroll in medical, dental, vision, and life insurance plans for all regular, full-time employees. YOTO currently provides coverage to the employee at no cost for many of these insurance plans. Any coverage for spouses and/or dependents will be paid 100% by the employee through payroll deductions. Coverage will become effective the first day of the month following one (1) full month of employment.

IX. SHORT-TERM DISABILITY

YOTO pays for short-term disability insurance for full-time employees only. Short-term disability is not available for dependents. To find out what situations are covered by our current short-term disability policy, please contact our provider.

X. 401(k) RETIREMENT PLAN

Regular full-time employees are eligible to participate in YOTO's 401(k) retirement savings plan after completing ninety (90) days of employment. YOTO will match up to 3.5% of any participating employee's salary on a fiscal year basis. In order to receive the match, the employee must choose to participate and defer funds from their pay to the 401(k) fund.

The fund will have a four (4) year vesting schedule:

- After one (1) year of continuous service: 25% vested
- After two (2) years of continuous service: 50% vested
- After three (3) years of continuous service: 75% vested
- After four (4) years of continuous service: 100% vested

The vesting period will be based on the employee's date of hire.

XI. TUITION REIMBURSEMENT

Tuition reimbursement may be provided to eligible employees to encourage self-development in areas which will improve current job performance, prepare employees for broader responsibilities in the future, and assist in the updating of skills and knowledge. Participation in such a program, including the maximum amount of reimbursement, must have prior approval from the CEO. Eligibility begins after one year of continuous full-time employment.

An employee must receive authorization from their supervisor that the course is work-related prior to enrolling. The maximum reimbursement is \$1,000 per fiscal year. Courses must be completed with a 3.0 grade or higher. Request for reimbursement must be made within thirty (30) days of the completion of the course.

XII. CONTINUING EDUCATION

Employees are encouraged to continue their formal training and continued education through attendance and participation in approved meetings and seminars, especially those programs which are directly related to operations, activities, and objectives of YOTO, and which will place employees in a position to improve their job performance. If you attend such a training program or continued education at the specific request of YOTO, out-of-pocket expenses for meals, lodging, and travel will only be reimbursed to the extent they are pre-approved. If an employee would like to attend a conference or training that is not approved by their supervisor, they can request vacation time to attend. If vacation time is unavailable, the time will be unpaid.

XIII. TRAVEL, TRAINING, AND MILEAGE REIMBURSEMENT

Employees who are required to travel in their own vehicle for business will be reimbursed at the IRS designated rate per mile. In order to request reimbursement, you must submit a statement. Requests for payment of meals and other approved expenses must be accompanied by receipts and submitted to the person authorizing such travel. When your work-site changes, your work day begins when you arrive at the work-site at your scheduled time and are prepared to begin work.

Business mileage covers gas and wear-and-tear to your vehicle. YOTO does not pay for auto insurance, repairs, or rental vehicles for employees.

Employees will be paid for their travel and attendance at meetings, lectures, and training programs if attendance is mandatory or if the meeting, course, or lecture is directly related to the employee's job and is pre-approved by their supervisor.

Employees who drive for Organization business are required to have a personal automobile insurance policy. Employees should never drive a program participant for any reason.

XIV. LEAVES OF ABSENCE

All requests for leaves of absence will be reviewed by YOTO and judged on a case-by-case basis at the sole discretion of YOTO when reasonable advance notice is given. Military, jury, and voting leaves will be allowed in compliance with applicable law. Any request for leave must be made as far in advance as possible. The request must contain the reason for the leave and the anticipated return date. A personal leave of absence without pay may be granted at the discretion of YOTO. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

The return of the employee from leave is contingent upon the availability of an opening at the time the employee is ready to return. Employees who wish to serve in the military and take military leave are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law. The failure of an employee to return to work at the end of a leave when an opening is available is considered to be a voluntary separation.

XV. BEREAVEMENT LEAVE

We understand that in the case of a funeral due to a death in your family, you may need time off. YOTO will pay for three (3) days off to attend the funeral and for bereavement. "Family member" is defined broadly to include any member of your immediate family, or any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

Please give YOTO timely notice so we may handle any rescheduling that may be required. Based on specific circumstances, the time off period may be extended. Each case will be handled on an individual basis.

XVI. JURY DUTY

Full-time employees who are called for jury duty will be granted time off with pay to perform their civic duty. Employees must notify their supervisors as soon as they learn they have been summoned as a juror so that work arrangements can be made. In order to be paid for jury duty leave, an employee must provide his or her supervisor with the jury summons and a note from the Clerk of the Court indicating the times the employee was in court for jury duty. YOTO will pay employees straight time for their regularly scheduled hours of work for up to five (5) days of jury service.

Any compensation an employee receives from the court for serving on jury duty for a week or more must be disclosed to YOTO and will be offset from the employee's wages. An employee who is excused from jury duty prior to the end of a regularly scheduled workday must report for work for the remainder of that day, or otherwise notify his or her supervisor of his or her availability to work.

XVII. MILITARY LEAVE

YOTO will grant employees called into military service an unpaid leave of absence and reemployment rights as provided by federal military leave laws. Employees may use accrued paid time off during a military leave of absence but are not required to do so.

XVIII. PARENTAL LEAVE

YOTO allows up to eight (8) weeks of unpaid leave for new adoptive or natural parents. You may use available vacation time or PST for any portion of this leave that is not covered by a short-term disability policy. Please contact our short-term disability provider for details on your coverage.

SECTION 6 WORK PERFORMANCE

I. PERFORMANCE EVALUATIONS

Employees will have their job performance reviewed within ninety (90) days of initial employment. Evaluation or work performance and goal setting will be ongoing throughout the time of employment. Quarterly check-ins will be conducted for all employees, with an annual review given at the end of each fiscal year. All documents pertaining to employee reviews will be kept in the employee's Personnel File.

II. INCREASE OF WAGES

All wage increases are discretionary and not based on length of service. Wage increases are contingent on approval of the annual budget and the availability of funds. In the case of a promotion or an increase in the responsibilities of an employee, a special wage assessment may be conducted.

Types of potential wage increases include:

- **COLA (Cost of Living Adjustment)** is not a merit raise and may be given to employees annually based on the current cost of living.
- **Market Raise** is not a merit raise and may be given to employees in order to maintain an acceptable market-based compensation level competitive with similar jobs in the area.
- **Merit Raise** may be given after your annual review based on skill, ability, performance, dependability, versatility, initiative, creativity, efficiency, and adherence to YOTO's values.

III. DISCIPLINARY GUIDELINES

YOTO has established procedural guidelines for dealing with discipline and/or termination matters. Depending on the nature and circumstances of one or more incidents, disciplinary actions will normally be progressive and bear a reasonable relationship to the violation.

This general procedure is not intended to form an employment contract and therefore does not bind YOTO to follow the procedure of progressive action in all cases. YOTO reserves the right to impose discipline not in accordance with these policies if it determines that such action is appropriate.

Behavior that violates YOTO's Policies will typically subject employees to discipline up to and including termination of employment. When disciplinary action is used, the severity of discipline will be determined in light of the facts and circumstances of each individual case.

Each incident shall be considered in light of a variety of factors, including:

- The seriousness of the incident and the circumstances.
- The employee's past conduct.

- The nature of any previous incidents.
- The general practice as it relates to the incident.

Disciplinary action may include any or all of these processes:

- 1) **Verbal Warning:** Verbal warnings are generally given in cases of minor first-time violations. Documentation of the verbal warning will be kept in the employee's Working Files held by their supervisor.
- 2) **Written Warning:** Written warnings are generally given for more serious first-time violations, or for repeat violations after a verbal warning has been issued. Written warnings are placed in the employee's Personnel File.
- 3) **Performance Improvement Plan:** Performance Improvement Plans are formal documents that address recurring performance issues along with goals an employee must achieve to regain good standing within the organization. These plans are typically time-bound and clarify disciplinary consequences if an employee's performance does not improve.
- 4) **Termination:** Termination may be imposed for repeat violations or serious first-time offenses.

YOTO retains the right to vary from the preceding steps at any time in the disciplinary process.

IV. BEHAVIORS REQUIRING DISCIPLINARY ACTION

Although not all inclusive, the following list represents the kinds of behavior that will be considered improper and unacceptable in the workplace, and may subject employees to discipline up to and including termination of employment:

- Misappropriation or removal of private (staff, volunteers, or clients/youth) or YOTO's property without proper authorization.
- Gambling on organizational property.
- Willful destruction or defacement of private or organizational property.
- Harassment and discrimination including sexual harassment.
- Software and copyright violations.
- Falsification, alteration, or misrepresentation of information on any form (ex. time cards, applications, and personnel records).
- Fighting on organizational property.
- Breach of confidentiality or corruption of electronic information.
- Sabotage or making false, vicious, or malicious statements about YOTO, its clients, or any employee.
- Profanity or obscene conduct on a work site, property, on business, or while wearing YOTO apparel.
- Sleeping on work time, unapproved absence, excessive absences, or tardiness.

- Possession of weapons or explosives in facilities, outside work areas, or vehicles.
- Using obscene, abusive, or threatening language.
- Insubordination or disregard of instructions from supervisors or proper authority.
- Failure to be professional at all times toward employees, clients, volunteers, or guests present at YOTO.
- Leaving work area, job assignment, or department during working hours without proper authorization.
- Failure to observe work schedules including break periods.
- Failure to report to work without authorization or reasonable notification to your supervisor.
- Failure to observe safety rules and regulations.
- Inefficiency, lack of productive effort, or other unsatisfactory work performance.
- Unauthorized use of organization time, phones, materials, or equipment for personal activities.
- Unsuitable or improper attire for the work situation.

V. TERMINATION OF EMPLOYMENT / FINAL PAYMENT OF WAGES

In the event of involuntary termination of employment, employees will be paid all wages due within seven (7) working days per state law.

VI. VOLUNTARY RESIGNATION OF EMPLOYMENT

YOTO requests that employees provide at least two (2) weeks written notice in the event that you decide to voluntarily leave our employ. All wages due will be paid on the next scheduled payday.

VII. RETURN OF ORGANIZATION PROPERTY

All YOTO property (vehicles, keys, uniforms, identification badges, credit cards, cell phones, phone chargers, computers, etc) must be returned immediately upon termination or resignation of employment.

SECTION 7

HEALTH, SAFETY, AND SECURITY

I. SAFETY COMMITMENT

YOTO has Safety Policies and Procedures that outline our safety commitment and established safe working rules and guidelines for all employees to follow. All employees receive training on YOTO's Safety Procedures. Posters and placards have also been established that provide information on safe work practices.

II. EMPLOYER'S RESPONSIBILITY

YOTO conducts all operations safely by instituting the appropriate safety measures that will prevent injuries to persons and damage to property. We have a management commitment to promote safety, to operate in a safe manner, and to always strive to improve our safety record. In order to carry out these objectives the following procedures have been established:

- Periodic inspections will be conducted of all work areas to identify unsafe conditions and work practices.
- All on-the-job accidents and occupational illnesses will be reviewed to determine their cause.
- Unsafe conditions and work practices will be corrected as uncovered by periodic inspections and review of accidents and illnesses.

III. EMPLOYEE'S RESPONSIBILITY

While every reasonable precaution is taken to provide you with a safe place to work, accident prevention is largely an individual responsibility and employees are expected to do their part to work safely. These guidelines are to be followed:

- Learn and comply with YOTO's Safety Procedures. Ask questions if you are unsure how to comply with any procedures.
- Study your job and the possible hazards. If you are uncertain as to the safest way of doing the job, ask your supervisor before you begin.
- If you become ill or are injured on the job, tell your supervisor at once. In order to receive prompt insurance coverage an injury report must be completed.
- Report any possible hazardous condition to your supervisor. Safety comments can be made without a fear of reprisal.

Report any violations of workplace safety and security to your supervisor, the Director of Human Resources, or any member of the management team with whom you feel comfortable. Failure to fulfill YOTO's expectations for safe behavior in the workplace may result in disciplinary action up to and including termination of employment.

IV. SECURITY

For the security of our employees and clients, be aware of persons loitering for no apparent reason (ex. in parking areas, walkways, entrances/exits, and service areas). Report any suspicious persons or activities to management. Secure your work station at the end of the day or when called away from your work area for an extended length of time. Do not leave valuables and/or personal articles in or around your work station.

Security monitoring programs have been installed on computers, network, and internet devices to ensure the safety and security of YOTO's technology resources. Any employee found tampering with or disabling any of these security devices will be subject to discipline up to and including termination of employment.

V. INSPECTIONS

For the safety and security of all employees, management retains the right to inspect Organization property including the work areas, desks, and lockers of all employees as well as all packages, parcels, purses, briefcases, and containers brought on to the premises or leaving the premises. YOTO reserves the right to listen to voicemail messages, access e-mail messages, and observe Internet site records to ensure compliance with this rule, without notice to the employee, and/or in the employee's absence.

VI. WORKPLACE VIOLENCE

Violence or threats of violence have no place at YOTO. Employees are prohibited from bringing any weapons, including knives, pistols, rifles, stun guns, or mace, into work facilities and outside work areas. Neither threats of violence nor fighting will be tolerated.

You are expected to immediately report to your supervisor any violation of this policy. Any employee found threatening another employee, fighting, and/or carrying weapons into work facilities or outside work areas will be subject to disciplinary action up to and including termination of employment.

Violence by anyone against an employee, volunteer, or student will not be tolerated. In order to minimize the potential risk of personal injury to clients, guests, and employees, and to reduce the possibility of damage to property in the event that someone may be unhappy with a decision or action by an employee or member of management, you must comply with the following:

- If you receive or overhear any threatening communications from an employee, client or third party, immediately report it to your supervisor, the Director of Human Resources, or any member of management with whom you feel comfortable.
- Do not engage in either physical or verbal confrontation with a potentially violent individual.

- If you encounter an individual who is threatening harm to an employee, client, or visitor to our premises, contact an emergency response agency (911) immediately.
- All reports of work-related threats will be investigated, documented, and kept confidential to the extent possible.
- Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

VII. WORK RELATED INJURY / ILLNESS

Any employee who sustains an on-the-job injury, no matter how slight, must report the injury or illness to their supervisor as soon as possible, but no later than twenty-four (24) hours after the incident. If you fail to do this, you may jeopardize your right to certain Workers' Compensation benefits. Employees unable to work due to a work-related illness or injury connected with employment by YOTO are entitled to the same leave of absence and other benefits as are provided to employees for other medical leaves or as otherwise required by applicable statute. Leave will run concurrently with other applicable leaves and the Workers' Compensation carrier will be advised of any leave provided.

- If the injury necessitates time off work or a restriction in duties, the employee must present documentation to their supervisor signed by a physician certifying the following:
 - The employee's inability to perform the regular job duties
 - Whether the employee is capable of performing restricted work duties
 - The date the disability commenced and the date the employee is expected to be released to full or restricted duty
- Any employee who is unable to work because of a compensable on the job injury must at all times have on file with YOTO current documentation from their designated treating physician verifying the employee's inability to return to work and the expected date of return.
- Employees must immediately notify HR upon being released for full or restricted duty or temporary disability.
- Upon release to return to work following a medically-related leave, a physician's release statement must be submitted to HR.
- YOTO will make every attempt to reasonably accommodate any work restriction ordered by the physician.

Upon submission of a medical certification satisfactory to YOTO, the employee will be reinstated in accordance with applicable law.

RECEIPT AND REVIEW OF HANDBOOK

By signing below, I acknowledge that I have received a copy of YOTO’s Employee Handbook and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of YOTO. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing organization will require changes from time to time. I understand that YOTO retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and to YOTO. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed as indicated in this Employee Handbook, YOTO reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights.

I have read and understand this acknowledgement. I have had the opportunity to ask my questions concerning the meaning of this acknowledgement. If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or the Director of Human Resources.

Employee Name (Print)

Employee Signature

Date Signed

CONFLICT OF INTEREST DISCLOSURE FORM

As an employee of Youth On Their Own,

I _____ am committed to YOTO’s goal to establish and maintain the highest level of public confidence in its accountability. I have personally committed to follow the standards set out below in compliance with YOTO’s Conflict of Interest Policy:

- I will conduct my job responsibilities at YOTO so that I do not advance or protect my own interests, or the private interests of others with whom I have a relationship, in a way that is detrimental to the interests of or to the fundamental mission of YOTO.
- In every instance in which I represent YOTO, I will conduct my activities in a manner to best promote the interests of YOTO.
- In all matters or relationships pertaining to my employment at YOTO that may benefit my own financial interests, or the private interests of others with whom I have a financial relationship, I will reveal that relationship to my supervisor.
- When a conflict of interest arises, or when a potential conflict of interest emerges, I will disclose that conflict or potential conflict to my supervisor or the CEO of YOTO and seek a resolution of the issue.

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

Employee Signature

Date Signed

CONFIDENTIALITY STATEMENT

I have read and understand YOTO’s Confidentiality Policy. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (intentional or unintentional) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of employment.

Employee/Volunteer Name (Print)

Employee/Volunteer Signature

Date Signed

SEXUAL ABUSE AND MISCONDUCT PREVENTION STATEMENT

I have read and understand YOTO’s policy regarding Sexual Abuse and Misconduct and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy. I acknowledge that I will be alerted when changes and updates are made to policy and that I will be responsible for complying with these updates.

Employee/Volunteer Name (Print)

Employee/Volunteer Signature

Date Signed