



EMPLOYEE HANDBOOK

(Revised June 2024)

Our Mission

To develop a thriving workforce, Partner4Work drives and delivers strategic investments, provides expertise, and creates opportunities for businesses, job seekers, agencies, and policymakers in Allegheny County and the City of Pittsburgh.

Our Vision

Partner4Work envisions a thriving and prosperous community, where all residents have access to expansive career opportunities and all businesses have access to a talented workforce.

Our Values

We will lead with integrity, treat individuals respectfully, and support all individuals in their quest for meaningful employment; Be inclusive in recognizing diversity; Be excellent stewards of public resources; Respect employer's diverse talent needs.

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1 - INTRODUCTION

1.1 - WELCOME NEW EMPLOYEES

On behalf of the Board of Directors and staff, welcome to TRWIB, Inc., dba Partner4Work. We wish you every success.

We strongly believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about your employment with Partner4Work.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Sincerely,

A handwritten signature in blue ink that reads "Robert Cherry, Jr." in a cursive style.

Robert Cherry, Jr.
Chief Executive Officer

1.2 - INTRODUCTION TO PARTNER4WORK'S EMPLOYEE HANDBOOK

This handbook is designed to acquaint you with TRWIB, Inc. (hereinafter "Partner4Work") and provide you with information about major policies, personnel procedures, employee benefits, and rules applicable to your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Partner4Work to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. No employee handbook can anticipate every circumstance or question about policy. As Partner4Work continues to grow, Partner4Work reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate, at its sole and absolute discretion.

This handbook is meant as a guide and nothing in this handbook (or, for that matter, any document or statement of Partner4Work) and nothing implied from any course of conduct shall limit Partner4Work's or your right to terminate the employment relationship at any time, with or without cause or advance notice for any lawful reason. Only Partner4Work's CEO is authorized to modify the Company's at-will employment policy or enter into any agreement contrary to this policy and any such modification must be in writing and signed by the employee and the CEO.

Nothing in this handbook will be construed to alter employee status and permits the relationship with Partner4Work to end at any time.

Each employee will be given access to this handbook during their new hire orientation as well as on-line access to be printed as requested. Each employee is required to acknowledge receipt and review of this handbook. Partner4Work expects its employees to read the employee handbook and refer to it often. If you have any questions regarding any of the policies herein, please contact your supervisor or Human Resources.

2 - EMPLOYMENT

2.1 - "AT WILL" EMPLOYMENT

Employment with Partner4Work is at-will, which means the employment relationship may be terminated with or without cause and with or without notice at any time by Partner4Work or the employee, for any lawful reason. In addition, Partner4Work may alter an employee's position, duties, title or compensation at any time, with or without notice and with or without cause. Nothing in this Handbook or in any document or statement and nothing implied from any course of conduct shall limit Partner4Work's or employee's right to terminate employment at-will.

Only Partner4Work's CEO is authorized to modify Partner4Work's at-will employment policy or enter into any agreement contrary to this policy, with the caveat that any such modification must be in writing and signed by the employee and the CEO.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Partner4Work and any of its employees.

The provisions of the handbook have been developed at the discretion of management and may be amended or canceled at any time, at Partner4Work's sole discretion.

2.2 - COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION

Partner4Work recognizes and values the diverse individuals who make up its workforce. It is committed to ensuring that all employees are treated equally, have an opportunity to work in an environment free of harassment and discrimination, and utilize their diversity in ideas, cultures, approaches and values. Partner4Work does not discriminate in employment opportunities or practices based on race, creed, color, religion, sex, national origin, age, physical or mental disability, **recovery status**, marital status, sexual orientation, gender identity or expression, citizenship status, status as a veteran or any other characteristic protected by law.

Equal opportunity employment - It is Partner4Work's policy that employment decisions will be based on merit, qualifications, competence, and other lawful and legitimate business reasons. This policy prohibits discrimination in hiring, promotion, selection for training, discharge, pay, fringe benefits and other aspects of employment on the basis of race, creed, color, religion, sex, national origin, age, physical or mental disability, **recovery status**, marital status, sexual orientation, gender identity or expression, citizenship status, status as a veteran, recovery status individuals suffering from substance use disorder or any other characteristic protected by law.

Disability accommodation - Partner4Work does not discriminate based on disability. Partner4Work will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. See section 2.3 of this handbook for additional information. Reports of harassment regarding someone's disability will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2.

Race or Color accommodation - Partner4Work does not discriminate based on race or color. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Partner4Work will not tolerate someone's race or color to be the target of jokes or ridicule. Reports of harassment regarding someone's race or color will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2.

Religious accommodation - Partner4Work does not discriminate based on religious preferences. Partner4Work will make every effort to provide religious accommodation to employees by making necessary adjustments to the work environment that will allow an employee or applicant to practice their religion. In addition, Partner4Work provides all employees with two (2) floating holidays to use to observe religious or commemorative holidays that are important to them and that are not currently granted by Partner4Work. Partner4Work will not tolerate someone's religious preference to be the target of jokes or ridicule. Reports of harassment regarding religious preferences will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Age accommodation - Partner4Work does not discriminate based on age. Partner4Work values employees of all ages and will make every effort to provide a safe working environment that ensures aging employees are able to perform their job despite any age-related limitations due to

cognitive, motor or sensory impairments. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Reports of harassment regarding someone's age will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2.

Gender accommodation - Partner4Work does not discriminate based on gender identity or expression towards employees who identify as, or are perceived to be, transgender or gender non-conforming. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Partner4Work will not tolerate someone's gender or gender expression to be the target of jokes or ridicule. Reports of harassment will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2 of this handbook.

Sexual orientation accommodation - Partner4Work does not discriminate based on sexual orientation. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Partner4Work will not tolerate someone's sexual orientation to be the target of jokes or ridicule. Any report of harassment related to someone's sexual orientation will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2 of this handbook.

National Origin accommodation - Partner4Work does not discriminate based on National Origin. Partner4Work will respect all employees regardless of their city, state or country of origin. Partner4Work embraces employees from any ethnic background and will not tolerate someone's ethnicity or accent to be the target of jokes or ridicule. Reports of harassment related to someone's national origin will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2 of this handbook. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Citizenship accommodation - Partner4Work is committed to employing only United States citizens and noncitizens who are authorized to work in the United States. Partner4Work does not discriminate based on Citizenship status. Partner4Work will not tolerate someone's citizenship status to be the target of jokes or ridicule. Reports of harassment related to someone's citizenship will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2 of this handbook. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Substance Use Disorder (SUD) accommodation - Partner4Work is committed to adopt recovery-friendly workplace practices. Partner4Work will not tolerate someone's recovery status to be the target of jokes or ridicule. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Reports of harassment related to someone's SUD status will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2 of this handbook.

Veteran Status accommodation - Partner4Work does not discriminate based on Veteran status and respects individuals who have served in our military by providing reasonable accommodations to allow them to pursue career opportunities at Partner4Work. Partner4Work will not tolerate someone's veteran status to be the target of jokes or ridicule. Reports of

harassment related to someone's veteran status will be addressed with the same disciplinary actions as other forms of harassment described in section 8.2 of this handbook. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Weight and height discrimination - Partner4Work does not discriminate based on weight or height. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Partner4Work will not tolerate someone's weight or height to be the target of jokes or ridicule. Any report of harassment related to someone's weight or height will be addressed with the same disciplinary actions as other forms of harassment described in Section 8.2 of this handbook.

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

2.3 - DISABILITY ACCOMMODATION

Partner4Work is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in recruitment and employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all qualified persons with a disability, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the qualified individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation). Leave of all types will be available to all employees on an equal basis. Partner4Work is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Partner4Work will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. Partner4Work is committed to taking actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

2.4 - CONFLICTS OF INTEREST

No member of Partner4Work's Board of Directors or staff shall derive any personal profit or gain, directly or indirectly, by reason of their participation with Partner4Work. Employees, board members and volunteers should be aware that conflicts of interest can arise through various relationships including, but not limited to, family relationships, economic relationships and personal or intimate relationships. No volunteer or employee of Partner4Work shall operate or act in any manner that is contrary to the best interests of Partner4Work.

A conflict of interest can be created when:

- An executive, employee or volunteer, including a board member, (or a family member) is a party to a contract, or involved in a transaction with Partner4Work for goods or services;

Commented [1]: This is just a heads up - the state's new Governance Policy guidance was released Monday. There were changes to the language around COI. We may need to adjust this.

Commented [2]: I can't so how this particular paragraph would change because it's pretty generic but might have to see if the new language is more restrictive.

- An executive, employee or volunteer, including a board member, (or a family member) has a material financial interest in a transaction between Partner4Work and an entity in which the executive, employee or volunteer, or a family member has an interest or relationship;
- An executive, employee or volunteer, including a board member, (or a family member) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Partner4Work;
- An executive, employee or volunteer, including a board member has a personal interest that conflicts with the interests of Partner4Work or arises in situations where a board/staff member has divided loyalties.

It is the duty of all board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations, conflicts or potential conflicts to (i) the employee's supervisor (ii) the Chief Executive Officer, (iii) the Chair of the Board or (iv) other designated person, as appropriate.

All employees are under an annual obligation to make full disclosure to the organization of all situations involving either actual or potential conflicts of interest, whenever such situations may arise. If Partner4Work determines that a conflict of interest or appearance of such conflict exists, the employee or Board member may be asked to correct or remedy the situation immediately. Depending on the circumstances, an employee or Board member may be subject to discipline, up to and including termination or removal from the Board, for having engaged in conduct, which constitutes a conflict, or for failing to disclose promptly a situation involving an actual or potential conflict of interest.

Partner4Work takes a broad view of conflicts of interest and the board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

Any conflict of interest with a former or current staff member must be reviewed and voted upon by the Executive Committee and presented to the full Board for approval.

2.5 - EMPLOYMENT BACKGROUND CHECKS

Partner4Work requires all new employees to obtain the following three (3) employment clearances before thirty (30) days of employment.

Act 33 - Pennsylvania Child Abuse History Clearance

- Go to: <https://www.compass.state.pa.us/cwis>
- At portal select "Create Individual Account"
- It could take up to one hour to set-up your account
- Once account is created, select "Create Clearance Application"
- Application purpose is: "Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity, or service, as a person responsible for the child's welfare or having direct contact with children."
- Number to contact with questions on setting up your account 1-877-343-0494
- Provide your method of payment and save the receipt / proof of payment
- You will be given the option to obtain your clearance electronically by mail or both. If you choose electronically – you will be able to log back into your account and print the

clearance within hours or days. If you select by mail, it can take 1-2 weeks. Once you receive your certificate either electronically or by mail please provide Partner4Work with a copy.

Act 34 - Pennsylvania State Police Criminal Background Check

- Go to Epatch.state.pa.us
- Go to "New Record" and follow the instructions.
- The reason for the clearance is EMPLOYMENT. VOLUNTEER clearances will not be accepted for employment purposes. ● When the Search Results Table appears, click on the Control Number. (Hint: Write down the Control Number for future access to your Official Clearance.)
- The Records Check Details page will open, but this is not the official clearance and it will not be accepted by the employer.
- To access your Official Clearance you will see a blue text "CERTIFICATION PAGE". Click on the blue text to access your Act 34 Pennsylvania State Police Clearance. ● Print and save the official clearance for your records and submit a copy to the Human Resources Department.
- A \$22.00 fee applies to process the clearance online. The requester will be required to pay via credit card or debit card online. The receipt for this expenditure can be submitted for reimbursement to Partner4Work.

Act 73 - DHS/FBI Criminal Background Check

- <https://uenroll.identogo.com/>
- Enter service code: 1KG756
- Click schedule or manage appointment
- Complete the online registration
- Employees will have the option to pick the location along with dates/times that best work to have the fingerprinting done

2.6 - LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, or AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Partner4Work supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other persons with disabilities, Partner4Work will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Partner4Work will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact Human Resources or the CEO for information and referral to appropriate services and resources.

2.7 - ONBOARDING

Partner4Work values a collaborative strategic approach to provide new employees with all the information, tools and resources to effectively meet individual, departmental and organizational goals. Onboarding is more than completing new hire paperwork.

Onboarding aims to highlight the mission of Partner4Work, educate and provide information on all aspects of the organization. During the first months of employment, supervisors are expected to provide daily, weekly and monthly check-ins to ensure new employees feel immediately engaged and connected.

The first week should focus on introducing the new employee to the organization as well as the processes and systems, physical environment and organizational structure. This can include one-on-one meetings, department meetings or individual training sessions. Supervisors are expected to check in at the end of each day to solicit feedback and address any questions or concerns.

Feedback is critical for both the supervisor and the new employee. During the first month, it is important for the supervisor to check in with their new employee until they have assumed their regular workload in their department. During this time, the supervisor will continue to coach and guide the employee by setting goals and expectations, and monitoring their progress.

2.8 - OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with Partner4Work. All employees will be judged by the same performance standards and will be subject to Partner4Work's scheduling demands, regardless of any existing outside work requirements. Any employee holding outside employment should notify Human Resources and complete a disclosure form their supervisor.

If Partner4Work determines that an employee's outside work interferes with performance or the ability to meet the requirements of Partner4Work as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain at Partner4Work. Outside employment will present a conflict of interest if it has an adverse impact on Partner4Work.

3 - EMPLOYMENT STATUS AND RECORDS

3.1 - EMPLOYMENT CLASSIFICATIONS

It is the intent of Partner4Work to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage hour laws. Any change in an employee's exempt or non-exempt classification will follow written notification by Partner4Work management.

In addition to the above categories, each employee will belong to one other employment category:

Full-time employees: Generally, full-time employees are scheduled to work 40 hours per week, and generally are eligible to participate in Partner4Work benefits set forth in section 4 of this handbook, subject to the terms, conditions, and limitations of each benefit plan or program.

Part-time employees: Part-time employees are generally scheduled to work fewer than 40 hours per week and may not be-eligible for certain benefits described in this handbook, except as may be granted by Partner4Work in its sole discretion on occasion, or to the extent required by state and federal laws.

Temporary employees: Generally, a temporary employee is hired by Partner4Work for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, benefits, duration of the position will be determined on an individual basis at Partner4Work's sole discretion, or to the extent required by law.

Contracted staff: Contracted staff are employees of approved vendors of Partner4Work set to work with the organization for a set period of time. This category of staff are not considered Partner4Work employees, but the job assignments, work schedule, and duration of the position will be at the discretion of Partner4Work.

3.2 - ACCESS TO PERSONNEL FILES

Partner4Work maintains an electronic personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Prior to 2021, all personnel files were in paper form. These files are kept in a secure area and are the property of Partner4Work. Access to the information they contain is restricted. Generally, only supervisors and management personnel of Partner4Work who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact their immediate supervisor or Human Resources. With reasonable advance notice, employees may review their own personnel files in Partner4Work's offices and in the presence of an individual appointed by Partner4Work to maintain the files. Partner4Work will comply with state law in regard to any requests by an employee to see their personnel file.

3.3 - PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Partner4Work of any changes in personnel data by contacting their direct supervisor and/or Human Resources and/or their direct supervisor. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, beneficiaries, education accomplishments, and other such status reports should be accurate and current at all times.

3.4 - PERSONALLY-IDENTIFIABLE INFORMATION

Personally-Identifiable Information (PII) is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files, or other sources. Federal law and federal policies require that PII and other sensitive information be secured and protected at all times.

Partner4Work staff, contractor staff, grantees, sub-grantees, and any other group or individual handling PII must ensure the privacy of all participants and protect such information from unauthorized disclosure. All parties must ensure that PII used during their grant has been obtained in conformity with applicable federal and state laws and policies governing the confidentiality of information.

All PII transmitted via e-mail or stored on external drives must be encrypted. All PII stored onsite must be kept safe from unauthorized individuals at all times and must be managed with appropriate information technology (IT) services. Accessing, processing, and storing of PII data on personally owned equipment at off-site locations (e.g. employee's home, and non-grantee managed IT services, such as Gmail) is strictly prohibited.

All parties who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards with which they must comply to protect the information, and that they may be liable to civil and criminal sanctions for improper disclosure.

Access to any PII obtained through grants must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

All PII data must be processed in a manner that will protect the confidentiality of the records/documents, and designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means.

Grantees must permit Partner4Work to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that the grantee is complying with the confidentiality requirements described above. In accordance with this responsibility, grantees must make records applicable to this agreement available to authorized persons for the purpose of inspection, review and/or audit.

In the event of a PII data breach, staff must notify their immediate supervisor and the Chief of Staff. PII data breaches will be handled on a case-by-case basis as advised by Partner4Work legal counsel.

3.5 - EXPENSES

During the course of work on behalf of Partner4Work, employees may incur reimbursable business expenses. Expenses submitted more than sixty (60) days after they are incurred will not be reimbursed. All expenses should have an original receipt. Receipts should be as complete as possible with date, description, cost, location, vendor, etc. In the event that receipts are lost

or not given, the employee must provide to Partner4Work, in writing, the date, description, cost, location, vendor and reason for the expense. The employee's supervisor must acknowledge and approve the written explanation. Employees should submit expenses using the appropriate Partner4Work systems. Employees can refer to Section 05 - Travel and Business Expense policy in the Fiscal policies.

Employees must submit a request through WebPurchasing and receive approval from their supervisor before the purchase. The purchase can then be paid via check if possible or credit card as needed. Employees can refer to Section 6(b) Corporate Credit Card Policy in the Accounting and Financial Policies and Procedures document for details on the appropriate use of the corporate expense card.

In addition, employees are reimbursed for travel needed to conduct Partner4Work business. Partner4Work reimburses employees based on the rate of mileage reimbursement set by the IRS. More details on Partner4Work's travel policy can be found in section 05 Travel and Expense Policy in the Accounting and Financial Policies and Procedures.

3.6 - TRAVEL REIMBURSEMENT

It is the policy of Partner4Work to reimburse staff for reasonable and necessary expenses incurred through pre-approved travel related expenses, including transportation, highway tolls, parking, hotels, and meals (see Section 05 Travel and Expense Policy in the Accounting Policies and Procedures). These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by your direct supervisor. Partner4Work will reimburse employees for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.

Local travel, which includes transportation by taxi, ride sharing, car service, and/or public transportation can be pre-approved for reimbursement by your direct supervisor only and is subject to be approved/declined as business needs require. Any claims are subject to investigation and if deemed excessive or exaggerated, disciplinary action may be taken.

Partner4Work will only reimburse for pre-approved travel related expenses when the employee provides documentation of the expense with receipts from purchases or other verifiable documentation. Employees seeking reimbursement must submit their request through the online WebInvoicing portal. The online request must be fully and accurately completed and submitted to the Chief Financial Officer. All receipts should be scanned/attached and submitted with the form in a timely manner. Requests for expense reimbursements received after sixty (60) days of the initial expense will not be processed.

The exception to the above guidance is the fiscal year ending June 30th: all expenditures and receipts incurred by June 30th must be turned into the fiscal department by July 10.

Expenses may be capped on a quarterly/annual basis, to be determined by your direct supervisor or the Fiscal department.

Non-reimbursable expenses are related to the following:

- Unauthorized or unscheduled business meetings with clients, partners, or job candidates
- Fines incurred while driving a personal vehicle during business-related travel

- Non-business related subscriptions/trainings/personal trips
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Personal health and beauty products, barbers, hairdressers
- Childcare, babysitting, house sitting or pet-sitting/kennel charges
- Laundry and dry cleaning, shoeshines, alcohol, drugs (prescription, non-prescription, and ("street" drugs) firearms, and ammunition.

See *Section 05 Travel and Expense policy* in the "Accounting Policies and Procedures" for the full list of unallowable expenses.

3.7 - PERFORMANCE MANAGEMENT

Partner4Work is committed to providing its employees with annual performance evaluations; however, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal basis throughout the year.

Performance is managed through the Trakstar Perform (employee performance software) and supervisors are expected to perform annual reviews in June. Completed evaluations will be approved by the last week of June every year. This evaluation provides the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting the goals.

Employees hired after **October 31st** ~~January 1st of the current year~~ are not eligible to participate in the annual performance review cycle until the following year. They will, however, receive a formal evaluation at the conclusion of 6 months of employment and then annually as described above. New employees will not will not be eligible for a salary increase at the 6-month review, **but can receive a COLA if they started prior to May 1st of the current year.**

Employees hired before **October 31st** ~~January 1st~~ of the previous year are eligible to participate in the annual performance review cycle and are eligible for cost-of-living and merit increases.

Compensation Adjustments

Any annual increases in compensation tied to performance and/or cost-of-living adjustments will be reflected in the July 15th paycheck and paid retroactively to July 1.

Other compensation adjustments should reflect such factors as promotions, demotions, or business climate.

4 - EMPLOYMENT BENEFIT PROGRAMS

4.1 - EMPLOYEE BENEFITS

Partner4Work is a workforce development organization and believes in providing premium benefits to employees in combination with a competitive salary. Eligible employees at

Partner4Work are provided a wide range of benefits.

Full-time employees enjoy all of the benefits described in this handbook as soon as they meet the eligibility requirements for each particular benefit. If they are a part-time, or temporary employee, they will enjoy those benefits that are required by law to be afforded to them or agreed to in writing by Partner4Work, provided that they meet the minimum requirements set forth by law and in the benefit plan(s). In addition, some employees may have contractual or other arrangements with Partner4Work that may provide for more or fewer fringe benefits. The following benefits are currently available to eligible employees:

- Paid Time Off (Vacation and Personal Days)
- Catastrophic Leave
- Holidays
- Floating Holidays
- Health Insurance
- Dental Insurance
- Vision Insurance
- 401(k) Savings Plan
- Short and Long-term Disability
- Life Insurance
- Voluntary supplemental life insurance
- Hybrid work model for remote work and on-site presence
- Flex Time Schedules
- Bereavement Leave
- FMLA
- Parental Leave
- Executive Leave

4.2 - SPOUSE/DOMESTIC PARTNER BENEFITS

Partner4Work extends benefits to spouses and domestic partners of employees who meet eligibility criteria. Partner4Work defines a domestic partnership as a relationship between a Partner4Work employee and another individual that meets the following criteria:

- Both parties are at least eighteen (18) years of age;
- Neither party is legally married to nor the domestic partner of any other person;
- The partners are not related to one another by blood, adoption, or marriage;
- The partners have been in a committed relationship for at least twelve (12) continuous months and the relationship is intended to continue indefinitely.

At least three of the following circumstances exist:

- Joint lease, deed, or mortgage;
- The employee designates the other party as primary beneficiary on a life insurance policy or retirement contract;
- Durable power of attorney is granted to the other;
- Joint ownership of a motor vehicle;
- Joint checking account or credit account;
- Mutual legal responsibility for the care of a child.

Partner4Work reserves the right to require written documentation of the marriage or domestic partnership in the form of a legally recognized marriage license or notarized declaration of domestic partnership signed by both parties.

4.3 - PAID TIME OFF (PTO)

Paid Time Off (PTO) provides employees with the flexibility to use their time off to meet their personal needs, while recognizing their individual responsibility to manage their paid time off. Employees will accumulate a specified amount of PTO each pay period worked and it is up to each employee to allocate how they use it e.g. for vacation, illness, caring for children, school activities, medical/dental appointments, leave, personal business or emergencies. Partner4Work may require employees to use PTO during disability or FMLA, or any other leave of absence. The amount of PTO earned will depend on the employee's length of service with Partner4Work.

PTO does not replace Partner4Work's holiday schedule. We will continue to have designated paid holidays each year.

The accrual rates per years of service are as follows:

During the first year of employment full-time employees receive twenty (20) days (160 hours) of paid time off. Time is accrued at the rate of 6.68 hours per pay period i.e. 3.34 hours of personal time and 3.34 hours of vacation time per pay period.

Commencing with the second year of continuous employment, full-time employees receive twenty-two (22) days (176 hours) of PTO. Time is accrued at the rate of 7.33 hours per pay period i.e. 3.34 hours of personal time and 3.99 hours of vacation time per pay period.

Commencing with the third year of continuous employment, full-time employees accrue twenty-five (25) days (200 hours) of PTO. Time is accrued at the rate of 8.33 hours per pay period i.e. 3.34 hours of personal time and 4.99 hours of vacation time per pay period.

Commencing with the sixth year of continuous employment, full-time employees receive thirty-five (35) days (280 hours) of PTO. Time is accrued at the rate of 11.67 hours per pay period i.e. 3.34 hours of personal time and 8.33 hours of vacation time per pay period.

Commencing with the tenth year of continuous employment, full-time employees receive thirty-seven (37) days (296 hours) of PTO. Time is accrued at the rate of 12.33 hours per pay period i.e. 3.34 hours of personal time and 8.99 hours of vacation time per pay period.

Personal time is capped at 80 hours regardless of number of years of service. No employee shall be paid for unused personal hours upon separation from Partner4Work. Employees will be reimbursed for unused vacation time at the salary rate they are earning at the time of termination of employment. The maximum accrued vacation days that will be reimbursed upon separation is 10 days (80 hours). No employee may use personal or vacation time after their last day of work. In addition, after giving notice of separation, employees cannot use PTO in their final two (2) weeks of employment.

A request for PTO in excess of employee's accrued PTO (extended PTO) must be initiated through a written form, approved by the direct supervisor, and is capped at 20 hours unless previously agreed upon by the CEO. Requests for extended PTO will be reviewed based on a number of

factors, including business needs and staffing requirements. At the discretion of management, any unexcused absence may be designated as a PTO day.

In the event PTO is not used by the end of the calendar year, employees may carry over a maximum of twenty (20) days (160 hours; 80 hours of personal time and 80 hours of vacation time) to the next calendar year. Adjustments will be made through Time and Attendance to reduce for any overage hours.

Individuals with unused earned vacation time exceeding 80 hours as of December 31 will have additional vacation hours converted into the Catastrophic Leave Bank (CAT) on a 3:1 ratio for a maximum CAT balance of 80 hours. Earned personal time is not transferable into CAT.

CAT allows for employees to be paid for time off due to prolonged injury or illness (personal or a family member), due to a natural disaster, in place of short-term disability or to bridge the waiting period for approval of a disability claim, to extend bereavement leave, and other reasons after having exhausted earned time off. CAT is non-transferable, has no cash value (no staff will receive a payout for CAT hours upon separation from P4W), and is capped at two (2) weeks or 80 hours regardless of time accrued. The P4W administrative team will maintain an accurate accounting of the bank at all times. Balances are not accessible via ADP.

To access CAT hours, earned paid time off (personal and vacation time) must be exhausted and employees must request CAT use in writing to their supervisor within a reasonable time frame, preferably within three (3) business days when possible. The request must include dates and the reason for use and supporting documentation when appropriate. Supervisors may request additional information before making a recommendation to the CEO for final authorization. You may not use CAT hours without the expressed written authorization of your supervisor and the CEO. Individual situations will be assessed on a case-by-case basis, and the decision of the CEO is final.

4.4 - HOLIDAYS

Partner4Work will grant paid holiday time off to all employees on the 11 holidays listed below. This paid holiday time off will be available to all full-time employees immediately upon assignment to a full-time employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

1. New Year's Day (January 1st)
2. Martin Luther King, Jr.'s Birthday (3rd Monday in January)
3. President's Day (3rd Monday in February)
4. Memorial Day (last Monday in May)
5. Juneteenth (June 19th)
6. Independence Day (July 4th)
7. Labor Day (1st Monday in September)
8. Veteran's Day (November 11th)
9. Thanksgiving Day (4th Thursday in November)
10. Christmas Eve (December 24th)
11. Christmas Day (December 25th)

If a recognized holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

Employees working on company-designated holidays will receive that holiday pay and time off on another day of their choosing. This is referred to as a "day in lieu" and is approved at Partner4Work's discretion. Unused holidays are not paid out upon termination.

Holidays falling on a Saturday or Sunday will be observed on the previous Friday, or subsequent Monday, at Partner4Work's discretion.

4.5 - FLOATING HOLIDAYS

At Partner4Work, we recognize that the current list of holidays does not assert value to the beliefs and backgrounds of all employees. To acknowledge this and to cultivate a environment of inclusion in the workplace, employees will be granted two (2) floating holidays to be used at their discretion to celebrate other holidays (e.g. Holocaust Remembrance Day, LGBTQ Pride, Good Friday, Yom Kippur, Eid al-Fitr, etc.), special occasions (birthday, anniversary, etc.) or other days that are relevant and important to them.

If the employee is hired between July 1 and December 15, they will receive one (1) floating holiday to be used before the end of the calendar year. All employees will be granted two (2) floating holidays at the beginning of the following year of employment.

Floating holidays cannot be carried over to the following year and are not paid out upon termination.

Employees must advise their supervisor of planned floating holidays.

4.6 - HEALTH INSURANCE

Partner4Work's health insurance plan provides employees and their dependents access to medical insurance benefits. All full-time employees are eligible to participate in the health insurance plan subject to all terms and conditions of the agreement between Partner4Work and the insurance carrier.

Eligibility in Partner4Work sponsored health insurance is dependent upon a variety of factors, including employee's classification and length of service. Details of these benefits can be found in pamphlets describing the plan, and in occasional updates published by the plan administrator. Employees will be provided benefit documents at the time of eligibility for enrollment. Contact Human Resources with questions.

If an employee elects to enroll in our high deductible plan, Partner4Work will open a Health Savings Account (HSA) to cover 100% of their annual deductible. Half of the deductible will be deposited at the beginning of the plan year (December 1) and the second half during the first week of June.

If an employee is out on a protected or non-protected leave of absence, Partner4Work will cease

contributing to the employee's HSA and only resume the contributions (full or pro-rated) upon their return.

Employees who are hired in any month of the plan year other than December will receive a prorated amount of their deductible.

Individuals opting out of the Partner4Work sponsored health insurance plan may receive monthly compensation of \$100 (\$50 per pay less applicable taxes) or as determined by the budget and Partner4Work business needs.

If the employee is out on a leave of absence and is enrolled in healthcare coverage through, Partner4work, Partner4Work will maintain medical, vision and voluntary life coverage for that employee; however, the employee is responsible to pay for their employee premiums during that time.

If an employee is 65 years or older and enrolled in any Medicare plan, they are not eligible to participate in an HSA; over, Partner4Work will continue to pay the employer's premium for their medical coverage. This benefit is subject to change at the discretion of the CEO or due to budget fluctuations. If the employee had an HSA, they will continue to have access to any funds from their HSA for any eligible medical purchases. No additional funds will be contributed to the HSA account, but the access would be from prior accumulated funds.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy in Section 4.8 of this handbook for more information.

4.7 - DENTAL AND VISION INSURANCE

Partner4Work's dental and vision insurance plans provide employees and their dependents access to dental and vision insurance benefits. Eligible employees may participate in the dental and vision insurance plans subject to all terms and conditions of the agreement between Partner4Work and the insurance carrier.

Eligibility in Partner4Work sponsored dental and vision insurance is dependent upon a variety of factors. Details of these benefits can be found in pamphlets describing the plan, and in occasional updates published by the plan administrator. Employees will be provided benefit booklets at the time of eligibility for enrollment. Contact Human Resources whenever you have questions.

4.8 - CONTINUATION OF BENEFITS (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives covered employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Partner4Work's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, layoff or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Partner4Work's

group rates plus an administration fee. Partner4Work provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Partner4Work's health insurance plan. The notice contains important information about the employee's rights and obligations.

4.9 - RETIREMENT SAVINGS PLAN

Partner4Work sponsors an employee Savings Plan (commonly referred to as a 401(k) Plan to provide employees future financial security for retirement. The 401(k) plan allows employees to choose how much salary they want to contribute and direct the investment of their plan account, so they can tailor their own retirement package to meet their individual needs.

Unless the employee specifically opts out, they are automatically enrolled in a 401(k) plan at 3% of their salary after four (4) months of service. Partner4Work matches the 3% contribution for an initial combined total of 6%.

If the employee doesn't make any adjustments to this contribution rate, their contribution will automatically increase by 1% every year up to 10% and Partner4Work will continue to match any contributions they make to their 401(k) up to 6%.

Eligibility is dependent upon a variety of factors, including employee classification and length of service. The terms and conditions of the 401(k) Savings Plan are set forth in the plan document. Employees will be provided with a copy of the plan document and other materials prior to becoming eligible for enrollment in the plan.

In addition to the 401(k) plan, Partner4Work also offers Roth IRA and other options.

4.10 - SHORT AND LONG-TERM DISABILITY BENEFITS

Partner4Work provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working.

Short Term Disability (STD) insurance can help replace a portion of the eligible employee's income during the initial weeks of a Disability. The benefit amount is 60% of their pre disability weekly earnings subject to the plan's maximum weekly benefit of \$1,000. Partner4Work will ensure the employee on STD is made whole for the first 10 business days of their STD leave which includes the elimination period.

Partner4Work also provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment.

Details of these benefits can be found in the summary plan description provided to eligible employees. Contact the Chief Financial Officer if you have questions.

4.11 - WORKER'S COMPENSATION INSURANCE

Employees who sustain an injury or illness in the course of employment may be eligible for benefits under the Pennsylvania Workers' Compensation Act.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

4.12 - LIFE INSURANCE

Life insurance offers employees and their families important financial protection. Partner4Work provides a basic life insurance plan for eligible full-time employees up to one year's salary or \$100,000 whichever is the lesser.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Partner4Work and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible full-time employees.

Supplemental life insurance is available to all employees and their family. The employee is able to participate in this benefit through payroll deduction. Contact Human Resources or the Chief Financial Officer for more information about supplemental life insurance

5 - PAYROLL

5.1 - PAYDAYS

All employees are paid twice a month on the 15th of the month and the last day of the month. If these days fall on a weekend or holiday, pay is made available the previous business day. Each pay period will include earnings for all work performed through the end of the current payroll period. Part-time employees will be paid on a pay period lag. This also applies to the payment of overtime hours.

5.2 - PAY DEDUCTIONS

The law requires that Partner4Work make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Partner4Work also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Partner4Work matches the amount of Social Security taxes paid by each employee.

Employees are responsible for their taxes and should review their first paystub to ensure federal, state, and local taxes are being withheld properly. You are responsible for your taxes. Please take the time to make sure they are correct. Partner4Work offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If you have questions concerning deductions made from your paycheck or how they were calculated, contact the Fiscal

department.

6 - TIMEKEEPING

6.1 - RECORDING TIME

As a recipient of federal funds, Partner4Work must comply with the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") as well as other federal requirements for certifying effort expended on sponsored awards. Partner4Work requires all individuals who receive federal sponsored funding to comply with policies and sponsoring agency regulations regarding the proposing, charging, and reporting of effort on those awards.

All Partner4Work employees are required to certify their time effort based on their time entry into the Time Entry System. Employees are required to enter their own time in the system to ensure proper certification of their time.

Accurately recording time worked in the Time Entry System is the responsibility of every employee. Federal and state laws require Partner4Work to keep an accurate record of time worked in order to calculate employee pay and benefits.

The employee's supervisor will review and approve through the Time Entry System before the time record is forwarded for payroll processing. Time records are submitted bi-monthly. Due dates are the 17th of the current month and the 3rd of the following month.

The time entry made by each employee is being relied upon to perform a distribution of costs across Programs and Grants. Falsification of time effort reports may result in termination of employment.

For non-exempt employees, any work time in excess of forty (40) hours in a single work week is considered "Overtime." Overtime work must always be approved by either their Supervisor or the Chief Executive Officer before it is performed. For non-exempt employees, overtime is paid at time and one-half. Time off for PTO, holiday, illness or personal reasons will not be considered hours worked for overtime purposes.

The federal and state government can impose severe penalties and funding disallowances because of missing, inaccurate, incomplete, or untimely effort reporting. Partner4Work expects that employees will complete Time Effort Reports accurately and in a timely manner.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Employees should refer to section 07 Payroll and Time Effort Reporting in the Accounting Policies and Procedures.

6.2 - WORK SCHEDULES

The normal work schedule for all full-time employees is eight hours a day (excluding lunch), five days a week. Staffing needs and operational demands may necessitate variations in starting and

ending times, as well as variations in the total hours that may be scheduled each day and week. The Partner4Work work week runs from 12:00am Sunday through 11:59pm Saturday.

6.3 - FLEX-TIME

Flex-Time is an arrangement that allows employees to alter the starting and/or end time of their workday. Partner4Work may allow a Flex-Time work schedule between operating hours of 6:00 a.m. and 6:00 p.m, Monday through Friday, for employees. Employees still work the same number of scheduled full-time hours (40) as they would under a traditional schedule in a week; however, when those hours are worked is different depending on the schedule chosen. The Flex-Time schedules an employee may opt in to are:

Peak-Hour Flex-Time: This flex-time schedule shifts daily work hours while still working an 8 hour day. Working hours in this flex-time schedule will revolve around the peak working hours of 10:00am-2:00pm. For instance, instead of the normal 8am-5pm day, an employee could work from 7am-4pm, 7:30am-4:30pm, 9:00am-6:00pm, etc. Working any arrangement of hours within an 8-hour day constitutes a valid work day; therefore, supervisors will need to coordinate the schedules of all flex-time participants to ensure proper workplace communication.

Adjusted Lunch Period: This flex-time schedule allows employees to adjust the length of their lunch period, while still working an 8-hour day. An employee can take a minimum of thirty (30) minutes and a maximum of two (2) hours for lunch. For instance, an employee arriving at 8am might want to extend their lunch everyday from 11am-1pm and consequently leave work at 6:00pm.

4/10 Flex-Time Schedule: To maintain this flex-time arrangement, an employee works a full 40-hour work week in less than five days. Employees may work four (4) 10-hour days, with a fifth day off.

Employees are required to set an out-of-office email reply when they are not working.

6.4 - WORKING FROM HOME

Partner4Work implemented a hybrid work model for all employees in October 2021. Individual Employees are required to work onsite for a minimum of 64 hours per month (40 percent of work hours) and at an alternate location of an individual's choice for the remaining working hours. For example, an employee may choose to work on site two days per week; eight consecutive business days on site and the remainder of the month off site; or any variation agreed upon by the employee and their supervisor.

All remote schedules are subject to change based on the needs of Partner4Work. Managers and directors may request that their staff come into the office at any time beyond the 64 hours if they deem it necessary to work on specific projects, attend a meeting in person etc.

Employees working from home are expected to maintain their home workplace in a safe manner, free from safety hazards.

Holidays and Paid Time Off (PTO), i.e. vacation time, sick time or floating holidays are excluded from on-site work requirements as are site visits with an employer or provider. Those hours count as in-office time. For instance, if an employee uses a week of vacation time in December in

addition to the Christmas Eve and Christmas holidays, they will be required to work 8 hours in the office. If the employee has a site visit with an employer or provider, those hours count as in-office time.

It is the employee's responsibility to coordinate work schedules with their supervisor and maintain accurate representation on their calendar to show when they will be in the office or working remotely.

Accommodations and/or exemptions will be considered on a case-by-case basis and must be approved by the CEO.

6.5 - IN CASE OF A PANDEMIC

In the event of a pandemic or other events that prohibit safe on-site work, offices may be mandated to be closed until it is deemed safe for employees to return to work on site.

Due to the Covid-19 pandemic, Partner4Work requires all employees to provide proof of vaccination against Covid as a condition of employment.

Employees testing positive for COVID-19 must notify Human Resources immediately. If employees were in close contact with the confirmed case, they will be notified and must take necessary actions. Close contact is generally defined as someone who was within 3-6 feet of an infected individual for at least 15 minutes starting from two days before illness onset, or for asymptomatic patients, two days prior to specimen collection, until the time the patient is isolated. You must self-monitor for COVID-19 symptoms and other illnesses and may not enter the office if you or a member of your household is sick.

All visitors must register at the security desk. If you expect a contractor on-site for any reason (contractors are defined as those completing repairs, installments, build-outs, etc.), you must notify Partner4Work to coordinate and track appropriate clearances, insurance certification, loading dock accessibility, etc.

Employees must continue to regularly submit work plans and time entries, check-in with supervisors, attend mandatory staff meetings, meet via Zoom and/or Google, and be available, accessible, and responsive during core business hours, or work hours previously agreed upon by your supervisor.

It is the employee's responsibility to coordinate with their supervisors and maintain an accurate representation on their calendar to show when they will be on-site or working remotely. At a minimum, staff should plan to update calendars for the following week before noon on Fridays.

6.6 - CALLING OFF

If an employee is unable to report to work for any reason, they must inform their direct supervisor at the earliest possible opportunity, no later than one (1) hour before the start of the work. A call or email to their supervisor is required and they must receive a response. They are responsible for speaking directly with their supervisor about their absence. It is unacceptable to leave a message on their supervisor's voice mail or call someone other than their supervisor, except in

extreme emergencies. If an employee must call off due to illness for three (3) consecutive days, they will be required to provide a physician note for the absence to be excused. All absences, excused and unexcused, are subject to supervisor discretion of appropriate action.

Failure to call off after two (2) working days will be considered job abandonment.

7 - LEAVES OF ABSENCE

7.1 - BEREAVEMENT LEAVE

Full-time employees with Partner4Work are entitled to take up to five (5) work days with pay to attend the funeral and to take care of personal matters related to the death of a member of their immediate family, which for the purposes of this leave policy shall mean a grandparent, parent, sibling, child, partner, partner's grandparent, partner's parent, partner's sibling or partner's child. Requests for extending your "immediate family" to include other individuals will be considered on a case-by-case basis by the Chief Executive Officer.

This policy extends to full-time employees if they, their spouse or a surrogate suffers a miscarriage or stillbirth.

Only actual time lost from work will be paid for bereavement leave. If the funeral and personal matters occur at a time when work is not scheduled, bereavement leave will not be paid. If a holiday or part of a PTO day occurs on any of the days of the absence, the employee may not receive holiday or PTO pay in addition to paid bereavement leave. If employees have accrued CAT (catastrophic) hours, these can be used to extend the bereavement leave.

The employee must notify his or her supervisor immediately in the event an absence from work will be required because of the death of an immediate family member.

7.2 - JURY DUTY, WITNESS SUBPOENA LEAVE

Partner4Work respects and understands the need for employees to participate in jury duty or the need to respond to a subpoena. Employees must notify their supervisor immediately upon receiving either a subpoena or a jury duty summons so that the supervisor may make arrangements to accommodate the employee's absence.

An employee who is called for jury duty is expected to report for work whenever the court schedule permits. In addition, Partner4Work or the employee may request an excuse from jury duty if, in the employer's opinion, the employee's absence would create serious operational difficulties.

Full-time employees will be paid regular straight-time wages up to a maximum of 5 working days upon presentation of a document from the court showing that they served on jury duty.

Employees will not be paid for time missed to comply with a subpoena.

Exceptions can be made at the discretion of the CEO.

7.3 - MILITARY LEAVE

Partner4Work has the utmost respect for the individuals serving our country. Partner4Work shall comply with all requirements of the Uniform Services Employment and Reemployment Rights Act (USERRA) of 1994 in regard to all military leaves of absence. Employees who will need military leave are to comply with the notice requirements set forth in USERRA.

7.4 - FAMILY AND MEDICAL LEAVE

Partner4Work complies with the Family and Medical leave Act of 1993 (FMLA).

Eligibility: An employee is eligible for FMLA under this policy if the employee has been employed by Partner4Work for at least twelve (12) consecutive months, and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Duration of Leave: An employee who meets the above-listed eligibility requirements is eligible to take up to twelve (12) weeks of unpaid leave during a rolling 12-month period (commencing as of the first day of leave taken under this policy).

Pay, Benefits, And Protections During Family Leave: FMLA is unpaid, although employees may be eligible for certain benefits such as short term disability coverage, the terms of which are set forth in the applicable plan documents.

Concurrent use of paid time off and unpaid leave: Partner4Work may require employees to apply accrued paid time off to FMLA. The application of paid time off to periods of FMLA does not extend the twelve (12) week FMLA period. Furthermore, in no case can the application of paid leave time to family and medical leave time result in the receipt of more than 100 percent of an employee's salary.

Qualifying Family and Medical Reasons

To qualify for FMLA under this policy, an employee must establish, to Partner4Work's standards, and in accordance to Partner4Work's procedures, that they are incapacitated or require time off from work for one or more of the following reasons:

- To care for the employee's child during the first twelve (12) months following birth
- To care for a child during the first twelve (12) months following placement with the employee for adoption or foster care
- For incapacity caused by the employee's pregnancy, prenatal medical care, and/or childbirth
- For a serious health condition that makes the employee unable to perform the employee's job.
- To care for the employee's spouse, child, or parent, who has a serious health condition

Miscellaneous

An employee taking time off for the birth, adoption, or placement of a child for foster care is not allowed to take intermittent leave or a reduced schedule leave unless specifically agreed to in writing. In cases where both parents are employed by Partner4Work, the two parents in the aggregate may take a combined total of a maximum of twelve (12) weeks leave during any twelve (12) month period for the birth, adoption, or placement of a child for foster care, or to care for the same Covered Relation for a serious health condition.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family leave.

For purposes of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, continuing treatment by a health care provider, or temporary disabilities associated with pregnancy, childbirth, and related medical conditions. Medical leaves are intended to cover conditions or illnesses that affect an employee's health to the extent that he or she must be absent from work on a recurring basis or for more than a few days for treatment or recovery. Medical leaves are not intended to cover short-term conditions for which treatment and recovery are very brief, minor illnesses which last only a few days or surgical procedures that typically do not involve hospitalization and require only a brief recovery period.

Eligible employees should make requests for medical leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Partner4Work. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Partner4Work until the end of the month in which the medical leave begins. At that time, employees will become responsible for the full cost of these benefits if they wish coverage to continue. When the employee returns from medical leave, benefits will again be provided by Partner4Work according to the applicable plans.

During an approved family leave, an employee's group insurance benefits (if applicable) will continue during the period of the leave if the employee timely pays their portion of any premium due.

Benefits accruals, such as PTO or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Partner4Work with at least two weeks advance notice of the date the employee intends to return to work. In general, Partner4Work will attempt to reinstate the employee at the same level and pay scale held prior to the short term disability leave.

If an employee fails to return to work on the agreed upon return date or before he or she has exhausted all of the leave to which he or she is entitled, Partner4Work will assume that the employee has resigned.

In the event an employee is granted the ability to take intermittent leave (which is at the complete discretion of the Chief Executive Officer), then during such intermittent leave, the employee may be transferred temporarily to an alternative position and/or schedule that better accommodates

the intermittent leave.

An employee on family leave must contact their supervisor on the first and fifteenth day of each calendar month regarding their intention to return to work. In addition, the employee must give notice as soon as possible if the dates of leave are reduced or extended, or become known if unknown initially.

7.5 - PARENTAL LEAVE

Partner4Work will provide up to 2 weeks of paid parental leave to full time employees, other than the birthing parent, following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

For the purposes of this policy, the full time employee shall mean spouse, partner or other person directly involved in the care after the birth of a child or in connection with the adoption or placement of a child. Requests extending this definition will be considered on a case-by-case basis by the Chief Executive Officer.

Short-term disability (STD) cannot be substituted for this paid parental leave nor can paid parental leave be taken in addition to STD. Employees can, however, use paid personal time or vacation time in addition to paid parental leave.

Employees must request paid parental leave with as much notice as possible to allow for adequate coverage throughout their leave.

7.5 - EXECUTIVE LEAVE

From time to time, the Chief Executive Officer may allow employees time off with pay at their discretion. Business needs will always be taken into consideration when making determinations about executive leave

8 - WORK CONDITIONS

8.1 - EQUAL EMPLOYMENT/ANTI-DISCRIMINATION

Partner4Work is an equal employment opportunity employer. It is Partner4Work's policy that employment decisions will be based on merit, qualifications, competence, and other lawful and legitimate business reasons. Partner4Work prohibits discrimination and harassment in any way and affords equal employment opportunities to employees and applicants without regard to age, race, religion, color, handicap, pregnancy or childbirth, sex, sexual orientation, gender identity or expression, national origin or ancestry, familial status, physical or mental condition, developmental disability, **recovery status** or military participation. Partner4Work conforms to the spirit as well as the letter of all applicable laws and regulations.

Equal Employment Opportunity (EEO) extends to all internal and external stakeholders to Partner4Work. EEO policies extend to business practices such as:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working Conditions
- Wages/Salary Administration
- Employee Benefits

Employees who believe they have experienced discrimination under this policy may file a written complaint with the Equal Opportunity Officer (EOO), the Office of Equal Opportunity (OEO) or the Civil Rights Center (CRC) generally within 180 days of the alleged violation.

The complaint must be filed in writing, either electronically or hard copy, and contain all required information on the CRC Complaint Form and Privacy Act Consent Forms.

The complaint may be filed by the employee or the employee's representative. When a complaint is filed with the EO Officer, the EO Officer will notify the Office of Equal Opportunity immediately.

The EOO will investigate the complaint and issue a Notice of Final Action within 90 days.

If the employee does not receive a response from the EOO within the required timeframe, or if the employee is dissatisfied with the results, they may file a complaint with the Director, Civil Rights Center within 30 days from the date on which they received the Notice of Final Action.

Further information, current contact information and timelines are included in the "Equal Opportunity/Anti-discrimination Complaint Processing Procedure." See attachment in Section 10 of this handbook.

8.2 - HARASSMENT

Partner4Work has a zero-tolerance policy towards harassment of all forms. All stakeholders of Partner4Work, including, but not limited to, board members, employees, contractors, vendors, and counsel are entitled to a hostile-free work environment. This zero-tolerance policy applies throughout Partner4Work, whether in the office, during work assignments outside of the office, at office-sponsored social functions, or via electronic communication.

Harassment is unwelcome, unwanted, deliberate, or repeated conduct that creates an intimidating, offensive, abusive, or hostile work environment and is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, **recovery status**, genetic information or other legally protected characteristic. Harassment includes, but is not limited to: epithets, slurs, negative stereotyping, threatening or intimidating speech or acts, denigrating jokes, and written or graphic material that denigrates or shows hostility or aversion toward an individual or group. Workplace harassment and/or intimidation can arise from a broad range of physical, verbal, and non-verbal behavior.

Sexual harassment is unwelcome, unwanted, deliberate, or repeated sexual advances, requests for sexual favors, and/or other conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of employment, submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment includes, but is not limited to, unwanted sexual advances or requests for sexual favors, sexual jokes and innuendos, verbal abuse of a sexual nature, commentary about an individual's body or sexual prowess, leering or whistling or touching, obscene comments or gestures, explicit email/text communication displaying sexually suggestive objects or pictures, and other conduct of a sexual nature.

To avoid any potential or a perception of sexual harassment, romantic and sexual relationships between employees and their immediate supervisors are strongly discouraged. If a romantic or sexual relationship develops between an employee and their immediate supervisor, it is the supervisor's responsibility to immediately disclose the relationship to their direct supervisor and Human Resources.

In the event that an employee witnesses or is the victim of harassment of any nature, the first step is to speak to a supervisor, the Chief Executive Officer, Human Resources or a member of the Board of Directors. Partner4Work will then conduct an investigation by interviewing all employees and all witnesses. Confidentiality will remain intact throughout the investigation for as long as possible; however, the investigation may reach a point where confidentiality must be broken to reach a solution. If it is determined that misconduct has occurred, an appropriate response will take place in a timely manner.

8.3 - BULLYING

Partner4Work has a zero-tolerance policy towards bullying of all forms. All stakeholders of Partner4Work, including, but not limited to, board members, employees, contractors, vendors, and counsel are entitled to a hostile-free work environment. This zero-tolerance policy applies throughout Partner4Work, whether in the office, during work assignments outside of the office, at office-sponsored social functions, or via electronic communication.

Partner4Work defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes but is not limited to:

- Verbal bullying: slandering, ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying: Nonverbal gestures that can convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

8.4 - REPORTING DISCRIMINATION, HARASSMENT OR BULLYING

All perceived incidents of discrimination, harassment, or retaliation must be immediately reported, verbally or in writing, regardless of the offender's identity or position. An employee who believes that they have been the victim of discrimination, harassment, or retaliation should

immediately report the incident to a supervisor, the Chief Executive Officer, or to a member of the Board of Directors.

In addition, all management and supervisory personnel have a duty to promptly report to the Chief Executive Officer, or, if there is a reason not to report the incident to the Chief Executive Officer, then to a member of the Board of Directors, any incidents of discrimination, harassment, or retaliation that they observe, is made known to them by others, or that they reasonably expect has occurred.

Informal Procedure: Individuals can often stop or prevent harassment by immediately and directly expressing disapproval of the offensive conduct. Even if this direct course of action successfully resolves the issue, the incident should be reported to a supervisor, Human Resources or the Chief Executive Officer. If for any reason an individual does not wish to directly address the offender, or if such action does not successfully end the offensive conduct, the individual should notify a supervisor, Human Resources, the Chief Executive Officer, or a member of the Board of Directors.

An individual reporting discrimination, harassment, or retaliation should be aware that Partner4Work management might decide it is necessary to take action to address conduct beyond an informal discussion.

Formal Procedure: Any reports of possible discrimination, harassment, or retaliation will be promptly, thoroughly, and impartially investigated. The investigation may include individual interviews with the parties involved or who may have relevant knowledge. All employees are expected to fully and truthfully cooperate during the course of an investigation.

Confidentiality will be maintained throughout the investigatory process to the extent possible, consistent with adequate investigation and corrective actions that may be deemed necessary. If it is determined that misconduct has occurred, appropriate responsive action will be taken in a timely manner.

8.5 - WHISTLEBLOWER/NO RETALIATION POLICY

Partner4Work is committed to operating in compliance with all applicable federal, state, and local laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Board members, officers, employees, or volunteers. Partner4Work will investigate any possible fraudulent or dishonest use or misuse of resources or property by management, staff, volunteers, or Board members.

If an employee has a reasonable belief that an employee of Partner4Work has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Chief Executive Officer.

Reports by employees pursuant to this Whistleblower Policy, and any investigations pertaining thereto, shall be kept confidential to the extent possible; however, consistent with the need to conduct an adequate investigation, Partner4Work cannot guarantee complete confidentiality. Disclosure of information relating to an investigation under this Whistleblower Policy by Partner4Work's employees or others involved with any investigation made pursuant to this

Whistleblower Policy to individuals not involved in the investigation will be viewed as a serious disciplinary offense and, with respect to Partner4Work employees, may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

Partner4Work will not retaliate against an employee in the terms and conditions of employment who discloses or threatens to disclose to the Chief Executive Officer, Board Member or a public body any activity, policy, or practice of Partner4Work that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, personal safety, welfare, or protection of the environment. The employee must report any wrongdoing in good faith, as well as cooperate with any resulting investigation or proceeding.

An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Partner4Work and provides Partner4Work with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described herein is only available to employees who comply with this requirement. Partner4Work may take disciplinary action (up to and including) termination against an employee who has engaged in retaliatory conduct in violation of this policy.

8.6 - WORKPLACE VIOLENCE PREVENTION

Partner4Work is committed to preventing workplace violence and to maintaining a safe work environment. Partner4Work has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

Examples of conduct that may be considered threats or acts of violence under this policy include but are not limited to intimidation, bullying, physical or mental abuse and/or coercion. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, gender, **recovery status**, or any characteristic protected by federal, state, or local law.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Partner4Work without proper authorization.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Partner4Work will promptly and thoroughly investigate all reports of threats of (or actual)

violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Partner4Work may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Partner4Work encourages employees to bring their disputes or differences with other employees to the attention of their supervisors, Human Resources, or the CEO before the situation escalates into potential violence. Partner4Work is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

9 - EMPLOYEE CONDUCT AND DISCIPLINE

9.1 - EMPLOYEE CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, Partner4Work expects employees to follow rules of conduct that will protect the interests and safety of all employees and the employer.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are only examples of infractions of rules of conduct that are subject to disciplinary action, including suspension or termination of employment. This list is not intended to be all inclusive, and other types of conduct may also be prohibited:

- Theft or unauthorized removal or possession of property;
- Falsification of timekeeping and business records;
- Possession or working under the influence of alcohol or illegal drugs during working hours;
- Negligence or improper conduct leading to damage of property owned by employer, other employees or customers;
- Violation of safety and health or security rules; .
- Excessive absenteeism and tardiness; absence without notice. Unauthorized disclosure of confidential information;
- Unsatisfactory performance or conduct;
- Fighting, horseplay, possession of weapons, or threatening violence in the workplace;
- Sexual, ethnic or other unlawful harassment.

Other rules of conduct may be established and posted or given to employees from time to time which employees are expected to follow. Failure to observe these rules of conduct, or any other rules established by Partner4Work will result in disciplinary actions which could include termination.

9.2 - PERSONAL APPEARANCE

Employee appearance contributes to Partner4Work's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by all stakeholders of the organization. An employee may be asked to leave the workplace and

change if they are deemed inappropriately dressed or groomed.

Partner4Work will abide by the CROWN (Creating a Respectful and Open World for Natural Hair) Act and encourages employees to wear their hair in a style appropriate to their culture, ethnic, or racial heritage. This includes but is not limited to braids, cornrows, locs, bantu knots, afros and twists.

Personal Cleanliness and Grooming: All employees are expected to abide by good personal hygiene and grooming.

Dress code: Business casual attire is expected of all Partner4Work employees throughout the work week. Appropriate business casual attire includes:

- Slacks, pants, suit pants, skirts, dresses, capri pants, skirted suits
- Collared shirts, tops, blouses, and jackets
- Conservative athletic or walking shoes, loafers, boots, flats, and dress heels
- Head covers that are consistent with cultural ethnic heritage or identity.

Inappropriate workplace attire includes, but is not limited to:

- Sweatpants, athletic jogging pants, shorts of any kind, mini skirts, jeans
- Sundresses, beach dresses, spaghetti-strap dresses
- Halter tops, tank tops, muscle shirts, belly-shirts, cut-off shirts
- Any clothing that may be considered offensive or revealing
- Hats or head covers that are not required for religious or cultural reasons
- Inappropriate footwear includes:
 - Flip-flops, thong sandals, and shower shoes.

Casual Fridays: Unless employees are expected to attend meetings or events at or outside of the office, Partner4Work permits a more relaxed attire on Fridays. This can include:

- Jeans (not ripped or distressed)
- Golf shirts
- Plain t-shirts (no logos or graphic tees)
- T-shirts and sweatshirts to support athletic teams

9.3 - SEARCH

To the fullest extent allowed by law, Partner4Work reserves the right to inspect and search work spaces, equipment and personal property located in or on, or brought in or onto Partner4Work offices. Any time an employee places a lock on Partner4Work property or equipment, the employee must issue a key or combination to Partner4Work.

Partner4Work also reserves the right to use the methods set forth in its Drug and Alcohol Policy to identify and confirm violations of that policy, including but not limited to drug and/or alcohol possession, abuse or impairment, etc.

Refusal to cooperate in the conducting of a search provided for in this provision will be considered a violation of this policy and could result in disciplinary actions including termination.

9.4 - DRUG AND ALCOHOL USE

It is the policy of Partner4Work to provide a drug-free, healthful, and safe workplace. To promote

and achieve this goal, Partner4Work has developed and implemented a Drug Free Workplace that is provided to all new hires as part of their onboarding.

We want employees to know that if they are struggling with their recovery from substance use or addiction, and are not the immediate subject of disciplinary action, may request approval to take time off to participate in a rehabilitation or treatment program. Leaves may be granted if the employee abides by all Partner4Work policies, rules and prohibitions relating to conduct in the workplace and if granting such leave will not cause any undue hardship to Partner4 Work. This time is unpaid unless the employee has requested to use vacation or personal time, or has been approved for short term disability benefits (See section 4.10).

Partner4Work provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness

The use, distribution, possession, and impairment caused by drugs or alcohol are strictly prohibited while working. It is expected that all employees are awake, alert and engaged during the entirety of their shift. To ensure the safety of everyone at the office, all employees have a responsibility to not be under the influence of mind altering substances, or alcohol. It is important to note that while Partner4Work understands that some employees may legally use marijuana for medicinal purposes, the use of these products is prohibited on company property and during their shift.

Employees with questions on this policy or issues related to drug and alcohol use in the workplace should raise their concerns with their supervisor, Human Resources or the Chief Executive Officer without fear of reprisal.

Violations of this policy may lead to disciplinary actions up to and including immediate termination of employment.

9.5 - SMOKING

It is the policy of Partner4Work to provide a healthful workplace. To promote and achieve this goal, smoking is prohibited through the Partner4Work workplace. This includes smoking tobacco, electronic cigarettes, vaping or any similar acts in the workplace.

9.6 - CELL PHONE USAGE

Personal cell phones: While at work, employees are expected to exercise discretion in using their personal cell phones. Excessive personal calls or text messages during the workday can interfere with employee productivity and be distracting towards others. Employees are encouraged to make any personal calls or answer text messages during non-work time when possible. Partner4Work is not liable for the loss of personal cell phones brought into the workplace.

Personal cell phones used for business (such as public workforce development) are subject to the Pennsylvania Right to Know Law (65 P.S. § 67.101 et seq.), even if the work was done on personal time and equipment.

Company cell phones: When job duties or business needs demand, the company may issue a business cellphone to an employee for work-related communications. Personal use of company owned cell phones should be kept to a minimum. Employees in possession of Partner4Work

owned cell phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, Partner4Work reserves the right for the phone's return or inspection.

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones at all times. Safety must come before all other concerns, therefore the use of a cellphone while driving is not required by Partner4Work. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before making or accepting a call. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Reading or sending text messages while driving is strictly prohibited.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Employees violating this policy will be subject to discipline, up to and including removal of company-issued devices and termination of employment.

All email, text, and phone conversations related to Partner4Work business using a personal or company cell phone are subject to Partner4Work's PII (Personally Identifiable Information) policy and thus must be protected and preserved. This means that any information subject to PII policy cannot be altered, damaged or destroyed. If an employee is found to have violated this policy with a personal or company owned cell phone, they may be at risk for disciplinary action, up to and including termination.

9.7 - EMAIL AND COMPUTER USAGE

Partner4Work prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. Email may not be used to solicit others for non business matters to include commercial ventures, religious or political causes.

The display or transmission of sexually explicit images or messages is not allowed. Other such misuses includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Partner4Work purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Partner4Work prohibits the illegal duplication of software and its related documentation.

9.8 - COMPANY EQUIPMENT

When using company equipment, employees are expected to be cautious, perform required maintenance and follow all operating instructions, safety standards and guidelines. Employees should notify a supervisor if any equipment, machine, or tools appear to be damaged or in need of repair.

9.9 - MAIL SYSTEMS

The use of employer-paid postage, Federal Express, or similar services for personal correspondence is not permitted.

9.10 - SOCIAL MEDIA

Partner4Work encourages its team members to be champions on behalf of the organization. As the online landscape continues to mature, the opportunities for Partner4Work staff to communicate with each other and the world are evolving. While social media creates new opportunities for personal expression, it also creates new responsibilities. If an employee chooses to publicly identify as a Partner4Work staff member on social networks, they are viewed by our providers, partners, and other outside parties as a representative of Partner4Work. Whether they specifically reference or discuss their work, their participation on social media platforms reflects on Partner4Work.

Departments should consider using both social and traditional media when trying to reach relevant audiences and must collaborate with the Communications Department accordingly. All communications should be in line with the overall strategic vision and mission of Partner4Work. If employees are unfamiliar with the strategic mission, vision or values, please take the time to familiarize yourself or reach out to your supervisor or the Communications Department.

This policy outlines best practices for employees to use when they communicate online for professional and personal use and to ensure transparency between Partner4Work and the public.

This policy is applicable to all Partner4Work employees who participate independently on social networks, engage with Partner4Work's social media channels, and/or contribute to or manage Partner4Work social media channels/content.

DEFINITIONS

Social Networks (also known as: social media platforms, social media channels, social media accounts): Online platforms used to communicate and share information, including but not limited to Facebook, Twitter, LinkedIn, Instagram; as well as vendors such as Wufoo, Mizrahi and MailChimp, which are considered digital publishing platforms. If in doubt, seek clarification from the Communications Department.

Social Media: Social Media is defined as content that is shared on social networks. Examples include text, images, slideshows, blogs, and video.

Brand Standards: When sharing Partner4Work news or content on social platforms, employees are required to uphold the brand standards of Partner4Work, including the use of logos, images and certain information specified in social media profiles. Refer to the Partner4Work Communications Guide for brand standards, logos, images, etc.

Communications Department: As of April 2024 ~~June 2023~~, the Partner4Work Communications Team includes the Chief of Staff, Senior Manager of Digital Strategy, and the **Digital Media Coordinator** ~~Communications Manager~~. The Communications Department is the department responsible for monitoring, contributing to and managing Partner4Work's social media accounts.

Authorized Agent: A Partner4Work staff member who has been authorized to manage social media on behalf of a Partner4Work program/department. Authorized Agents must seek approval from their Department Head and Communications before publicly publishing any content.

Roles and Responsibilities

The Partner4Work Communications Department will:

- Have final authority to create, edit or remove content from Partner4Work social media accounts;
- Work directly with departments to coordinate social media strategies and tactics, including digital communications for specific events and programs;
- Provide training materials and workshops for departments who need social media outreach regularly;
- Identify Authorized Agents, together with Department Heads;
- Evaluate and approve all new content being created by Authorized Agents;
- Maintain a list of approved social media accounts to follow/engage with;
- Provide advice and guidance on brand standards/messaging, should a staff member choose to share Partner4Work news on his/her personal channels;
- Be the primary responder to all questions, concerns, direct messages or inbox messages sent from the general public. Please notify a member of the Communications Department if you see a public question on Partner4Work accounts and avoid personally responding.

Use of Social Media

Personal Use

Employees may access their personal social media accounts at work for limited personal communications provided it does not interfere with their job responsibilities. No staff member may use a Partner4Work email address when using social media in a personal capacity. For example, employees cannot create a Facebook or Twitter account using their @partner4work.org email address. If they publicly list Partner4Work as their employer on any social media account, they must state in their profile that their comments are their own and are not representative of Partner4Work. Examples include:

- Twitter bio or cover image: Tweets are my own.
- Blog or website bio: While I work for Partner4Work, anything I publish is my personal opinion and not necessarily the opinions or position of Partner4Work.
- LinkedIn or Facebook: Thoughts, comments and/or opinions are my own.

Should employees choose to discuss Partner4Work on social networks, they must identify themselves with their name and, when relevant, their role at the organization. Only very few people in the organization are official spokespersons for Partner4Work (and if so, have been approved by Leadership and the Communications Department). Employees must make it very clear that they are not a spokesperson and are speaking independently and not on behalf of the organization. Employees may use a disclaimer such as, "This posting is my own and does not necessarily represent the position, strategy, or opinions of Partner4Work." Write in the first person and do not post personal views that could be perceived as organizational views.

Maintain integrity. Employees should avoid writing or posting anything that they would not want to see on a billboard, hear on the witness stand, or that would compromise their ability to do their job. Partner4Work staff is personally responsible for the content they publish online. If employees are unsure about publishing something, they should consult their supervisor or the Communications Department before posting. If in doubt, employees should err on the side of caution.

As an organization that receives funding from the federal government, Partner4Work staff must

be very careful about commenting on or about any political candidate and may never represent that Partner4Work supports or opposes a specific candidate. Should employees choose to discuss politics and/or social issues on their personal social network while listing Partner4Work as their employer, it is required that they list their beliefs as their own and consider modifying their privacy settings. Employees may not engage in any political activity on social media while on Partner4Work's time.

Partner4Work staff is strictly forbidden from posting:

- Confidential matters or anything designated "for internal use only";
- Legal information;
- Personal information of partners, providers, or other staff, interns or volunteers;
- Any copyrighted materials (relevant to their employment or Partner4Work as a whole) that belong to someone else without attributing the information to the source and properly citing and linking to that source.

Partner4Work staff must seek approval from the Communications Department before sharing/using Partner4Work logo/branding on any personal post/account. Any employee that authors or publishes an article as part of a city-wide, county-wide, regional, statewide, national or global publication is required to seek approval from their Department Head first before identifying themselves as a Partner4Work employee. Permission is unnecessary provided the employee does not identify themselves as a Partner4Work employee. An employee who has been asked to participate in an interview by a publication should contact their Director/Department Head and the Communications Department in advance.

Remember employment with Partner4Work is public record. Whenever employees discuss issues online, whether in a personal or professional capacity, their comments can be tied back to their employment with Partner4Work. Nothing in this handbook is meant to prevent an employee from exercising his or her free speech or First Amendment rights.

Professional Use

Only members of the Communications Department or specific designees are permitted to engage directly on social media on behalf of Partner4Work. Communications members are approved to conduct the following social media activity on behalf of the organization:

- Post onto social media pages;
- Comment on other social media pages;
- Respond directly to messages/inquiries
- Decide which social media pages to engage with, including "Liking," "Following," "Retweeting," and "Loving" content posted by other social media pages;

The Communications Department, together with Department Heads and the CEO, may identify Authorized Agents to regularly or temporarily draft content and manage certain aspects of Partner4Work social media, including Learn & Earn pages. All social media permissions should be determined by the Communications and Leadership Teams. Authorized Agents managing Learn & Earn social media content must send drafts of content to the Communications Manager before publishing. The Communications Manager has final approval of all content before it is published.

Partner4Work's social media posts reflect on Partner4Work as a whole. As with all other work related duties, employees creating Partner4Work social media content is governed by the organization's highest ethical standards. Social media posts made on behalf of Partner4Work, or made using information available to an employee because of their position with Partner4Work,

should not include any of the following:

- Potentially libelous comments including, but not limited to, disparaging comments about Partner4Work, businesses in which we frequently collaborate, partners, prospective partners, training providers, etc.;
- Obscene or explicit comments;
- Hateful or mean-spirited comments;
- Personal attacks, insults, or threatening language;
- Plagiarized material, or material that violates intellectual property rights;
- Private, personal information published with consent;
- Commercial promotions or spam;
- Comments that are off-topic, or that link to material that is off-topic;
- Comments that embed images from external sources;
- Content or images that infringe another's copyright or trademark.

In the event of public criticism online, it is not appropriate to engage in arguments on behalf of Partner4Work on social media. Doing so reflects badly on Partner4Work, and even if removed, may be subject to public disclosure laws. Any comments fitting the above descriptions are subject to removal from Partner4Work social media sites.

Communications has a plan in place to address offensive external remarks on social media accounts. If there is any question or hesitation regarding the content of a comment or post employees may encounter involving Partner4Work, they are asked to contact the Communications Manager.

Social media is an important channel for customer service. Authorized Agents should respond within one business day to any comments and questions on the social media channel in which it was originally published. After initial contact, Authorized Agents should forward the inquiry to the Communications Department. It is good practice to follow up with users within 24 hours even after initial contact to ensure their question has been addressed.

Social media accounts used for business (such as public workforce development), including personal accounts, are subject to the Pennsylvania Right to Know Law (65 P.S. § 67.101 et seq.), even if the work was done on personal time and equipment.

9.11 - GIFT ACCEPTANCE/GIFT GIVING

Employees cannot accept or solicit cash or cash equivalent, gift or other item from a provider seeking to conduct or already conducting business with Partner4Work.

Limited and acceptable exceptions:

- Ordinary social hospitality may be accepted only when incidental to officially sanctioned Partner4Work trainings (e.g. approved continuing education and working lunches) or in connection with an official function or other event in which the employee is representing Partner4Work;
- Food or refreshment of nominal value on infrequent occasions in the ordinary course of a luncheon or dinner meeting or other meetings may be accepted and recreation, entertainment, food, or refreshments of nominal value in the furtherance of a charitable event may be accepted;

- Unsolicited advertising or promotional material, such as pens, pencils, note pads, mugs, t-shirts, calendars, and other such items of nominal intrinsic value may be accepted;
- A voluntary gift of nominal value or donation in a nominal amount made on a special occasion such as marriage, illness or retirement may be accepted;
- Partner4Work reserves the right to make determinations regarding the appropriate application of these exceptions in its sole discretion.

Employees shall not solicit or accept for personal benefit directly or indirectly cash or checks made out to them under any circumstances. Gift cards valued at \$100 or less for specific vendors/restaurants are permissible. Employees shall not accept for personal benefit any gift, loan, discount or any item of substantial monetary value (>\$100) from any person or company that is seeking to conduct or is currently conducting business with Partner4Work. Employees should consult with leadership on the appropriateness of any gift exchange.

9.12 - JOB ABANDONMENT

Partner4Work expects employees to report for work on time for every scheduled shift (see section 6.2-Work Schedules and section 6.3-Flex Time Schedules). An employee who is unable to report to work at the designated time is required to notify their supervisor in accordance with the leave policies in Section 7 of this handbook.

Employees who fail to report to work for two (2) consecutive business days without notifying Partner4Work of the absence will be considered as having voluntarily resigned as a result of job abandonment. Job abandonment will also occur when a staff member fails to return to work or directly notify their supervisor of the reason for absence within two (2) consecutive working days after an approved leave of absence, disciplinary suspension, or recall from layoff status. If the employee is unable to contact Partner4Work for any absence, they should ask a representative (such as a family member or friend) to do so on their behalf.

9.13 - RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Partner4Work. Although advance notice is not required, Partner4Work requests at least two (2) weeks written resignation notice from all employees.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

After giving notice, employees cannot use PTO during their final two (2) weeks of employment.

Partner4Work will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Partner4Work, or return of Partner4Work-owned property. Suggestions, complaints, and questions can also be voiced.

9.14- RETIREMENT

Retirement is a voluntary act initiated by the employee to terminate employment with Partner4Work and leave the workforce.

9.15 - LAYOFF

Whether the position is being eliminated due to lack of work, lack of funds or because of reorganization, employees will be notified at least 2 weeks prior to the elimination of their position. Any accrued but unused vacation hours will be included in the employee's last paycheck up to a maximum of 80 hours.

9.16 - PROGRESSIVE DISCIPLINE

The purpose of this policy is to state Partner4Work's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Partner4Work's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Partner4Work may use progressive discipline at its discretion.

Progressive discipline means that, with respect to most disciplinary problems, these steps will generally be followed:

Verbal Warning - Verbal warnings are given to reestablish expected conduct. The impact of the incident or violation should also be taken into consideration. The supervisor should document for their records that the conversation occurred, keeping in mind the significance of the impact of the act or omission.

Written Warning - If the conduct addressed by a verbal warning is repeated or additional problems occur within twelve (12) months of a verbal warning, the supervisor should follow up with a written warning in the form of a letter/memo. The supervisor and manager then sign the document to agree that the written warning had been given and received. If a single incident is more serious than is appropriate for a verbal warning, the supervisor can issue a written warning. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated within twelve (12) months.

Final Warning - If the conduct addressed by the written warning is repeated or additional problems occur within a 12-month period, discipline may progress to a final written warning, which may include an unpaid suspension; however, a single incident may be so severe as to merit an immediate final warning and suspension without pay. As noted above, the supervisor should work in consultation with Human Resources prior to taking disciplinary actions at higher levels, such as written warnings, final written warnings (with or without unpaid suspension) and termination.

Termination - Employment may be terminated based on progressive discipline within a 12-month

period or based on the severity of a single incident. Misconduct that involves dishonesty, violation of the law, or significant risks to Partner4Work's operations or to the safety or well being of oneself or others is grounds for immediate termination of employment. However, the facts and circumstances of each case will determine what action, up to and including discharge from employment, is appropriate. Decisions to terminate employment should be made in consultation with the department Supervisor, Human Resources, and Director.

If the employee is receiving disciplinary actions regarding workplace performance and not conduct, the Supervisor may deem it more suitable to engage in a Performance Improvement Plan (PIP). The PIP is an opportunity to educate an employee and promote successful performance. A PIP is not a step in the progressive discipline process and is meant to encourage transparency.

Partner4Work recognizes that there are certain types of employee problems that are serious enough to justify either suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy (Section 9 of this handbook) includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Partner4Work.

9.17 - EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Examples of some of the most common circumstances under which employment is terminated are:

- Resignation: voluntary employment termination initiated by an employee;
- Discharge: involuntary employment termination initiated by the organization;
- Layoff: involuntary termination due to elimination of the position or lack of funding;
- Retirement: voluntary employment termination to leave the workforce;
- Job abandonment: voluntary employment termination is when the employee does not report to work for two (2) days and does not notify their supervisor.

Both the employee and Partner4Work have the right to terminate employment at-will, with or without cause.

Partner4Work will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Partner4Work, or return of Partner4Work-owned property. Suggestions, complaints, and questions can also be voiced.

Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Partner4Work does not provide severance pay.

9.18 - RETURN OF PROPERTY

All employees are responsible for all Partner4Work property, materials, or written information issued to them or in their possession or control. Employees must return all Partner4Work property immediately upon request or upon termination of employment. Partner4Work may also take all action deemed appropriate to recover or protect its property.

10 - ATTACHMENTS

The following documents can be found on the General Shared Drive under Handbook Attachments:

- Conflict of Interest
- Confidential Information
- Disclosure of Board Membership and Other Employment
- Drug Free Workplace
- Equal Opportunity/Anti Discrimination Complaint Process
- Ethics Attestation
- Non involvement in Sex-related and Child Abuse Offenses
- Personally identifiable Information (PII)
- Social Media Policy

2023 EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I recognize my obligation to read this handbook and to thoroughly understand its contents, and to observe and follow the policies and procedures stated in the document. This handbook has been prepared for informational purposes only. Neither this handbook, Partner4Work practices, nor other oral or written communications create an employment contract or term of employment, unless specifically stated in writing and signed by the Chief Executive Officer of Partner4Work.

I acknowledge that nothing in this handbook shall limit Partner4Work's or my right to terminate the employment relationship at any time, with or without cause or advance notice for any lawful reason. I also acknowledge that only Partner4Work's Chief Executive Officer is authorized to modify the Company's at-will employment policy or enter into any agreement contrary to this policy and any such modification must be in writing and signed by the employee and the Chief Executive Officer.

Name (Print): _____

Signature: _____

Date: _____