



Employee Handbook

Updated July 2020

Acknowledgement of Receipt of ReBuilding Center Employee Handbook

This Employee Handbook (Handbook) describes important information about the ReBuilding Center (RBC). It is the RBC's Executive Director and HR Generalist's responsibility to communicate changes in the Handbook to you, the employee, through staff meetings, memos, and/or electronically. It is your responsibility to use the handbook as a reference. There may be times when policies or procedures will change before the Handbook can be revised.

Please consult with your supervisor, the HR Generalist, or the Executive Director regarding any questions not answered in this Handbook.

The purpose of this form is to demonstrate you have read this Handbook and accept responsibility for its contents.

By signing below, you confirm the following statements:

I acknowledge that I have received a copy of the ReBuilding Center Employee Handbook ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the ReBuilding Center.

I also understand that the purpose of this Handbook is to inform me of RBC's policies and procedures, and it is not a contract of employment. Nothing in this Handbook entitles me or any RBC employee, nor is it intended to create contractual obligations of any kind. I understand that RBC has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

I expressly agree to the provisions in the Dispute Resolution section of the Handbook, in which I have agreed to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between RBC and me, subject to RBC's right to seek injunctive relief. The decision of the arbitrator will be final and binding.

Employee Signature

Date

Full Name (please print)

On behalf of all your coworkers, thank you for accepting this position with RBC, and welcome again to what we hope will be a rewarding and engaging work experience for you. We're truly excited to work with you!

Please sign and date one copy of this acknowledgement and return it to the HR Generalist. Retain a second copy for your reference. (An electronic copy of the Handbook is available on the Shared RBC network drive, and a hard copy is available in the office.)

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Welcome & About the ReBuilding Center

Congratulations on being hired in your new position! On behalf of everyone here at the ReBuilding Center (RBC), we welcome you as our new coworker! You stood out as someone who will make positive contributions to our organization's mission and vision. We truly look forward to working with you. We hope you will find RBC an enriching and engaging place to work.

Vision: We envision a world in which reuse and repair are cornerstones of efforts to stem climate change and build equitable, resilient communities.

Mission: To build community resilience in the Portland region by ensuring access to affordable reclaimed home improvement materials, reuse education, and repair skills so people can be self-sufficient and reduce waste.

Values:

Sustainability

- We opt for strategies and processes that reduce waste and limit use of natural resources and environmental impacts.
- We prioritize reuse over recycling.
- We believe sustainable communities begin with physical and mental health, a living wage, and balance between work and home.

Inclusion

- We value, embrace, and honor the history of our neighborhood.
- We seek to be a safe, welcoming, and accessible place for people to gather.
- We strive to continually learn and improve our practices, policies, environment, and culture to move our organization in the direction of racial equity.

Scrappiness

- We are adaptable, flexible and resourceful in how we use materials and address challenges.
- We practice sincerity and humility in our interactions with one another and the people we serve.
- We value and honor the creativity and unique qualities of people and materials.

Fun

- We strive to create an environment in which our team finds joy in their work, and the people we serve find joy in their experience with us.
- We value teamwork and seek to find humor in our work together.

Compassion

- We listen fully, with patience, and without judgement to one another and the people we serve.
- We practice empathy and care for one another and the people we serve, prioritizing relationships as a key component of our work.

Respect

- We practice honesty and trust in our relationships with one another and the people we serve.
- We prioritize transparency and information-sharing to ensure that our entire team is able to make decisions that support the health and success of our organization in enacting our mission.

History

Founded in 1997, RBC is a Portland-based, nonprofit. Originally founded as Our United Villages, we underwent a

rebranding in 2015 to adopt the name of ReBuilding Center as the most visual representation to the public of our mission, vision, and goals. RBC operations to bring reuse and repair services to the community include the Store, Driving Department, Education Program, Volunteer Program, and Administration.

We believe that you will contribute significantly to RBC's success and want you to share in the growth of our organization. An important way to support your success is to help you understand RBC and your role within it. Our Employee Handbook is a guide to give you a better understanding of RBC's history, guiding principles, policies, procedures, and practices.

In addition to this Handbook, each RBC department has written and/or developed verbal standard operating procedures and practices that provide helpful details about the day-to-day functions of each area. You will learn many of these practices through hands-on experience during your introductory period. Your supervisor will ensure that you learn the specific expectations for your work area. We realize that this handbook is a lot to read and absorb. Please keep your Employee Handbook available and continue to refer to it over time. A hard copy is always available in the administrative office. This document is also available in electronic format on the Shared network drive.

As we grow and change, our Handbook will change as well. Changes may result from staff recommendations, but it's the purview of RBC's Board, working hand in hand with the Executive Director and human resources (HR), to add, revise, and eliminate Employee Handbook provisions as needed and keep this Handbook handy as a reference. There may be times when policies or procedures change before the Handbook can be revised.

Again, on behalf of the ReBuilding Center Board of Directors, your coworkers, our volunteers, guests, students, and visitors — WELCOME! THANK YOU for being here!

Introduction

This Employee Handbook ("Handbook") is a compilation of personnel policies, practices and procedures currently in effect at the ReBuilding Center ("Organization" or "RBC").

The Handbook is designed to introduce you to RBC; familiarize you with the Organization's policies, provide general guidelines on work rules, benefits, and other issues related to your employment; and help answer many of the questions that may arise in connection with your employment.

This Handbook is not a contract. Like most Oregon employers, RBC is an at-will employer and does not offer individual employees formal employment contracts with the Organization. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is to serve as a guide and to provide you with a convenient explanation of present policies and practices at RBC. The Handbook cannot cover every matter that may arise in the workplace; for this reason, specific questions regarding the applicability of a particular policy or practice should be discussed with the HR Generalist.

RBC reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. The HR Generalist and the Executive Director will communicate such changes through staff meetings, memos, email and other appropriate means. However, such a notice is not required for changes to be effective. The management team, with oversight from the Executive Director, is responsible for processes and procedures that operationalize policies. It is your responsibility to familiarize yourself with RBC policies and procedures.

General Employment Policies & Practices

RBC Workplace Diversity Statement

RBC and its employees place a high value on maintaining a workforce that reflects the diversity of people in our community. This has been our practice since we opened our doors in 1998. Our diversity has been a significant reason for our success. We believe the more diverse our organization, the more successful we will be in achieving our goals and mission. We support our emphasis on diversity by broadly and strategically advertising our job opportunities through newspapers, community-based agencies assisting job seekers, local businesses, job postings at our main worksite on North Mississippi, employee referrals, and other means. People are employed here based on their commitment to use their skills, time, and energy to achieve RBC's goals to serve the community. Further, RBC employees demonstrate through their actions a commitment to contribute to the common cause of a socially and physically healthy work environment that is based on a foundation of inclusion of and respect for all people.

Equal Employment Opportunity

RBC is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, ethnicity, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, marital status, veteran status, or any other status protected by federal, state, or local laws. Our policy reflects and affirms the Organization's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in Anti-Discrimination & Harassment below.

Workplace Community: Staff & Board, People We Serve, & Our Supporters

The ReBuilding Center is much more than a place to work, shop, take classes, or volunteer. It is a place where a diverse group of people come together to learn from and share with each other as a cohesive workplace community. Our workplace community is founded on a common vision for healthy communities and sustainable environments. The members of this community have respect for one another and make a sincere effort to recognize each other's humanity. We work hard to take care of each other. It is a community in which we pull together for the common good of the whole as well as each other; where opportunities are open; where people can be proud of the place they work at; where people share in and are recognized for the accomplishments of the Organization; where staff are encouraged to learn and teach from the positive results of their experiences; and where each person's talents are sought after and openly recognized.

Principles for Working Together

- Respect your coworkers.
- Strive for the Platinum Rule – treat others as they wish to be treated.
- Recognize and give thanks for other's consistent or extra effort.
- Be kind to others as well as yourself.

- Be willing to share with and teach others.
- Listen and be willing to learn from others.
- Make every effort to help when a coworker is in need.
- Be thoughtful of coworkers when conducting your duties and responsibilities.
- Make yourself open and available for communication with your coworkers.
- Look out for the safety of yourself and others at all times.

ReBuilding Center guests and visitors come to our store to purchase and donate materials, to learn, and to be inspired. Whenever you are at work on any RBC site, you are representing the mission and values of the ReBuilding Center to the public.

In rare instances visitors, customers, and students sometimes forget to conduct themselves appropriately or they are unaware of our workplace policies. In those rare instances where someone persists in showing unacceptable behavior towards others, the department manager or person in charge shall take even and fair action consistent with the situation to preserve and maintain a healthy work environment for staff, guests, volunteers, visitors, and students.

A Learning Environment

We hope that RBC will always be a place where people, especially our staff members, are constantly inspired and encouraged to learn and grow. We regularly offer a variety of training opportunities, not only to help you do your job better, but also to help you gain knowledge and develop new skills. We believe that when we are learning and growing we are more motivated to successfully achieve our goals individually and as an organization.

We are a “learning organization.” Mistakes are inevitable when creative people do creative work. We believe that mistakes are learning opportunities and we expect each of us to learn from our mistakes. Mistakes, however, may become a significant problem if they turn into a regular pattern.

Communication

Excellent communication is one important key to fulfilling RBC’s mission and achieving our vision. RBC has implemented several means of encouraging and supporting effective communication. We encourage and foster a culture of candid communication where employees can objectively describe a dispute situation and request a resolution directly. As our organization continues to grow, our communication methods evolve as well. We encourage you to ask questions, share your ideas, and take responsibility for building and maintaining an environment that supports open, honest, and clear communication.

Orientation & Training

To help you become familiar with the ReBuilding Center and our way of doing things, the Organization will provide an orientation and training session within the first few days after you begin work. Some of the content of the session will depend in large part on the nature of your responsibilities, while other parts will be applicable to all employees. In addition, the ReBuilding Center may periodically offer additional training or educational programs. Some programs may be voluntary, while others will be required.

Your Employment Relationship with the ReBuilding Center

The ReBuilding Center generally does not offer individual employees a formal employment contract. Employment is “at will,” meaning that you or the ReBuilding Center may end your employment at any time for any lawful

reason.

This Employee Handbook is not a contract. It does not create any agreement, express or implied, guaranteeing you any specific terms or conditions of employment. Nothing contained in this Handbook should be construed as creating a contract guaranteeing employment for any specific duration, nor does the Handbook obligate you to continue your employment for a specific period of time. Unless you have entered into an employment agreement that supersedes this document, either you or the Organization may terminate the employment relationship at any time. The Handbook does not guarantee any prescribed process for discipline and discharge.

No manager or other representative of the ReBuilding Center, other than the Executive Director, has the authority to enter into any agreement guaranteeing employment for any specific period. No such agreement shall be enforceable unless it is in writing and signed by the Executive Director and the employee.

Recruitment & Hiring

The ReBuilding Center's primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of employees are made on the basis of job-related criteria.

When positions become available, qualified current employees are encouraged and welcome to apply for the positions. As openings occur, notices relating general information about the position are posted. The manager of the department with the opening will arrange interviews with employees who apply. We encourage current employees to recruit new talent for the ReBuilding Center.

Performance Reviews, Salary Reviews

An employee's first performance review will take place at either 90 or 180 days of employment with the ReBuilding Center. Thereafter, performance reviews will normally be conducted annually. All performance reviews will be completed in writing by your supervisor on a form designated by RBC, and reviewed in conference with you. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, teamwork, compliance with ReBuilding Center employment policies, any disciplinary actions, and year-to-year improvement in overall performance. Compensation increases are given by the ReBuilding Center at its discretion in consideration of various factors, including employee tenure and performance reviews. Compensation increases may or may not correspond with performance reviews.

Promotions & Transfers

In an effort to match you with the job for which you are most suited and/or to meet the business and operational needs of the ReBuilding Center, you may be transferred from your current job. This may be either at your request or as a result of a decision by RBC.

Reasons for transfer may include, but are not limited to, fluctuations in department workloads or production flow; a desire for more efficient utilization of personnel; increased career opportunities; personality conflicts; health; other personal situations; or other business reasons. Temporary transfers may be made at the discretion of the ReBuilding Center management. Most job openings that are intended to be filled from within the ReBuilding Center will be posted internally via company email. The management of RBC does reserve the right, however, to transfer or promote an employee without posting the availability of that position.

An employee is eligible to request a transfer and to be considered for a promotion upon completion of six months

of satisfactory performance. However, a transfer may take place within the first six months of employment if the management of the ReBuilding Center believes that it is in the best interest of the Organization to do so. Your eligibility is also dependent, of course, on your having the needed skills, education, experience, and other qualifications that are required for the job.

Outside Employment

While employed at the ReBuilding Center, you may not engage in outside employment that competes with RBC, conducts business with RBC, or otherwise interferes with your ability to perform according to established standards of performance and work rules. The extent to which outside employment competes with RBC business will be determined on a case-by-case basis, and any questions should be brought to up to your Supervisor, the HR Generalist, or the Executive Director as soon as possible. You also may not conduct business connected to outside employment during hours you are scheduled to work at RBC or use company equipment for such purposes.

Conflict of Interest

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer/client, or any individual or organization doing or seeking business with the ReBuilding Center. This means you may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the organization or interferes with your ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the individual responsible must have no proprietary or financial interest in any business that furnishes products, materials, or services to the organization or in any related transaction. Nor may he/she benefit directly or indirectly from a third party who furnishes products, materials, or services to the organization.

Employees may request material donations on behalf of community organizations they are affiliated with in accordance with RBC's public material donation program.

Whistleblower Policy

General

ReBuilding Center's Code of Ethics and Conduct ("Code") requires board members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of ReBuilding Center, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all board members and employees to comply with the Code and to report violations or suspected violations in accordance with this whistleblower policy.

No Retaliation

No board member or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against an individual who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within ReBuilding Center prior to seeking resolution outside the organization.

Reporting Violations

The Code addresses the ReBuilding Center's open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with RBC's Executive Director and follow RBC's Dispute Resolution policy. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Executive Director, who has specific and exclusive responsibility to investigate all reported violations. In the case of suspected fraud, individuals should contact the RBC Executive Director directly and immediately. Reports of suspected violations of the Code by the Executive Director must be made to the board chair. Board members must report suspected violations to the board chair. The board chair is responsible to investigate all reported violations.

Handling of Reported Violations

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within 5 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Investigation & Resolution

The RBC Executive Director is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her/their discretion, shall advise the Executive Committee of the Board of Directors regarding reported issues.

Accounting & Auditing Matters

The Executive Committee of the Board of Directors shall address all reported concerns or complaints regarding accounting practices, internal controls, or auditing. The Executive Director shall immediately notify the Executive Committee of any such complaint and work with the Committee until the matter is resolved.

Acting in Good Faith

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

Confidentiality

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

Employment Classifications

The following terms will be used to describe employment classifications and status:

Exempt Employees

Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the state and federal regulations. In general, an exempt employee is one who is paid on a salary basis at not less than mandated monetary compensation per week, and who holds an administrative, professional, or management position. Certain outside salesperson and a few other job categories are also exempt.

Non-Exempt Employees

Salaried employees who are not administrative, professional, or managerial employees (as defined by state and federal law), and many hourly employees, are generally not exempt from the FLSA's overtime provisions. This means that employees who are paid an hourly wage, and typically assigned a regular work shift of not more than 40 hours per week, are typically eligible for overtime payment as appropriate under state and federal regulations.

Regular Full-Time Employees

Full-time employees are those who are not hired on a temporary bases and who are regularly scheduled to work at least 30 hours per week.

Regular Part-Time Employees

Part-time employees are those who are not hired on a temporary basis and who are regularly scheduled to work fewer than 30 hours per week. Part-time employees working an average of at least 30 hours per week are eligible for the ReBuilding Center's medical and dental insurance benefits. All employees not hired on a temporary or variable basis are eligible for 401(k) participation and prorated paid holiday, vacation, and sick leave benefits as defined further below.

Temporary Employees

Temporary Employees are hired for an interim period of time, usually to fill in for vacations, leaves of absence, or projects of a limited duration. Temporary employees are not eligible for ReBuilding Center paid benefits, except as required by law including Oregon Sick Leave.

Variable Employees

Variable Employees are those who are not hired to work on a temporary basis and who are scheduled to work on a variable basis according to company need. Variable employees are not eligible for ReBuilding Center paid benefits, except as required by law including Oregon Sick Leave.

Immigration Law Applicable to All Employees

The ReBuilding Center complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, the Organization is required by law to terminate your employment.

Hours of Work & Breaks

The workweek differs at the ReBuilding Center based on the department in which the employee works. Not only are breaks required by law as defined below, but they are also essential to resting our bodies and our minds, preventing accidents and injuries, and being more productive.

The **Administrative Office** workweek is generally from Monday through Friday, with normal operating hours from 9:00 am to 5:00 pm, with a reasonable break time for lunch. Work hours and days are negotiable in these positions, though schedules must work well with existing staff and planned events and be approved by your supervisor. Certain meetings such as Board meetings, community-building events, and special events require staff to work outside their normal work schedules during evenings or weekends. In those cases, you and your supervisor may negotiate alternative work schedules.

The Store, Driving, and Education Departments work on specific weekly schedules. The Department Managers are responsible for establishing work schedules. Effort is made to accommodate special requests. However, your request can only be accommodated if it works well with existing staff schedules and the needs of daily operations.

Regarding meal breaks, the ReBuilding Center follows the Oregon Bureau of Labor and Industry's (BOLI) guidance on mandatory meal breaks, and the most updated information can be found on BOLI's website. At the time of this Handbook's latest update, 30-minute unpaid break periods are to be provided to employees working continuous shifts of six hours or more. If the work period is at least six hours but fewer than seven hours, the meal period is to be taken between the second and fifth hour worked. If the work period is more than seven hours, the meal period is to be taken between the third and sixth hour worked. (For example, if you work from 9 AM to 3 PM, you would need to take a break between 11 AM and 2 PM. If you work from 10 AM to 6 PM, you would need to take a break between 1 PM and 4 PM.)

Overtime Hours

Because of the nature of our business, your job may periodically require overtime work. By law, overtime hours will be paid at 1.5 times your hourly rate. If the RBC requires that you work overtime, we will give you as much advance notice as possible. You should not work overtime hours without prior approval by your immediate supervisor or the designated manager. Overtime is calculated by our workweek on a Sunday through Saturday schedule.

Telecommuting

The ReBuilding Center may offer eligible employees on a case-by-case basis the opportunity to telecommute if it does not interfere with team workflow, projects, and deliverables. Not all jobs are suitable for telecommuting. You may telecommute up to your full scheduled hours, as the nature of your work permits, with the prior approval of your supervisor. This includes during times when office work is not permitted due to a state of emergency.

Attendance & Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. The ReBuilding Center recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your coworkers and can have a negative impact on the success of the Organization.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with a manager. If you must leave a voicemail, provide a number where your supervisor may reach you if need be. Your supervisor may specify which method of communication is preferred when possible (phone call, text, email, etc.), but do not assume a message has been received unless you receive a confirmed reply.

Please note that some, but not all, absences are compensated under the ReBuilding Center's leave and benefits policies. Please see the Holidays, Vacation and Other Leave section below for details.

You are expected to be at your work location at the beginning of each business day. If you are delayed, you must call your immediate supervisor to state the reason for the delay. As with absences, you must make every effort to speak directly with a manager. Regular delays in reporting to work will result in disciplinary action up to and including discharge.

Inclement Weather & States of Emergency

The ReBuilding Center is open for business unless there is a government-declared state of emergency or unless you are advised otherwise by your supervisor. There may be times when we will delay opening, and on rare occasions, we may have to close. Instances of inclement weather or a state of emergency that may result in cancellation or closure of RBC operations include, but are not limited to:

- A snow or ice event;
- A severe rain or flooding event;
- Power outages that effect operations;
- An Air Quality Index event;
- Excessive heat or cold;
- Earthquake; or
- Other emergency declared by a government agency (i.e. HAZMAT incident, pandemic, terrorism)

Use common sense and your best judgment when traveling to work in inclement weather. We care about your safety!

In the event that RBC's facilities are closed by the Organization or the government, your department supervisor will make every effort to contact you directly an hour before your scheduled start time, or as soon as practical, and an all-staff email will be sent.

If RBC cancels or closes operations after employees have reported to work, employees will be sent home early. The Executive Director will decide on a case-by-case basis whether compensation will be provided to employees who are either instructed not to report to work or to leave early due to inclement weather or a state of emergency. In all cases, employees will be allowed to use vacation or sick time off (in that order) to make up for missed hours that are not otherwise compensated.

If the ReBuilding Center is open and you are delayed getting to work or cannot get to work at all because of inclement weather or a state of emergency, the absence will be first charged to vacation time, then to sick time, and then to unpaid time off, in that order. Follow the attendance policy procedures for notifying your supervisor if you will be late or absent from work due to inclement weather or a state of emergency. You should always use your judgment about your own safety in getting to work.

Dress Code & Public Image

As an employee of the ReBuilding Center, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the workplace. It is essential that you act in a professional manner and extend the highest courtesy at all times to coworkers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary community and customer service.

The current RBC dress code differs by department: Employees working in the Store, Driving, and Education departments are encouraged to wear a ReBuilding Center shirt or other RBC attire to distinguish themselves to customers as RBC employees. Furthermore, employees in the Store, Driving, and Education departments are required to wear steel-toe shoes for safety. Your supervisor will go over all required personal protective equipment (PPE) and safety items with you during orientation. As always, please use common sense in your

choice of work attire.

Work Space

Employees are responsible for maintaining the workspace assigned to them as well as common areas. Employees should keep in mind that their workspace is part of a professional environment that portrays RBC's overall dedication to providing quality service to its clients. Our common areas, such as meeting rooms, break rooms, lobbies, etc. are also our responsibility. Our workplace is a community, and we should all strive to maintain common spaces and leave them at least in as good a shape as we found them.

Children in the Workplace

We love the opportunity to introduce children to the ReBuilding Center and its services. However, some of our areas can be particularly dangerous for children. If you see a child unattended or engaged in activities that could be potentially dangerous, please bring the potential hazards to the attention of the parent or responsible adult. If you need help, please ask a coworker or your supervisor. Your own children are welcome to visit you at work for short periods. Please use good judgment, especially regarding safety concerns. If an emergency child care situation requires you to have your child or children at work for more than a short break, you are expected to consult with your supervisor.

Office Equipment

Certain equipment is assigned to staff depending on the needs of the job, such as a computer, printer, and access to our central servers. This equipment is the property of the ReBuilding Center and cannot be removed from the office without prior approval from your supervisor. Please treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action. Making sure each employee has access to working equipment is important to us.

Employment Recordkeeping

Access to Personnel Files

The ReBuilding Center maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies, or any manager involved in potential transfer or promotional consideration.

Your personnel file is available for review (except for any references and other material exempt from disclosure under state law) by making advance arrangements with the HR Generalist. We will provide copies of personnel records or files to anyone as required by law.

Change in Personal Information

It is important that the ReBuilding Center maintain accurate personnel records at all times. You are responsible for notifying your immediate supervisor or the HR Generalist of any change in:

- name
- home address
- telephone number
- marital status
- number of dependents
- beneficiary(ies)
- person to be notified in case of emergency
- job-related physical or other limitations that impact employment, or
- any other pertinent information.

By promptly notifying the RBC of such changes, you will avoid compromise of your benefit eligibility, the return to sender of W-2 forms, and similar inconveniences.

Internet Access

Access to the Internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal and study use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities. There is usually a computer available for staff in the Administrative Office for use during their designated breaks for personal and study use.

Right to Monitor

The Organization's email and Internet system is at all times the property of the ReBuilding Center. By accessing the Internet, Intranet, and electronic mail services through facilities provided by the ReBuilding Center, you acknowledge that RBC (by itself or through its Internet Service Provider) may from time to time monitor, log, and gather statistics on employee Internet activity and may examine all individual connections and communications. Please note that the ReBuilding Center uses email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages.

Responsibilities & Obligations

Employees may not access, download, or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence. In other words, please refrain from viewing or downloading any material you wouldn't be comfortable sharing with your coworkers or the public.

You must respect and comply with copyright laws and intellectual property rights of both RBC and other parties at all times. Software must not be downloaded from the Internet without the prior approval of qualified persons within the ReBuilding Center.

Violation of this Policy

In all circumstances, use of Internet access and email systems must be consistent with the law and RBC policies. Violation of this policy is a serious offense and, subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including termination.

Email

The domain @rebuildingcenter.org and its email system is the property of the ReBuilding Center. All emails are archived on the server in accordance with our Record Retention Policy, and all emails are subject to review by RBC. You may make limited use of the email system for personal matters, so long as such use is kept to a minimum and does not interfere with your work.

The email system is RBC property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using ReBuilding Center hardware and software.

Electronic mail is like any other form of ReBuilding Center communication, and may not be used for harassment or other unlawful purposes. Your email account is an RBC-provided privilege, and is still RBC property.

Remember when you send email from the ReBuilding Center domain, you represent the ReBuilding Center whether your message is business-related or personal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and Organization rules, policies and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

Social Media

The term “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking (Facebook, Twitter, Instagram, etc.) or affinity website, web bulletin board, or chat room, whether or not associated or affiliated with the ReBuilding Center, as well as any other form of electronic communication. The same principles and guidelines found in RBC rules, policies, and procedures apply to an employee’s social media activities online. While RBC cannot dictate what you post on social media, we strongly encourage staff to consider the appropriateness of your posts.

Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects the ReBuilding Center’s legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.

Employee Privacy

We take your privacy very seriously. The privacy and security of your personal data (the “Personal Information”) which we collect from you is important to us. It is equally important that you understand how we handle this data. The ReBuilding Center will not knowingly collect or use Personal Information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

Collection of Information

In the course of conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect Personal Information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, the location of the facility where you work, and other factors. We collect Personal Information from you solely for business purposes, including those related directly to your employment with RBC, and those required by governmental agencies.

Use of the Information Collected

The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to:

- **Human Resources Management.** We collect, store, analyze, and share (internally) Personal Information in order to attract, retain, and motivate a highly qualified workforce. This includes recruiting, compensation planning, succession planning, reorganization needs, performance assessment, training, employee benefit administration, compliance with applicable legal requirements, and communication with employees and/or their representatives.
- **Business Processes and Management.** Personal Information is used to run our business operations including, for example, scheduling work assignments, managing ReBuilding Center assets, reporting and/releasing public data (e.g., annual reports, etc.), and populating employee directories. Information may also be used to comply with government regulation.
- **Safety and Security Management.** We use such Personal Information as appropriate to ensure the safety and protection of employees, assets, resources, and communities.
- **Communication and Identification.** We use your Personal Information to identify and to communicate with you.

Limited Disclosure

The ReBuilding Center uses security measures to protect your Personal Information and ensure that unauthorized individuals do not have access to such information. We will not knowingly disclose, sell, or otherwise distribute your Personal Information to any third party without your knowledge and, where appropriate, your express written permission, except where disclosure is reasonably necessary to comply with the law.

Security of Personal Information

We employ reasonable security measures and technologies, such as password protection, encryption, physical locks, etc., to protect the confidentiality of your Personal Information. Only authorized employees have access to Personal Information. If you are an employee with such authorization, it is imperative that you take the appropriate safeguards to protect such information. Hard copy documents containing Personal Information (or any other confidential information) should be secured in a locked location when not in use. Computers and other access points should be secured when not in use by logging out or locking. Passwords and user IDs should be guarded and not shared. When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or similar devices, in accordance with our Record Retention Policy.

Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed. Do not make or distribute unauthorized copies of documents or other tangible medium containing Personal Information. Electronic files containing Personal Information should only be stored on secure computers and not copied or otherwise shared with unauthorized individuals within or outside of RBC.

RBC will make reasonable efforts to secure Personal Information stored or transmitted electronically from hackers or other persons who are not authorized to access such information.

Any violation or potential violation of this policy should be reported to your immediate supervisor, designated manager, or the HR Generalist. Your security is important to us! Any questions or suggestions regarding this policy may also be directed to your immediate supervisor, designated manager, or the HR Generalist.

Telephones

Access to RBC's telephone system is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. Abusing this privilege or letting it affect your performance of employment-related activities may lead to disciplinary action.

Staff should use common sense and their best judgment when making or receiving personal cellular phone calls at work. To the extent possible, please make personal cell phone calls during breaks or lunch times. The use of cell phone cameras during work hours is restricted to protect the privacy of the ReBuilding Center as well as of fellow employees. However, this restriction will not apply to any recordings made in the exercise of any rights granted to an employee by federal law.

The RBC telephone system is at all times the property of the ReBuilding Center. By accessing the telephone system through facilities provided by the ReBuilding Center, you acknowledge that RBC has the right to monitor its telephone system from time to time to ensure that employees are using the system for its intended purposes.

The ReBuilding Center prohibits the use of hand-held cellular devices while driving. Employees are required to use a hands-free cellular device while driving, should the use become a necessity in the course of employment. Sending and/or receiving text messages is expressly prohibited while operating any RBC vehicle.

ReBuilding Center Cell Phones. For reasons of safety and accessibility, RBC provided cell phones are made available to employees as needed. Department managers will determine whether the demands of the position require an RBC cell phone. RBC cell phones are primarily to be used for work purposes. Minimal personal use is allowed as long as you don't exceed your usage plan. Additional cell phone information is provided to users.

Smoking in the Workplace

In order to provide a safe and comfortable working environment for all employees, smoking is strictly prohibited at all times inside the RBC building. Places outside the store and offices may be designated as smoking areas. Smoking is limited to these areas. If you have a concern about the areas designated, please bring them up with your supervisor.

Drug-Free Workplace

The ReBuilding Center takes drug and alcohol abuse seriously, and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. We have a responsibility to our employees, guests, visitors, clients, and the general public to ensure a safe, healthy workplace. Being under the influence of illegal or legal drugs or alcohol, as well as possession or distribution of illegal drugs at the worksite or during work time is prohibited. "Under the influence" includes being "hungover"; if you are not ready to work due to these reasons, please call your supervisor and report that you are sick. If your supervisor has a reasonable belief that you are under the influence while working, or if probable cause testing is required for CDL drivers, you will be immediately relieved of work and a test to determine the facts may be administered, at RBC's expense.

The use of alcohol while on RBC property, at worksites, during work time, and during meal and work breaks is prohibited except when authorized in advance by the Executive Director for RBC functions. If alcoholic beverages are allowed at after-work events, RBC expects you to drink responsibly.

The ReBuilding Center has adopted a formal policy related to substance abuse, contained in the next section.

Substance Abuse

The ReBuilding Center recognizes alcohol and drug abuse as potential health, safety, and security problems. The Organization expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on RBC premises or at any time and any place during working hours. While what you do off the premises on your own time is your call, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may ask your immediate supervisor, designated manager, or the HR Generalist for assistance in seeking help to address substance abuse; they can also help you determine what coverage is available under the ReBuilding Center's medical insurance plan.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the ReBuilding Center. Any violation of this substance abuse policy will be subject to disciplinary action up to and including termination of employment. The safety of our employees is of utmost priority.

Safety & Accident Rules

The ReBuilding Center strives to provide a clean, hazard-free, healthy, and safe environment in which to work, and makes every effort to comply with all relevant federal, state, and local occupational health and safety laws, including the federal Occupational Safety and Health Act. As an employee, you have a duty to comply with the safety rules of RBC, and you are expected to take an active part in maintaining a hazard-free environment.

The Education, the Store, and Driving departments have safety procedures specific to their environments. Additional safety information is provided in written and verbal form for each department.

Observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. You are required to report any accidents or injuries—including any breaches of safety—and to promptly report any unsafe equipment, working condition, process, or procedure to a supervisor.

In addition, if you become ill or get hurt while at work, notify your manager immediately. Failure to do so may result in a loss of benefits under the state workers' compensation law.

Failure to abide by the ReBuilding Center's safety and accident rules may result in disciplinary action, up to and including termination. Again, the safety of our employees and those we serve is our utmost priority.

Workplace Violence Prevention Policy

As stated above, the ReBuilding Center is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our organization, staff, and clients.

Workplace violence includes any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his/her/their employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force that would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his/her/their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence by or against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

Anti-Discrimination & Harassment

Discrimination Is Prohibited

The ReBuilding Center is an equal opportunity employer and makes all employment decisions without regard to race, ethnicity, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, marital status, veteran status, HIV status, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. We seek to comply with all applicable federal, state, and local laws related to

discrimination and will not tolerate the interference with the ability of any of the Organization's employees to perform their job duties.

The ReBuilding Center makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the Organization.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of your immediate supervisor, designated manager, or the HR Generalist. Your complaint will be promptly, thoroughly, and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions, and privileges of employment. The ADA does not alter the ReBuilding Center's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his/her/their disability, or because of a perceived disability. As a matter of organization policy, the RBC prohibits discrimination of any kind against people with disabilities.

Disability Defined

An applicant or employee is considered to have a disability if he/she/they (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record or past history of such an impairment; or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the required skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who have a disability should request reasonable accommodation from RBC in order to allow them to perform a particular job. If you have a disability and you desire such reasonable accommodation, contact your immediate supervisor, designated manager, or the HR Generalist. On receipt of your request, we will meet with you to discuss your request. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms, and it will vary from one employee to another. Please note that according to the ADA, the ReBuilding Center is not required to provide the exact accommodation you are requesting, and if more than one accommodation is available, we may choose which one to provide. Furthermore, RBC is not required to provide an accommodation if doing so would cause undue hardship to the Organization.

Discrimination, Harassment, & Retaliation Prevention Policy

ReBuilding Center, “the organization,” prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

Discrimination and Workplace Harassment

It is RBC policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is our policy that all employees, customers, vendors, donors, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The “workplace” includes when employees are on company premises, at a company-sponsored off site event, traveling on behalf of the company, or conducting company business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual’s circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual Harassment

Sexual Harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct

is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Disciplinary Action

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, termination of employment. RBC may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential termination of employment.

Retaliation Protections

RBC prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. RBC will not tolerate retaliation against any employee for raising a good faith concern, for providing information

related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including termination from employment.

Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a company designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor or higher management, if the employee prefers. As an alternative, an employee may report the harassment to the company's human resource office. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Nondisclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with RBC policy, the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Workplace Bullying

RBC focuses on customer and community service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom they come into contact, with courtesy, respect, and professionalism. Further, we require that employees work cooperatively and constructively in resolving issues or problems on the job to foster satisfactory working relationships. In that light, bullying or similar disruptive behavior does nothing positive to enhance our work conditions and will not be permitted here. While harassment due to a person's protected class is prohibited, so too is harassment due to personality clashes or issues.

The ReBuilding Center defines bullying as "repeated or one-time inappropriate behavior, either direct or indirect, whether verbal, non-verbal, or physical, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior—whether exhibited between coworkers, management, and staff; vendor, customer, or other outside party; or a member of the public—violates our policy on how others should be treated while at the workplace or engaged in organizational operations. This policy also applies to off-site behavior exhibited by employees that negatively impacts the work relationship.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully will be considered. However, as with sexual harassment, the effect of the behavior upon the impacted individual is given primary weight. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives that RBC will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be subject to corrective action, up to and including termination.

When determining whether or not bullying has occurred, we will consider the following examples; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered. Verbal bullying can include slandering, ridiculing, or maligning a person; persistent name-calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; or abusive and offensive remarks. Physical bullying can include the obvious such as pushing or shoving or threat of physical assault, as well as damage to a person's work area, personal possessions, or property. Other examples of emotional bullying include threatening gestures or glances, which can convey the same message, and excluding someone socially at work.

Additional examples may also include:

- Making comments on Facebook, texting, misuse of other forms of social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Spreading rumors and gossip regarding individuals or sharing private information shared in confidence
- Interfering with the ability of someone to do their job duties or consistently assigning menial tasks not central to the job
- Taking credit for another person's ideas

The ReBuilding Center policy further prohibits harassment and discrimination based on sex stereotyping. Sex stereotyping occurs when Person A harasses or discriminates against Person B because Person B does not fit socially constructed ideas of how men or women should look, act or behave. The ReBuilding Center encourages reporting of all perceived incidents of sexual stereotyping, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with their immediate supervisor, the HR Generalist, or Executive Director.

Any employee who feels they have experienced bullying or intimidating behavior should immediately report that behavior according to the reporting process outlined in our anti-harassment policy. All reports will be investigated

and addressed. The making of false or malicious complaints of bullying or harassment will be regarded as a serious offense, which may also lead to further corrective action up to and including termination.

Our goal is a “worker” friendly environment, and we will take the actions necessary to ensure that our employees are treated with respect and regard!

Compensation

Payroll Practices

Employees are paid semi-monthly on the 15th and last day of the month. If the regularly scheduled payroll date falls on a Saturday or Sunday, the ReBuilding Center will attempt to deliver paychecks on Friday. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday. Otherwise, employees will be paid on the first business day following the scheduled payroll date.

Salary Deductions & Withholding

The Organization will withhold the following from your paycheck:

Taxes

Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

Garnishments

Income withholding orders issued by a governmental enforcement agency, court, or other entity, which the ReBuilding Center is required to deduct as required by law.

Insurance

Your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs.

Other Deductions

Other deductions which you authorize, including retirement plan contributions, flexible spending account (FSA) contributions, health savings account (HSA) contributions, long/short-term disability insurance, payroll advance repayments, etc.

Direct Deposit

You may have your paycheck deposited directly into your bank account. You will be given the authorization form for deposit by the HR Generalist. You also have the option of receiving a physical check.

Payroll Advances

We recognize that there may be times where our employees need to request a payroll advance. These requests need to be approved by the Executive Director and reviewed by the HR Generalist. Typical payroll advances will be capped at the employee's weekly wage or \$500, whichever is less, and repaid on the upcoming payroll. If the payroll advance is requested within four business days of the upcoming payroll, or received after that payroll was finalized, the advance will be repaid on the next payroll. Make sure your timesheet is up to date in order to verify hours worked can cover the payroll advance requested. Typical payroll advances will be ready within two business days when possible and with no questions asked. Any payroll advance requests that are over the maximum or requested to be repaid over multiple pay periods may be discussed in confidence with the Executive Director and will only take place with director approval. Draws may never exceed the net salary for the pay period.

Insurance Benefits

General

This section describes the fringe benefits provided by the ReBuilding Center and information on your eligibility for benefits. Benefit plans governed by the federal Employee Retirement Income Security Act (ERISA) may be further described in formal Summary Plan Descriptions or other legal documents available for your review in the HR Generalist's office.

Employees meeting the eligibility criteria for particular benefits may participate in the various insurance programs offered by the ReBuilding Center. You may review the eligibility criteria for each benefit in the Summary Plan Description for the particular benefit. Periodically, there will be an Open Enrollment period (described below). If you decline to participate in these programs on your initial eligibility date, you may request entry into the plan during Open Enrollment or Special Enrollment (described below).

Medical & Dental Insurance

The ReBuilding Center offers medical and dental insurance to all eligible employees. Details of the plan(s) may be found in the Summary Plan Description (SPD) for the particular benefit. This Handbook does not constitute such a legal document. The ReBuilding Center offers medical and dental coverage for eligible employees and their eligible dependents. In the event of any conflict between the information contained in this Handbook and in the Organization's SPDs, the SPDs shall govern. The plan(s) is subject to change at RBC's discretion.

Employee Contributions

The full premium, covering the health and dental premiums for just the eligible employee, is contributed by the ReBuilding Center. The ReBuilding Center's benefit package for dependents is contributory; that is, you are responsible for a portion of the premium for dependent benefits. Your contributory cost is deducted from your paycheck.

Late Applicants

At the time you are hired, you are given an opportunity to elect certain benefits. Employees working an average of at least 30 hours per week become eligible the 1st of the month following 60 days of employment. If you waive participation in any of these programs for either yourself or your eligible dependents, you will generally be allowed to apply for entry into the various plans only during Open Enrollment.

Open Enrollment

The Open Enrollment period, which occurs once each year, allows employees to add or change their benefits coverage. Applications for Medical Plan, Dental Plan, Health Care Flexible Spending Account (FSA), Health Savings Account (HSA) Contributions, Life Insurance Plan, Short-Term Disability Plan, and any other employer-sponsored benefit may be submitted during this period. Changes, additions and other elections made during Open Enrollment will take effect on the effective date following the Open Enrollment period. Once you have made a change, you generally cannot change that selection until the next Open Enrollment period (except in the case of certain life events; see Special Enrollment).

Special Enrollment

Special enrollment allows individuals who previously declined coverage to enroll in the plan upon loss of eligibility for other coverage and upon certain life events, such as marriage and the birth, adoption, or placement for adoption of a child. Employees must generally request enrollment within 30 days of the loss of coverage or life event triggering the special enrollment. For specific details regarding special enrollment, please refer to the Summary Plan Description.

Continuation of Health Coverage

Federal law generally requires employers with 20 or more employees to give employees, spouses (including same-sex spouses), and dependent children the right to continue group health benefits for limited periods of time under certain circumstances, such as voluntary or some types of involuntary job loss, reduction in hours worked, death, divorce, and other life events. Employees ordinarily may continue their health coverage for up to 18 months when their employment is terminated.

Health Care Flexible Spending Account (FSA)

The ReBuilding Center offers a health care Flexible Spending Account (FSA) that eligible employees can use to pay for certain out-of-pocket health care costs. Please refer to the health care FSA Summary Plan Description for an explanation of benefits and limitations.

Health Savings Account (HSA)

The ReBuilding Center contributes to a Health Savings Account (HSA) for eligible employees who are enrolled in a high-deductible health plan. Eligible employees can use HSA funds to pay for qualified medical expenses. Please refer to the HSA Summary Plan Description for an explanation of benefits and limitations.

Short-Term Disability Plan (STD)

A short-term disability plan is provided for eligible employees. Please refer to the STD Summary Plan Description for an explanation of the plan benefits and limitations.

Life Insurance

Eligible employees are automatically enrolled in a group term life insurance program. Enrollees may designate or change the beneficiary for this policy at any time. RBC pays the premium for this program. The face value of this benefit is equal to one time the employee's annual salary. For details, please refer to the plan SPD.

Supplemental Insurance

Eligible employees may purchase long-term disability, supplemental life, hospital care, and additional available insurance for themselves and dependents at group rates. Supplemental insurance is a voluntary benefit and is employee-specific. Enrollees should refer to the plan SPDs for eligibility requirements, plan limitations, and additional information.

Workers' Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance, provided by the ReBuilding Center and based on state regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of your injury or illness. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. If you are injured or become ill on the job, you must immediately report the injury or illness to the HR Generalist. This ensures that the ReBuilding Center can help you obtain appropriate medical treatment. Your failure to follow this procedure may delay your benefits or may even jeopardize your receipt of benefits. Questions regarding workers' compensation insurance should be directed to the HR Generalist.

Other Benefits

Employee Assistance Program

The ReBuilding Center offers an Employee Assistance Program (EAP) for all employees. The ReBuilding Center's EAP offers resources to employees and their dependents, family members, and housemates who are struggling with personal issues—things like relationship or family issues, alcohol/drugs, parenting, anxiety, anger, stress, coworker conflict, and more. The EAP includes local confidential counseling, crisis assistance, legal and financial services, and identity theft protection and recovery (all on a limited basis). Your EAP is an excellent resource and is available to you 24 hours a day. You will be provided with basic information about the EAP during your first week of work. Please refer to the EAP Summary Flyer for additional details. If you have questions, please see the HR Generalist.

Retirement Plan

The ReBuilding Center has established a retirement program under section 401(k) of the Internal Revenue code. RBC's retirement plan allows you to deduct money from your paycheck and save it for retirement. You chose how much, if anything, you wish to save. Regular part-time and full-time employees are eligible to participate in the retirement plan program on the 1st of the month following 60 days of employment, regardless of the number of hours worked. RBC may elect to make a voluntary employer contribution to the plan, which is determined annually by the Board of Directors.

The ReBuilding Center 401(k) Plan has an automatic enrollment feature for employees hired or rehired after January 1, 2020. In order to make saving for retirement as easy as possible, the plan is designed so that employees will automatically be enrolled when they become eligible. If an employee does not enroll in the plan by the date requested by the HR Generalist or other Plan Administrator, 3% of an employee's compensation will be withheld from each paycheck and contributed to the Plan as an elective deferral. In addition, these dollars will be invested in the Plan's default investment vehicle as described in the Summary Plan Description or 401(k) Notice of Automatic Enrollment.

Employees have the right to elect not to have any amount deferred from their paychecks. However, should an employee fail to make an election, 3% of compensation will be deferred from the employee's paycheck and continue to be deferred until the employee notifies the Plan Administrator or HR Generalist that they do not wish to have amounts deferred or that they wish to increase or decrease the deferral amount. To elect not to defer, or to increase or decrease the deferral amount, complete a Salary Reduction Agreement and submit it to the HR Generalist or Plan Administrator.

Please refer to the Retirement Plan Benefit Booklet and/or Summary Plan Description for additional details.

Sabbatical

RBC is happy to offer its eligible regular employees a paid Sabbatical Leave upon working for the Organization for a combined 10 years. The Sabbatical Leave must be taken during the employee's 10th year of employment with notice of at least two months to their supervisor. The HR Generalist will notify the employee and their supervisor of approaching sabbatical eligibility at the beginning of the employee's 9th year of employment.

Full-time employees will receive a maximum of six weeks (30 work days) paid sabbatical leave. Part-time employees will receive a prorated amount of paid sabbatical leave. Holidays that fall during a scheduled sabbatical do not count toward the 30-day (or prorated) total. RBC values its employees and wants to ensure they

are able to enjoy their paid leave and supports their use of this time off. The ReBuilding Center believes that sabbaticals are important for quality of life. At the same time, RBC recognizes that an employee's ability to take advantage of the sabbatical may be influenced by financial considerations. As such, employees may elect, with their supervisor's permission, to receive up to half of the sabbatical leave paid out instead. Employees should note that this payout will be subject to the usual payroll taxes and will occur for the time period of the sabbatical.

Sabbatical Leave does not vest and will not be paid out, in whole or in part, upon resignation, abandonment, job elimination, discharge, or voluntary leave of the organization.

Prior Service Credit

Employees who are rehired by the ReBuilding Center will receive credit for prior time worked as follows:

Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one year after the separation date.

Employees who voluntarily resigned from their employment with the ReBuilding Center will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within one year after the resignation date. However, a new anniversary date will be established based on the date of reinstatement.

All other rehires shall be considered new employees, except where the Employee Retirement Income Security Act may rule otherwise for pension purposes.

Travel, Lodging & Entertainment

The following reasonable expenses will be reimbursed if they are properly approved and documented. The nature of some employee positions will occasionally require travel, lodging, and entertainment expenses. The expectation around these expenses will be conveyed to those employees by their supervisor upon hire or along with an internal position change.

Business Travel-Related Expenditures

Please request receipts for all transportation expenditures and record on the receipt the starting and ending point for the trip and a brief description of the purpose of the trip.

Mileage Reimbursement

The standard mileage reimbursement, set by the IRS, includes the costs of operating an automobile such as depreciation, maintenance, repairs, tires, gasoline, oil, insurance, taxes, and vehicle registration fees. Normal personal commuting costs are not subject to reimbursement.

Employees who travel for work outside of the personal commute to their daily work site may submit for mileage reimbursement.

Parking Reimbursement

Employees may be reimbursed for business-related parking expenses up to the established maximum rate of \$20 per day.

Public Transit Reimbursement

Employees may also be reimbursed for business-related transit expenses.

Rental Cars

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available. Travelers are encouraged to choose compact or mid-size cars whenever possible. If you need more information regarding rental cars, contact your immediate supervisor, designated manager, or HR.

Note: Travelers should refill gas tanks before returning rental vehicles. Rental companies levy a charge for refueling, far more than the price of gas. Avoid drop charges by returning the vehicle to the renting location. Compare the cost of air travel versus driving and drop charges.

Rideshare or Taxi Service

Rideshare (such as Lyft or Uber) or taxicab service to and from airports should only be used when other means of transportation are not practical or available.

Air Travel

Air travel expense is reimbursed on the basis of the actual cost incurred by the traveler using normally traveled routes. Be sure to make reservations in advance, as most discounted fares are available when purchased several months prior to departure. Be flexible in selection of airlines and flight time.

Accommodations

Travelers are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels or motels.

Meal Expenses

Employees will be reimbursed for reasonable and actual expenses for meals incurred during business-related travel. The ReBuilding Center will generally reimburse travelers for three meals a day. All original receipts must be included with the employee's travel and expense report. Any employee expense report received without the receipts will be returned to the employee. Employee expense reports submitted with receipts missing will be forwarded to the next level manager for approval. Reasonable expenses are outlined below, excluding taxes and gratuities:

- Breakfast \$10
- Lunch \$15
- Dinner \$25
- Up to 20% gratuity for meals

Expense Reports

All expenses for which an employee seeks reimbursement must be itemized on an expense report. Expense reports must be submitted within five business days of the end of the month in which the expense was incurred. Forms are available in the Administrative Offices and on the ReBuilding Center network drive.

The following information must be included in each expense report submitted:

- Employee's name
- Itemized list of all expenses for which reimbursement is requested, including the amount and the business-related purpose for each
- For travel-related expenses, the date, location, and purpose of the trip and a description of the business expenses incurred (transportation, lodging, meals)

Receipts are required for all expenses over \$8.00 and must be attached to the expense report.

Non-Reimbursable Expenses

Non-Reimbursable expenses include:

- Personal entertainment expenses such as movies, games, and health clubs
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Spouse or other family member expenses
- Laundry service (unless the trip is longer than five days)

Company-Issued Credit Cards

The ReBuilding Center may issue company credit cards to certain employees for business use as necessary in connection with the employee's job duties. Use of company-issued credit cards is a privilege, which RBC may withdraw at any time. All company credit card holders must sign RBC's Credit Card Policy.

Any credit card issued to an employee by the ReBuilding Center must be used for business purposes only. Personal purchases of any type are not allowed. Expenses for lodging and meals while on company-approved business trips are considered business purchases, as long as such expenses are consistent with the RBC's travel and expense reimbursement policy.

Employees are expected to exercise discretion and good judgment when incurring business expenses and to report expenses on a timely basis with appropriate documentation. If there is any question as to whether a particular purchase qualifies as a business expense, the employee should consult his or her manager before incurring the expense. Employees are responsible for any unauthorized purchases deemed by the RBC to be for personal use.

Holidays, Vacation & Other Leave

Religious Observance

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. The ReBuilding Center respects your religious beliefs, however, and therefore, will provide one day of paid leave to employees who, for religious reasons, must be away from the office on days of normal operation. Employees who require additional time off may use vacation days. This leave must be requested through the department manager two weeks prior to the event.

Vacation

The ReBuilding Center recognizes the importance of vacation time in providing rest, recreation and personal enrichment. Vacations are established on a calendar-year basis. Employees begin accruing vacation when they first begin work for the ReBuilding Center. Vacation is paid out upon separation of employment from RBC. Vacation time cannot be used for sick leave unless accrued sick leave has already been exhausted.

Regular Full-time and Part-time Non-Exempt employees accrue (earn) vacation time as follows:

<u>Year of Service</u>	<u>Accrual</u>
Earned during 1st through 4th years	0.0576 vacation accrual per hour, up to 120 hours per year
Earned after 4th year of employment	0.0769 vacation accrual per hour, up to 160 hours per year

Vacation time will accrue based on regular (non-overtime) hours worked and paid vacation hours used. Vacation will not accrue for overtime hours worked, unpaid time off, sick leave, holidays, or any other paid leave used by employees.

Regular Full-time Exempt employees accrue vacation time as follows:

<u>Year of Service</u>	<u>Accrual</u>
Earned during 1st through 4th years	5.0 hours per pay period, up to 120 hours per year
Earned after 4th year of employment	6.6667 hours per pay period, up to 160 hours per year

Use and Carryover

Employees may use their vacation at any time after the first 30 days of employment. Employees may generally carry over vacation days from one year to the next, up to the accrual cap. However, to encourage employees to use vacation, there is a cap on the amount of vacation that can be accumulated. Vacation accrual is capped at 160 hours. Once the cap is reached, an employee will stop accruing vacation until the vacation balance drops below the cap. After vacation goes below the cap, employees will begin accruing vacation again.

Request Procedure

Requests for vacation time should be submitted to your supervisor as soon as you know when you wish to schedule your vacation, but in no event fewer than two weeks prior to the time requested. Vacation requests are approved by your immediate supervisor. Vacation time is coordinated so that sufficient staff are available to

provide adequate coverage at all times, and there may be organization-wide or department-specific “blackout dates,” as necessary. Vacation requests are granted on a first-come, first-served basis. In the event of a conflict in vacation requests, your supervisor will consider the ReBuilding Center’s staffing needs during the relevant period, as well as the involved employees’ length of service with the Organization.

Holiday Pay

Full-time, part-time, and temporary employees are entitled to the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The ReBuilding Center makes every effort to accommodate the observance of religious holidays within the limitations of business necessity. To switch a holiday for one that RBC does not observe, please talk with your supervisor.

Holiday pay will be prorated to the employee’s normally scheduled work week. For example, an employee working 20 hours per week is eligible to receive four hours of Holiday Pay. Part-time employees with variable schedules, such as Instructors, will receive pro-rated holiday pay based on the average hours worked in the twelve (12) weeks prior to the holiday. When a Holiday falls on a day the employee is normally not scheduled, they may take the time off on another day during the same work week. This work schedule is subject to communication and approval of your supervisor in order to ensure staff coverage.

Veterans Day Holiday

An eligible veteran may request Veterans Day off, if scheduled to work on that date, and will receive the day off as an additional paid holiday.

Establishing Eligibility

Employees are eligible to receive their Veterans Day holiday if they fall within specific parameters outlined by law. Besides providing military service in a reserve or National Guard unit, an individual must have been deployed for at least one day, or served on active duty for at least six months, and received an honorable discharge, if no longer a member of the military. Employees may be requested to provide documents establishing their eligibility.

Request Procedure

You must submit your holiday request to your supervisor 21 days prior to the holiday. Your manager or supervisor will respond to your request at least 14 days prior to the holiday.

Employer Response

Due to situations where providing time off would create a significant economic or operational disruption, or undue hardship, the decision may be made not to allow anyone to take the day off, or only the minimum amount of

employees, to avoid such a situation. If a veteran does not receive time off for Veterans Day, the employee may choose a single day off within the same year with supervisory approval.

Sick Leave

The ReBuilding Center follows BOLI's requirements for use of Sick Leave. Generally, sick leave may be used for the following:

- The employee's—or family member's (§ 659A.150(4))—mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive medical care;
- Any other purpose specified in the Oregon Family Leave Act (OFLA) (e.g., providing care to new family members, or bereavement);
- To handle certain matters related to domestic violence, sexual assault, or stalking (see § 659A.272 for additional information);
- In the event of a public health emergency.

The ReBuilding Center has extended the definition of “family member” to include an employee’s siblings.

You are not required to give any specific reason for using your sick time. However, when you do take sick time you should give your immediate supervisor as much advance notice as possible.

Employees will accrue one hour of sick time for every 30 hours worked, up to a total of 80 hours per 12-month period. You may carry over sick leave from year to year up to the maximum accrual amount of 80 hours. No sick leave benefits are paid upon separation of employment from RBC. If you exhaust your accrued sick leave, you may use vacation time to cover additional time needed off, with supervisor approval.

Notification Procedures

When you are absent from work and your absence has not been previously scheduled, you must personally notify your immediate supervisor or manager as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail or message with another staff member does not qualify as notifying your supervisor. Your supervisor will confirm with you the procedures for notification.

When absence taken as sick leave exceeds three consecutive scheduled workdays, the ReBuilding Center reserves the right to require appropriate medical documentation. Such documentation need only include the employee’s name, the date and time the employee was seen, and if applicable, a specific instruction regarding the employee’s incapacity to perform his or her job. Excessive absenteeism or tardiness may result in discipline, up to and including discharge. See Unpaid Leave below for more details on extended leave situations.

If you are absent because of an accident or you are absent for longer than seven days due to illness, compensation is provided under the benefits of the ReBuilding Center’s short-term disability plan, provided you are eligible for and participate in that plan.

Bereavement Leave

The ReBuilding Center offers 3 days of paid leave for bereavement per calendar year. You are eligible to take Bereavement Leave in the event of death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, adoptive, or foster child/stepchild
- Parent
- Grandparent/Grandchild
- Parent-in-law

The ReBuilding Center has extended the definition of family member to include an employee's siblings. For scheduling time off, you will need to make arrangements with your supervisor.

Request Procedure

You are required to provide oral notice within 24 hours of taking leave. Someone else can do this on your behalf. You must provide written notice of the request for time off within 3 days of returning to work.

Unpaid Personal Leave

ReBuilding Center provides up to 160 hours per calendar year of unpaid personal leave that employees may use for vacation, sick, or personal business when all paid leave has been exhausted and the absence does not qualify as protected leave (i.e. domestic violence leave, military duty). Regular full-time and part-time employees regularly working at least 20 hours per week are eligible for this benefit. Eligible part-time employees will receive a prorated amount of unpaid leave based on their regular work schedule at the time of the absence. For example, employees working 20 hours per week will receive up to 80 hours of unpaid leave per year.

Requests for unpaid personal leave must be submitted to your supervisor as soon as you know of the need for unpaid leave. Unpaid leave requests are approved by your immediate supervisor. Pre-planned time off is coordinated so that sufficient staff is available to provide adequate coverage at all times, and there may be organization-wide or department-specific "blackout dates," as necessary. Unpaid personal leave requests are granted on a first-come, first-served basis. In the event of a conflict in time off requests, your supervisor will consider the ReBuilding Center's staffing needs during the relevant period, the reason for the leave, as well as the involved employees' length of service with the Organization.

Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed, to enable them to fulfill their obligations as service members. Service members must provide advance written or verbal notice to the ReBuilding Center for all military duty, unless giving notice is impossible, unreasonable, or precluded by military necessity. Employees should provide notice as far in advance as is reasonable under the circumstances. In addition, employees may, but are not required to, use accrued vacation and/or sick leave while performing military duty.

Break Time for Nursing Mothers

State law allows employees to take reasonable, unpaid break time to express breast milk as needed for up to one year after the birth of a child. The ReBuilding Center will provide a place for the employee to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. Employees will not be discharged or in any other manner discriminated against in exercising their rights under this policy.

Civic Duty Leave

Jury or Witness Duty

The ReBuilding Center encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you bring in a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. The ReBuilding Center will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from a portion of a single day to several months or more. During this time, you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor periodically to keep your supervisor apprised of your status. You may choose to use your accrued paid leave time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

Pay While on Leave

Employees will be compensated at their regular rate of pay for up to two weeks per calendar year while on jury duty. Employees are required to reimburse RBC for any amounts earned as jury fees during paid jury duty leave.

Crime Victims' Leave

If an employee or a member of their immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment (under the public offenses statutes), they may be entitled to take protected leave from work to attend criminal proceedings. For the purposes of this policy, immediate family is defined as a spouse, domestic partner, parent, sibling, child, stepchild, or grandparent.

Safety Measures

The company will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of 25 hours per week for the

ReBuilding Center for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the Organization. If the ReBuilding Center must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave, and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid leave time available to them. Exempt employees working partial days or partial weeks will be paid in full for the entire day or week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

Domestic Violence Leave

An employee who is a victim of domestic violence, sexual assault, or stalking, or is a parent or guardian of a minor child or dependent who is a victim, may be entitled to take unpaid protected leave from work to obtain services or treatment.

Eligibility

All ReBuilding Center employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling, to relocate, or to take other reasonable steps to ensure their health and wellbeing or that of their child or legal dependent.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the Organization.

Request Procedure

An employee accessing this leave provision needs to request time off from their manager or supervisor as much in advance as possible to aid in scheduling. We understand, however, that instances of violence are usually not predictable and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Safety Measures

The company will provide reasonable safety measures, if you are the victim of domestic violence, sexual assault, or stalking.

Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid leave time available to them. Exempt employees working partial days or partial weeks will be paid in full for the entire day or week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by domestic violence leave. We strongly encourage any employee experiencing such an issue to avail themselves of the EAP's services and support.

Voting

The ReBuilding Center encourages all employees to vote. Oregon and Washington hold elections entirely by mail. Completed ballots can be mailed from RBC's mailbox.

Leaving the Organization

Separation from employment with the ReBuilding Center occurs when you voluntarily resign or you are laid off or discharged by the Organization. Employees will be provided with benefit continuation coverage rights and final paychecks in accordance with local, state, and federal law.

Resignation

Employment with the ReBuilding Center is “at will,” which means you are free to resign at any time, with or without notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of intent to resign at least 10 working days before departure, and 30 days before departure for supervisors and management-level personnel.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Organization and are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work, it will be considered job abandonment and a voluntary resignation after the third day of absence.

Job Elimination, Reduction in Work Hours or Staff

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions would be necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;
- Your job knowledge, skills, and ability to do the required work;
- Your performance, attendance, and safety and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to go the extra mile for the Organization, coworkers, and customers; and,
- The efficiency of our operations.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the least length of service. The Executive Director, HR, or supervisor/manager will notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, accrual usage options, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff, we will provide limited reemployment rights to any employee laid off through no fault of their own for a period of six months from the date of layoff. The order of recall will be determined using the above factors. If you are not rehired during that period, you may be separated from employment. An offer of reemployment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes in your telephone number and address. The offer will identify the available job and the date you are to report to work. If you decline reemployment or fail to report on the date specified, you will be deemed to have waived any reemployment privileges and will be treated as a voluntary termination.

Discharge

Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The ReBuilding Center has a corrective action policy that describes action management may take, at our discretion, to correct performance infractions prior to discharging employees.

The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure (below) for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview will be arranged to give employees who voluntarily resign or are laid off an opportunity to address unresolved issues before leaving the ReBuilding Center and allow us to solicit their opinions about our organization and any suggestions for improvement. We value all opinions and suggestions we receive in the process.

Return of Organization Property

Upon separation from your employment, either voluntarily or otherwise, you must return all RBC property in your possession by your last day of employment. ReBuilding Center property may include credit cards, organization vehicles, keys, ID cards, , tools, electronic devices, electronic files, raingear, and any other items in your possession that belong to the ReBuilding Center.

Dispute Resolution

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. We encourage and foster a culture of assertive communication where employees can objectively describe a dispute situation and request a resolution directly. Where this is not sufficient or appropriate, the ReBuilding Center has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Issues Other Than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate manager or supervisor as soon as you are aware there is a problem or have a question. Your manager will provide a written response to your concern within one week.

Appeal Process

Honest differences of opinion occur, and some situations will need the review or decision of a higher management level. However, a higher-management review is intended to occur only after you have discussed a situation with your immediate supervisor and a satisfactory solution has not been reached. We realize there may be valid reasons to forego this initial step. For those unusual circumstances, you may go directly to the next level of management or to the HR Generalist for assistance.

All cases will be reviewed on an individual basis and without regard to precedent. Any dispute between you and the ReBuilding Center may be resolved using this grievance procedure, with the exception of oral reprimands, which are not recorded in your personnel file.

Grievance Procedure

A grievance is a complaint by an employee concerning any matter related to the employee's employment with the ReBuilding Center. All grievances must be in writing, and must state clearly and concisely all the known facts related to your grievance, including "who, what, where, when and why." Clearly explain why you disagree with the act or omission that forms the basis for the grievance. Also explain what remedy you are requesting. You must sign and date the grievance.

Preliminary Step

You must first address your grievance with your immediate supervisor. This may be done orally in informal discussion. If your informal attempts to resolve the matter are not successful, you may implement the formal grievance process.

Step 1

You must first submit your grievance in writing to your immediate supervisor. Grievances must be submitted within 30 calendar days following the date you first knew or should have known of the grievance. If you do not submit the grievance within the 30 day period, you waive your right to assert it. Your supervisor will respond in writing within ten days following receipt of your grievance. All grievances and replies in Step 1 must be in writing. If the grievance is not settled in Step 1, then you may proceed to Step 2.

Step 2

Within ten days following your receipt of the written answer to your Step 1 grievance from your supervisor, you

may appeal the disposition of your grievance by your supervisor to your Department Head. The Department Head will then undertake an investigation of your grievance and the underlying facts. Within 15 business days following receipt of your grievance, the Department Head will meet with you in person to discuss your grievance. The Department Head will then provide a written response to your grievance within 15 business days following the date of your meeting. If your supervisor is your Department Head, proceed to Step 3.

Step 3

If you are not satisfied with the response of the Department Head at Step 2, you may submit your grievance to the Executive Director or their designee for review within five days following receipt of the written response from your Department Head. The Executive Director or their designee will review the grievance and provide a written response within 15 business days following receipt of the Step 3 grievance. In the event that the grievance is against the Executive Director, the Board Chair will provide Step 3 review of the grievance. Only grievances made directly against the Executive Director will be reviewed by the Board of Directors.