Oregon
Family Support
Network

Employee Handbook

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INTRODUCTION

Welcome to Oregon Family Support Network, Inc. (OFSN). It is a pleasure to have you as an employee and we hope that you will find your employment both rewarding and stimulating.

OFSN's Employee Handbook has been approved by the Board of Directors to provide guidelines for its employees. This handbook will provide you with some general information about OFSN, our mission and goals, expectations for your work and conduct, and your rights and obligations as an employee of OFSN. As an employee, you are a valuable representative of OFSN. Our success depends on the positive contributions made by everyone, at every level of the organization.

The Employee Handbook is intended to provide general information for quick and easy reference. It is also meant to guide staff around organizational policies regarding OFSN's employment practices. If you have any questions or request more information about any of the matters covered in this handbook, please check with your supervisor or Human Resources.

The statements are not intended to be exhaustive and are subject to change at any time without prior notice at the sole discretion of management.

Unless otherwise specified in a formally executed written contract, signed by the Board President and the Executive Director employment is voluntary or "at-will," which means that OFSN may terminate the employment of any employee at any time for any reason, or no reason at all, and the employee may terminate their employment at any time for any lawful reason. Employment is for an indefinite period and is subject to change in conditions, benefits, and operating policies.

Oregon Family Support Network reserves sole discretion to interpret this Employee Handbook or any policy or benefit contained in this policy manual. A copy of these policies and any addendum shall be given to each staff member upon employment.

Nothing in this handbook is intended to interfere with your rights under Section 7 of the National Labor Relations Act.

MISSION & VISION

Our Vision: "Every family deserves to be heard and understood."

Our Mission: "We are families and youth working together to promote mental, behavioral, and emotional wellness for other families and youth through education, support and advocacy."

HISTORY

Oregon Family Support Network was founded in 1991 to serve the needs of families with children and adolescents with severe emotional, mental or behavioral disorders. In 1993, OFSN was incorporated and became the local statewide chapter of the National Federation of Families for Children's Mental Health. When Judy Rinkin, OFSN's founder, sought services for her son, she found there was little available other than institutional care. "We knew all along that he was marching to a different drumbeat." Hope came once we had a diagnosis and could work more effectively with him. (Her son now lives independently and attended Linn-Benton Community College. His disorder is generally under control through medication.) Judy began working with other parents to help support the needs of their young children experiencing serious mental health disorders.

OFSN VALUE STATEMENTS

At the heart of our work are the values that guide and inspire us every day:

Collaboration: We believe in the power of working together—across families, communities, and systems—to create meaningful and lasting change.

Community Healing and Connection: We foster spaces where individuals and families can connect, heal, and support one another, recognizing that healing happens in relationship.

Transparency and Accountability: We are committed to honest communication, shared responsibility, and integrity in all that we do.

Family Voice: We center the lived and living experiences, wisdom, and leadership of families in every aspect of our work, ensuring they are heard, validated, respected, and empowered.

Growth and Empowerment: We nurture opportunities for personal and collective growth, believing that empowered individuals and families build stronger, more resilient communities.

Together, these values shape a community where every voice matters, healing is possible, and change is driven by connection and courage.

PHILOSOPHY ON PERSONNEL MANAGEMENT AND ADMINISTRATION

OFSN strives to excel in its personnel policies. The following statements were created to further this goal:

- Develop and operate sound personnel programs designed to assess work into ongoing and future human resource needs.
- Allocate the organization's work into meaningful jobs based upon needs.
- Recruit and select qualified employees to do those jobs.
- Compensate employees fairly.
- Provide a range of workforce trainings, and professional development opportunities.
- Encourage open and respectful communication, keeping diverse perspectives in mind.
- Foster a safe (emotionally and physically) work environment, which is warm and welcoming to all OFSN staff.
- Involve OFSN staff/employees as participants in the organization's planning, goal setting and applicable management processes.
- Be in full compliance with all laws, government regulations and guidelines.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

Oregon Family Support Network (OFSN) is a healing organization that provides support, education, and advocacy for families with children experiencing mental, emotional, or behavioral health challenges. Within its team, OFSN promotes emotional, psychological, and physical well-being through supportive, compassionate, and inclusive practices that encourage personal growth, recovery, and resilience.

Oregon Family Support Network fosters environments of kindness and understanding, where individual team members feel heard and supported. OFSN strives to have workplaces that are non-judgmental spaces where diversity is respected, and individuals feel safe to express their struggles and experiences. We are committed to checking in with our workforce often and making adjustments where we are falling short of our goals.

Oregon Family Support Network focuses on empowerment and self-determination, helping individuals gain the skills and confidence needed to take charge of their own healing journeys, promoting autonomy and personal/professional growth.

Oregon Family Support Network understands the impact of trauma and employs trauma-informed practices in the workplace to encourage mutual understanding and collective healing among its staff and the communities it serves.

EMPLOYMENT

HIRING

OFSN gives preference to hiring individuals who have direct experience raising a child with mental and/or behavioral health needs. Many OFSN employment opportunities require this experience to be certified as a Traditional Health Worker in Oregon.

Employees and volunteers of OFSN are subject to successful completion of a background check through ORCHARDS (Oregon Criminal History and Abuse Records Data System) prior to employment. This includes but not limited to internal transfer of positions within OFSN.

EEO POLICY

OFSN is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of OFSN that employment decisions for all applicants and employees will be made without regard to race (including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyle color) color, religion, sex, sexual orientation, gender, gender identity, age (18 and over), national origin, genetic information, marital status, veteran status, disability, association with protected classes, or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.

HARASSMENT

All employees are expected and required to treat one another, as well as our customers, in a courteous and respectful manner at all times. OFSN prohibits discrimination, harassment, and retaliation. This specifically includes harassment based on protected classes, sexual harassment and sexual assault.

Harassment, discrimination, and retaliation are prohibited as follows:

1. In the workplace;
2. In any work-related setting outside the workplace; or
3. When off-duty conduct creates a sufficiently negative work environment based on protected status or unwelcome conduct of a sexual nature.

Harassment includes unwelcome conduct that is based upon race (including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyle color), color, religion, sex, sexual orientation, gender, gender identity, age (18 and older), national origin, genetic information, marital status, family relationship, veteran

status, disability, association with protected classes, or other characteristics protected under local, state or federal law. This form of misconduct undermines morale and the integrity of the employment relationship and interferes with productivity.

Harassment does not have to violate the law in order to violate this policy.

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: Sexual assault is a form of sex discrimination under state and federal law. Sexual Assault means 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
Although by no means all-inclusive, the following examples represent prohibited behavior:

- *Verbal harassment* such as epithets, derogatory comments or slurs, demeaning or sexually explicit jokes;
- *Physical harassment* such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at any individual;
- *Visual forms of harassment* such as derogatory, offensive or sexually suggestive emails, texts, memes or pictures displayed or viewed in the workplace; and,
- Behavioral forms of harassment such as suggestive facial expressions or noises, leering or obscene gestures.
- *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.

Although harassment is sometimes difficult to define, in general, all employees should be aware that such conduct and conversations are inappropriate in the workplace.

OFSN will not tolerate harassment.

Reporting Procedures for Discrimination, Including Harassment and Sexual Assault
All employees are responsible for creating and maintaining a safe and positive work environment. If you believe you have experienced harassment, sexual harassment, discrimination, retaliation, sexual assault or if you have been made aware of or if you have witnessed harassment, sexual harassment, sexual assault or discrimination by a co-worker, supervisor, vendor, visitor, customer or others that violates our policy, it is important that you take steps to address it immediately.

- First, if you are comfortable doing so, talk to the person whose behavior is bothering you and ask the person to stop.
- Next, if you are not comfortable speaking with that person, or if you asked them to stop and they have not, contact your supervisor or any member of management or human resources. **If you are uncomfortable speaking to your supervisor, please bring your concerns to any manager.**
- Be sure to document any incidents that you believe are in violation of this policy, including a description of the conduct, names of individuals involved, names of potential witnesses and dates.

A prompt, thorough and objective investigation of the complaint will be conducted by a qualified person. Documentation will be maintained to ensure reasonable progress. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation. Employees who have had a complaint should immediately make a further complaint should the harassment reoccur.

Appropriate corrective actions will be taken upon completion of our investigation. Employees found to have violated this policy will be immediately and appropriately disciplined, up to and including immediate termination. Any manager or supervisor at OFSN who knew or should have known of harassment happening in violation of this policy is legally obligated to report it to Human Resources immediately; failure to do so could result in corrective action, up to and including termination. Such reporting is imperative for OFSN to promptly investigate and take necessary corrective action.

Retaliation against employees who experience, witness or report a complaint regarding behaviors described above or other conduct addressed by this policy will not be tolerated. Specifically, it is unlawful for OFSN, including supervisors, to retaliate against applicants or employees for activity including but not limited to:

- filing or being a witness in a BOLI and/or EEO charge, complaint, investigation, or lawsuit
- communicating with a supervisor or manager about employment discrimination, including harassment
- answering questions during an employer investigation of alleged harassment
- refusing to follow orders that would result in discrimination
- resisting sexual advances, or intervening to protect others

Additionally, any employee who retaliates against anyone involved in an investigation will be subject to corrective action, up to and including termination.

Nondisclosure & Non-disparagement Agreements: OFSN may not require or coerce you from entering into a nondisclosure or non-disparagement agreement, otherwise known as confidentiality agreements, that prevents you from discussing discrimination including harassment. However, after a claim of discrimination, including harassment, you may voluntarily request to enter into an agreement containing a nondisclosure, non-disparagement, or no-rehire provision. This agreement must give you at least seven days to revoke after signature.

Statute of Limitations: Employees have five years since the date of offense to bring about a claim of sexual harassment or discrimination.

Definitions Under This Policy:

Nondisclosure Agreement: 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.

Nondisparagement Agreement: 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.

No-rehire Provision: Any agreement prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future**.**

WORKPLACE BULLYING

OFSN believes that all employees have a right to a safe and respectful work environment. Therefore, OFSN will not tolerate any bullying behavior in the workplace. Bullying has many negative effects on both individual employees and OFSN as a whole, including reduced productivity and employee morale.

Workplace bullying is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades, or humiliates an employee. Bullying may be physical, verbal, or non-verbal. It can also happen using electronic technology, such as by email, social media sites, text messages, and websites (cyberbullying). Bullying may involve any employee, including:

- Supervisors against their subordinates
- Employees against their co-workers
- A group of co-workers targeting another employee
- A work environment where bullying has become accepted as workplace culture
- A third party who bullies an employee or vice versa

Some examples of workplace bullying include repeated acts, such as:

- Physical or verbal threats, insults, public humiliation
- Spreading malicious untruthful information or gossip
- Blame without factual justification
- Being treated differently than the rest of the employees in a work group
- Being the target of cussing or disrespectful language
- Exclusion or social isolation
- Excessive "prank" jokes or teasing of an employee

Managers and supervisors who have high expectations, identify areas requiring improved performance, or impose corrective action within established workplace guidelines are not engaging in bullying as long as their actions are carried out in a respectful and fair manner.

OFSN regards workplace bullying as unacceptable and will not tolerate it under any circumstance.

Employees should report workplace bullying to their supervisor, another supervisor with whom they are comfortable speaking, or Human Resources. All complaints of workplace bullying will be treated seriously and investigated promptly. During the investigation, OFSN will make every effort to maintain confidentiality to the fullest extent possible.

DISABILITY ACCOMMODATIONS AND NON-DISCRIMINATION

OFSN is committed to complying with all applicable provisions of all state and federal laws and regulations related to individuals with disabilities. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, or record of disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, OFSN will provide reasonable accommodations to qualified individuals with a disability, as defined by state or federal regulations, who has made OFSN aware of their disability and need for accommodation, provided that such accommodation does not constitute an undue hardship on OFSN. This policy governs all aspects of employment, including recruitment, hiring, compensation, discipline, termination, and access to benefits and training.

Employer Accommodations for Pregnancy

OFSN complies with Oregon's Employer Accommodation for Pregnancy Act and the federal Pregnant Worker Fairness Act. If you need a temporary change to how, when, or where you work due to known limitations relating to pregnancy, childbirth or a related medical condition (including but not limited to lactation), you may request an accommodation under this policy.

OFSN will approve such a request so long as the accommodation requested is reasonable and will not create an undue hardship for OFSN. OFSN will determine on a case-by-case basis whether a requested accommodation is reasonable or would create an undue hardship after considering the

nature of the accommodation, the business needs of OFSN and its customers, the needs of OFSN's other employees, OFSN's operations, and OFSN's resources.

OFSN will not deny employment opportunities, take adverse employment action or in any manner discriminate or retaliate against you based on the need to make a pregnancy-related reasonable accommodation. Additionally, OFSN will not require you to accept a reasonable accommodation that is unnecessary to perform the essential duties of your job nor will OFSN require you to accept a reasonable accommodation if you do not have a known limitation. Additionally, OFSN will not require you to take family leave, or any other leave, if OFSN can make a reasonable accommodation to the known limitations.

Requesting an Accommodation

If you have a disability that you believe needs a reasonable accommodation to perform the essential functions of your job, please contact the Human Resources. A request for an accommodation should include an explanation of why you require an accommodation, which may include any physical limitations or risks you face in your job, or a description of the difficulties you are having with one or more aspects of your job. Your request may also include a description of the accommodation you are requesting. A request should also include the date when accommodation will become necessary and the expected duration of your need for accommodation. If the end date for your accommodation changes in the future, notify your supervisor and/or Human Resources.

Your supervisor and Human Resources will make a determination regarding your request for an accommodation within five business days. However, delays may be caused by waits for medical or other documentation, or necessary information from third parties. You will be kept informed of the status of your request.

Approved accommodations will be implemented as quickly as possible. If your request is denied, you will be given an explanation of the denial. You will also be told if an alternative accommodation has been approved.

RELIGIOUS ACCOMMODATIONS

OFSN respects the religious beliefs and practices of all employees and will consider accommodations for religious observances when a reasonable accommodation is available that does not create an undue hardship on OFSN's business.

If your job duties, work schedule, OFSN's expectations regarding dress and appearance, OFSN's Holiday policy, or another aspect of your employment conflict with your religious beliefs, please speak to your supervisor or Human Resources to request an accommodation.

Human Resources will evaluate your request and whether an accommodation is available which is reasonable and which would not create an undue hardship on OFSN's business. An

accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance policy which does not impact safety or uniform requirements, or a change in another aspect of your employment.

If you have questions about this policy, please see Human Resources.

RETALIATION PROHIBITED

The Company is committed to creating and maintaining an equitable and inclusive working environment. All employees have the right to be free from prohibited retaliation.

Retaliation is any adverse action that the Company takes (including actions by managers or supervisors) against an employee for engaging in protected activities.

Adverse action is any action that is reasonably likely to deter a reasonable person in the same circumstances as the individual from engaging in protected activity. Adverse action does not include (1) petty slights or trivial annoyances; or (2) action, including employment, which would have been taken regardless of the individual's engagement in protected activity.

Because adverse action can be subtle, it may not always be easy to spot. Examples of adverse action include, but are not limited to the following conduct taken solely because an employee engaged in a protected activity:

- Termination
- Demotion
- Denial of overtime or promotion
- Discipline
- Denial of benefits
- Failure to hire or rehire
- Making threats or intimidation
- Exclude listing (e.g., notifying other potential employers that an applicant should not be hired or refusing to consider applicants for employment who have reported concerns to previous employers)
- Reassignment to a less desirable position or actions affecting prospects for promotion (such as excluding an employee from training meetings)
- Reducing pay or hours
- More subtle actions, such as isolating, ostracizing, mocking, or falsely accusing the employee of poor performance.

Protected activity includes but is not limited to:

- Reporting harassment or discrimination
- Reporting or opposing an unsafe working condition
- Reporting or opposing wage and hour violations

- Reporting or opposing unlawful employment practices
- Reporting or opposing activity an employee reasonably believes is a violation of state or federal law
- Filing a complaint or otherwise participating in an investigation or inquiry by the company, or a state or federal agency pertaining to discrimination, harassment, or other conduct prohibited by company policy or applicable law
- Participating in the Company's reasonable accommodation processes under the Americans with Disabilities Act (ADA)
- Asking for a religious accommodation
- Taking military leave
- Invoking an employee's rights under Paid Leave Oregon (PLO), Oregon Family Leave Act (OFLA), or the Federal Family Leave Act (FMLA)

If you believe you have experienced, witnessed, or been made aware of possible retaliation, it is important that you contact any member of management or human resources immediately.

OFSN will not tolerate retaliation.

RESPECT IN THE WORKPLACE

Workplace Attitudes and Behavior

Our attitudes toward co-workers play a significant role in our success and satisfaction on the job. A spirit of cooperation can help navigate even the most challenging situations. Always strive to be kind, courteous, and considerate toward your fellow team members, management, clients, and customers.

Acceptable workplace behavior includes any actions that promote respect, positivity, and courtesy. These standards apply across all forms of communication—whether verbal, non-verbal, in-person, or electronic.

These behaviors are further supported by principles such as those found in *The Four Agreements: A Practical Guide to Personal Freedom* by Don Miguel Ruiz, which include:

1. **Be impeccable with your word**
2. **Don't take anything personally**
3. **Don't make assumptions**
4. **Always do your best**

Acceptable workplace behaviors include but are not limited to:

- Using respectful, supportive, and encouraging language in all interactions, no matter the subject of conversation
- Listening with an open mind

- Giving direct, non-personal feedback
- Expressing appreciation in a timely manner
- Respecting one another and trusting another's decision making ability
- Approaching conflict with a true desire for resolution
- Maintaining a positive attitude

Disrespectful behaviors include, but are not limited to:

- Yelling at another individual
- Talking down to and/or berating others
- Using a condescending tone to others
- Social exclusion or ostracism, ignoring others, silent treatment
- Undermining another's work by giving impossible to meet deadlines or workloads
- Gossiping or spreading rumors
- Making threats, using intimidating tactics
- Any malicious behavior a reasonable person would find disturbing and/or harmful to their psychological health

In certain situations, these behaviors may rise to the level of harassment or discrimination.

If you feel you have been treated unacceptably, OFSN encourages you to first speak directly with the individual responsible for the behavior. However, if you are not comfortable doing so, you may seek advice and assistance from your supervisor or Human Resources.

RELATIONSHIPS IN THE WORKPLACE

OFSN strongly believes that an environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in management relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to influence others.

During work time and in working areas employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.

Employees who allow personal relationships with co-workers to affect the working environment will be subject to the appropriate provisions of OFSN's disciplinary policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

Management, executives or anyone else in sensitive or influential positions must disclose the existence of any relationship with another co-worker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate management or Human Resources. This disclosure will enable OFSN to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

Where problems or potential risks are identified, OFSN will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

In some cases, elevated measures may be necessary, such as transferring the associate holding the higher position to another position or department.

Failure to comply with this policy may result in disciplinary action up to and including immediate termination.

REHIRE

Former employees who leave OFSN in good standing may be considered for re-employment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for re-employment. A former employee who is re-employed will be considered a new employee from the date of re-employment unless the break in service is less than one month, in which case the employee will retain accumulated seniority, all other accumulated benefits will start over. Length of service for the purpose of benefits (leave, health, etc.) is governed by the terms of each benefits plan or as otherwise required by law.

INTRODUCTORY PERIOD

The first 180 days of employment is an introductory period during which time both the employee and OFSN become acquainted with one another. Employees learn the job, and demonstrate knowledge, skills and abilities that are associated with the job they were hired for.

While your performance will be reviewed on an informal basis throughout your introductory period, a formal evaluation will generally be conducted following 180 calendar days of employment. At that time, your status may be changed from “Introductory” to “Regular.”

The Introductory Period may be waived or extended at management discretion.

Should you be promoted to a higher level job, you will have a 180 day introductory period for that new job in a similar format as described above.

ANNIVERSARY DATE

An employee's anniversary is the date in which the employee starts work with OFSN. This date begins the 180 day introductory period, and is used for calculation of your vacation and sick leave eligibility and participation in other benefits available to you.

PERSONNEL RECORDS

Human Resources maintains confidential files for each employee. These files contain documentation regarding all aspects of an employee's tenure with OFSN, such as employment application, change of status records, commendations, performance letters or reviews, corrective action warnings and educational attainment records. Your Personnel file is available for your inspection. Contact Human Resources if you would like to review your confidential file.

Each employee is required to keep Human Resources staff up-to-date regarding any changes in your name, address, home telephone number, emergency contacts, marital status, and number of dependents for the purpose of maintaining accurate employment records, including auto and health insurance regardless of being enrolled in OFSN's medical benefit program.

CLASSIFICATIONS AND COMPENSATION

OFFICE HOURS

The typical operating days and hours of OFSN are Monday through Friday, 8:30 a.m. to 5:00 p.m. It is the responsibility of each employee to be at their workstation by their scheduled start time.

HOURS OF WORK SCHEDULE

The hours of your scheduled work shift will largely be determined by the operational needs of the position in which you are assigned. Some departments will have regular schedules, which rarely change from week to week, and other departments will have schedules that vary to meet the needs of the position. If an employee has a specific schedule request, efforts may be made to accommodate that request, taking into account the operational needs of the Region or Oregon Family Support Network as a whole. However, in all events, work schedule and schedule changes are determined at the sole discretion of the staff person's direct supervisor or executive staff such as the Executive Director or Finance and Operations Director.

Every employee is responsible for knowing and following their work schedule. It is your responsibility to check in with your supervisor if you have questions about your schedule. Any desired schedule changes must receive prior approval from your supervisor.

WEEKLY FLEXTIME SCHEDULES

The operating days and hours of Oregon Family Support Network are Monday through Friday, 8:30 a.m. to 5:00 p.m. All employees are expected to be at work during these hours unless approval is granted for a flexible work schedule.

Flextime is a provision that gives employees the flexibility to perform their assigned duties outside of regular business hours. No employee is entitled to flextime; however, where possible, flextime will be granted to employees to help accommodate outside commitments. For example, a possible flextime arrangement is arrival at 10:30 a.m. and departure at 7:30 p.m.

Supervisors approve flextime on a case-by-case basis and not every position is eligible for flextime. Full-time employees who have completed at least one year of employment are eligible for flextime. You must first discuss possible flextime arrangements with your supervisor and then submit a written request. Because each position's duties vary, not every employee will be able to work a flextime schedule. Your supervisor will approve or deny the flextime request based on staffing needs, your job duties, your work record and your ability to temporarily or permanently return to a standard work schedule when needed.

Flextime arrangements may be suspended or cancelled at any time. Exempt employees are expected to work whatever number of hours required to perform their duties appropriately. Non-exempt employees may be asked to work overtime regardless of a flextime schedule.

OVERTIME

Non-exempt employees shall be paid overtime in accordance with FLSA regulations. Only actual hours worked will be counted in the calculation overtime. A "workweek" is defined as work starting Sunday at 12:00 a.m. and goes through Saturday at 11:59 p.m.

Non-exempt employees must be pre-approved by their supervisor, and/or Director prior to working overtime. Employees working overtime without prior authorization may be disciplined up to and including termination of employment.

Exempt employees are not eligible for overtime pay.

MEAL AND BREAK PERIODS

Non-exempt employees are provided a 15-minute paid break for every four-hour block of time worked. Typically, this means one before the meal period and one after. Non-exempt employees working a shift of six or more hours, are required to take an unpaid lunch break of at least 30 minutes between the fourth and sixth hour. Please schedule your breaks with your supervisor.

Breaks and meal periods are mandatory and may not be combined or used to shorten the workday.

A bona fide meal period is a span of at least 30 consecutive minutes during which an employee is completely relieved of duty. A meal period is not counted as hours worked.

LACTATION BREAKS

If you are a nursing parent, OFSN will provide you with unpaid lactation breaks up until your child is 18 months old. Under Oregon law, nursing parents are allowed a lactation break for a reasonable amount of time whenever they need to express milk.

If a non-exempt employee takes a lactation break at the same time as a paid rest break, the break is paid. Otherwise, breast milk breaks are unpaid.

As a nursing parent, you will be provided with a private place (other than a bathroom) in close proximity to your work area that is shielded from view and free from intrusion by co-workers and the public, where you can express breast milk.

If you require lactation breaks, please contact your supervisor or Human Resources.

ATTENDANCE AND PUNCTUALITY

When you accept a position with Oregon Family Support Network you assume obligations. One of those obligations is to perform the duties of your position during the times specified. You are expected to be punctual and keep appointments and meeting times. You are also expected to arrive for work on time and be ready to start work at the beginning of your scheduled shift. You are also expected to complete your shift as scheduled. Failure to report, unjustified or excessive absence or tardiness may result in discipline, up to and including discharge from employment. Additionally, punctuality and attendance are factors that may be taken into account when determining promotions and salary increases.

In case of an absence, you must first notify your direct supervisor by email, text or phone call. If your direct supervisor is not available you are to notify the Executive Director or Human Resources.

Unless you are on an approved leave of absence, notification must be given each day you do not report to work before the beginning of your scheduled shift. If you must leave work early, notification needs to be given when you first learn that you must leave work. It is your responsibility to personally make the contact unless you are physically unable to do so, in which case, you should have someone else make the contact for you.

If you are absent for three consecutive days without reporting to work or contacting your supervisor, you will be considered to have voluntarily resigned without notice at the end of the third day and your position may be filled.

Excessive Absenteeism

Excessive tardiness or absenteeism may lead to disciplinary action up to and including termination of employment.

Call-In Policy for Employees on Leaves of Absence

If you are away from work because of an approved leave of absence you must call in at least weekly on the day designated by your supervisor or manager to report your status, any changes in your ability to return to work, and to receive any necessary information associated with your job. Failure to call in may be grounds for discharge.

EMPLOYMENT CLASSIFICATION

Employees must be classified as full-time, part-time, or temporary. Employees generally may be categorized as follows:

Regular Full-time: Employees who regularly work a minimum of 40 hours a week (1.0 FTE).
Regular Part-time: Employees who regularly work less than 40 hours a week (less than 1.0 FTE).
Temporary: Employees who work for a period of less than six months.

For wage and hour purposes, each employee's position is classified as either exempt or non-exempt:

Exempt Employees: Salaried employees performing professional, administrative or managerial duties. These employees are ineligible to receive overtime pay.
Non-Exempt Employees: Employees, salaried or hourly, performing clerical or production duties. These employees are eligible to receive overtime pay.

All employees, regardless of status or duration of employment, are expected to meet and maintain OFSN standards for job performance and behavior.

COMPENSATION

The Board of Directors, as part of the annual budget, will adopt an annual salary schedule. The Board of Directors may from time-to-time authorize the Executive Director to increase salaries for one or more employees within the constraints of overall availability of funds.

GENERAL WAGE STATEMENT

As an employer, we strive to pay wages that are competitive within our community, industry and similar organizations. Wage increases are based upon performance and availability of funds.

If you have any questions regarding your wage, please see your supervisor or Human Resources.

PAYDAYS

OFSN calculates payroll on a bi-monthly basis and issues two paychecks per month on the 15th and the last business day of the month. When payday falls on a Saturday, or bank holiday you will receive your pay on the preceding business day. When payday falls on a Sunday, you will receive your pay on the preceding business day. In the case that this schedule alters the issuing of two paychecks within one month, OFSN will default to the last business day of the month regardless.

The reissue of any lost paycheck, expense reimbursement check (beyond the first occurrence) may result in a service charge to the employee, as determined by the issuing financial institution.

PAYROLL DEDUCTIONS

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding
- Social Security (FICA)
- Medicare (FICA)
- Workers' Benefit Fund Assessment
- Paid Leave Oregon Contributions
- Oregon Transit Tax
- Other items designated and authorized by you in writing
- Other items required by law, such as wage garnishments

At the beginning of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form. This statement summarizes your income and deductions for the previous year. If you have any questions regarding these deductions, please contact the payroll department.

TIMESHEETS

Non-exempt employees will maintain timesheets within our current time-keeping software, specifying actual hours worked each day. Your timesheets must be submitted electronically to your supervisor by the specified deadline in order for payroll to be produced on the appointed date. A pay submission date calendar can be found in your employee packet and employee intranet.

Altering, falsifying, tampering with time records, or clocking in/out for another employee may result in disciplinary action, up to and including termination of employment.

PAYROLL ADVANCES

Oregon Family Support Network recognizes the rare, extraordinary need for employees to receive payroll advances for personal reasons.

Payroll advances will only be issued in emergency situations with the approval of the Executive Director. For purposes of this policy, an emergency is considered to be an event or circumstance that is unforeseen, and which could not be reasonably anticipated in the normal/routine daily life of the employee requesting the advance.

- There will be a limit of two payroll advances per calendar year.
- The amount of the advance may not exceed $200. Under no circumstances should the requested amount exceed 75% of the employee's next regular paycheck amount. The supervisor may confirm the employee's next regular paycheck amount with the Payroll Office.
- The employee will have the option of paying back in installments, the first installment will occur no later than the second pay period after receipt of the advance.
- Every paycheck thereafter will have a minimum installment withheld. Employees will commit to payback at the time of the request for the advance.
- To request a payroll advance, an employee should submit an OFSN Payroll Advance Request form to her/his supervisor, indicating the nature of the emergency and the requested salary advance amount. If approved, employee will sign a Payroll Advance Agreement authorizing OFSN to deduct payback from subsequent paychecks.
- An employee may not request a second payroll advance until the first payroll advance is paid in full.

EQUAL PAY

At OFSN, we are committed to providing equal pay to our employees. We will not discriminate in the payment of wages or other compensation between employees performing work of a comparable character. We take affirmative steps to ensure equal pay for those comparable positions by setting pay based on bona fide business factors including seniority, merit, quantity/ quality of work, work location, travel, education, training, and/or experience.

OFSN will also not make inquiries into an applicant or employee's current or former compensation during the recruitment process, nor will it determine compensation for a position based on the current or past compensation of an applicant or employee.

If you have questions about your compensation, please talk with Human Resources.

WAGE DISCUSSIONS

OFSN will not take an adverse employment action or retaliate against an employee for inquiring about, discussing or disclosing in any manner the employee's own wages.

OFSN will not take an adverse employment action or retaliate against an employee for making a charge, filing a complaint or instituting an investigation, proceeding, hearing or action based on the disclosure of wage information by the employee.

This policy does not apply to an employee who has access to wage information of employees as part of the employee's job and who discloses the wages of employees to individuals not authorized to have access to the information, unless the disclosure is in response to a charge or complaint or is in furtherance of an investigation, proceeding, hearing or action.

EMPLOYEE BENEFITS

SUMMARY

OFSN's benefits program provides regular employees with a full range of employee benefit plans. Your employee benefits package includes the following:

- Group Insurance Plans
- Employee Wellness Program
- Employee Assistance Program
- Voluntary Life, Disability and Accident Insurance
- Simple IRA
- Paid Holidays
- Paid Vacation
- Paid Sick

Brief descriptions of the current plans are given below. Detailed information about each plan is provided separately. OFSN reserves the right to add, cancel or change any plan, program or policy at any time.

HEALTH, VISION AND DENTAL

OFSN offers its employees comprehensive health, vision, and dental benefits. Full-time and part-time staff who work at least 30 hours a week (0.75-1.0 FTE) are eligible for coverage on the first of the month following their start date.

TERMINATION OF BENEFITS

Eligibility for OFSN-paid insurance benefits is affected by your employment status.

1. During an unpaid personal leave, employees remain eligible for OFSN-paid insurance benefits through the end of the month in which leave began.
2. During any period of statutory family or medical leave (including qualifying leave for on-the-job injuries), employees remain eligible for OFSN-paid insurance benefits.
3. During the period of any other medical leave (including on-the-job injuries) employees remain eligible for OFSN-paid insurance benefits through the end of the month in which leave began.
4. Upon separation from employment all OFSN-paid insurance benefits cease at the end of the month in which separation occurs.

When you become ineligible for OFSN-paid insurance benefits, you may be entitled to continuing coverage at your own expense. If so, you will be notified in writing at that time.

EMPLOYEE WELLNESS PROGRAM

OFSN offers an employee wellness program designed to facilitate employee health and wellness. For more information please refer to OFSN's Wellness Policy. OFSN believes that workplace wellness includes organizational policies and practices designed to facilitate employee health including allowing flex time for exercise, providing on-site kitchen and eating areas, offering healthy food options, holding "walk and talk" meetings and offering financial and other incentives for participation, among many other options. Workplace wellness encompasses the overall creation of a 'culture of health' within the worksite.

EMPLOYEE ASSISTANCE PROGRAM

OFSN cares about the well-being of its employees and their families. To support you, we provide access to a confidential Employee Assistance Program (EAP) at no cost.

The EAP offers professional, short-term counseling and resources to help you and your household members manage challenges such as:

- Stress, anxiety, or depression
- Family, parenting, or relationship concerns
- Substance use or recovery support
- Grief, loss, or life transitions
- Financial and legal concerns
- Work-related stress or conflict

Key Features:

- Available 24 hours a day, 7 days a week
- Confidential services – your participation is private and not shared with OFSN
- Free to employees and eligible household members
- Includes referrals to community and professional resources if ongoing support is needed

How to Access:
Refer to Paycom ESS Documents or you may contact Human Resources for program details, but all counseling services remain confidential.

We encourage employees to use this valuable resource whenever personal or work challenges arise. Supporting your wellness helps us better support families and communities.

VOLUNTARY LIFE, DISABILITY, AND ACCIDENT INSURANCE

Supplemental accident, disability, long term care and life insurance is made available for all full-time and part-time employees upon hire. The supplemental insurance is voluntary.

RETIREMENT BENEFIT

Simple IRA accounts are made available to all employees after one year of employment with OFSN. Employees may begin making contributions as soon as they are eligible. OFSN will match an employee's contribution of up to 3%. Participation is voluntary.

HOLIDAYS

OFSN currently observes the following paid holidays:

HOLIDAYS	DATE OBSERVED
New Year's Day	Typically January 1
Martin Luther King's Birthday	Third Monday in January
Memorial Day	Last Monday in May
Juneteenth	Typically June 19
Independence Day	Typically July 4
Labor Day	First Monday in September
Veterans Day	Typically November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Fourth Friday in November
Christmas Eve Day	Typically December 24
Christmas Day	Typically December 25

Holidays falling on a Saturday, will be observed on the Friday before, and holidays falling on a Sunday will be observed on the following Monday.

Employees must work the day before and after a holiday, or have a pre-approved absence, to receive holiday pay.

Full-time employees (1.0 FTE) and part-time employees regularly working a minimum of 20 hours (0.5 FTE) a week are eligible for paid holidays. Part-time employees working a minimum of 20 hours per week (.5 FTE) will receive holiday pay pro-rated based on FTE.

Part-time employees working less than 20 hours a week and temporary employees are not eligible for paid holidays or floater holidays.

Floater Holiday

Upon completing a satisfactory 90-day review, regular full-time and regular part-time employees working a minimum of 20 hours a week are entitled to a maximum of three floater holidays each calendar year. Floater holidays can only be taken in full-day increments and hours paid are pro-rated based on FTE.

New hires receive a prorated number of floater holidays based on the date of hire as follows:

If hired January 1st - April 30th = 3 days
If hired May 1st - August 30th = 2 days
If hired September 1st - December 31st = 1 day

Floater holidays must be used in the calendar year accrued and cannot be carried over to the next calendar year. Floater holiday schedules are subject to the approval of your supervisor.

An employee who leaves OFSN employment for any reason will not receive pay for unused Floater holidays.

We recognize that some employees wish to observe certain days, such as comparable religious holidays, which are not included in the above holiday schedule. You may use approved paid vacation or your floater holidays for this purpose.

VACATION

A paid vacation benefit is provided to eligible employees to allow time away from work for relaxation and recreational purposes.

Regular full-time employees accrue paid vacation leave at the following rate:

Length of Employment	Accrual Rate	Annual Maximum
First 12 months	8 hours per month	96 hours
1-4 Completed years	10 hours per month	120 hours
5 + Completed years	13.36 hours per month	160.32 hours

Vacation leave begins to accrue on the first day of employment, but is pro-rated according to hours worked during the first month. No vacation may be taken with pay in the first 180 days of employment.

Vacation leave schedules are subject to the approval of the employee's supervisor. No more than 160 hours of accrued vacation time can be carried over to the next anniversary year. Anything over 160 hours will be forfeited. If the employee gives at least two-weeks' written notice, **and** works the entire notice period, they may be paid up to 160 hours of vacation upon separation of employment. If an employee quits without notice, or quits during their notice period, they are not eligible for payout of vacation.

Regular part-time employees working a minimum of 20 hours (.5 FTE) per week will accrue vacation leave on a pro-rated basis.

Temporary and seasonal employees, or employees working less than 20 hours per week, do not earn or accrue vacation leave.

Scheduling Vacations

A minimum of two weeks-notice must be given before time off will be granted, except in cases of emergency. Employees must fill out and submit their request for vacation in the time keeping system and submit it for approval by their supervisor. Employee's supervisor must approve all vacation requests for the employee to take time off.

Each employee is expected to work with their supervisor and/or Executive Director in scheduling their vacation. Each employee is expected to consider workload impact, including special organizational events, or projects for which they have responsibility and to develop a vacation schedule with their supervisor that allows for timely submission or completion of program deliverables.

Vacation time cannot be cashed out in lieu of use.

Vacation Credit

In an effort to encourage employees to take a relaxing full-week vacation, OFSN offers a credit of eight hours back into your accrued vacation hours upon completion of at least five consecutive business days of vacation or a total of 40 consecutive vacation hours.

This vacation credit applies to regular employees working at least 20 hours or more per week, and shall be pro-rated for part-time employees. For example, a .75 FTE employee would need to take 30 consecutive scheduled work hours as vacation time to receive 6 hours credited back into their vacation accrual bank.

SICK LEAVE

OFSN provides all employees with 40 hours of paid sick leave in compliance with Oregon's statewide sick leave law. Accrual of sick leave begins at time of hire, however, to be eligible to use sick leave, you must have worked for OFSN for at least 90 days. Sick leave must be used in increments of at least one hour and is paid at your regular rate of pay.

For the purposes of sick leave, Exempt employees are assumed to work 40 hours per week and will accrue at a rate of eight hours per month.

Non-exempt, full-time employees (40-hour workweek) accrue 0.046 hours for each hour worked, with a maximum accrual of 96 hours annually.

Non-exempt, part-time employees accrue sick leave at a rate of 0.0333 hours per hour worked, with a maximum annual accrual of 48 hours.

For the purposes of Oregon Sick Leave, only the first 40 hours of sick leave used each calendar year will be considered protected under this law. Employees may carry over up to 100 hours of accrued but unused sick leave at the end of each calendar year, any hours remaining over 100 will be forfeited. You will receive a statement of your accrued sick leave balance on each paystub. Unused sick leave is not paid out upon separation from OFSN.

Paid sick leave is available for the following purposes:

- Your own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- Care for your family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- For purposes allowed under the Oregon Family Leave Act (OFLA) and Paid Leave Oregon (PLO), such as bereavement leave, caring for a newborn child or newly adopted/foster child, or sick child leave, regardless of whether the employee is eligible for OFLA /PLO leave and regardless of whether OFSN is a "covered employer" under OFLA/PLO;
- For any purpose allowed under Oregon's domestic violence, harassment, sexual assault, bias crime or incidents, or stalking law; or
- In the event of a public health emergency, including but not limited to:
    - Closure of your place of business, or the school or place of care of your child, by order of a public official due to a public health emergency.
    - A determination by a lawful public health authority or a health care provider that your presence or your family member in the community would jeopardize the health of others.
    - Your exclusion from the workplace under any law or rule that requires your employer to exclude you from the workplace for health reasons.
        - Such as if work location is subject to a Level 2 or 3 evacuation order; and/or
        - A public official has determined that the air quality or heat indexes at either your work location or home are at a level where continued exposure to such levels would jeopardize your health of the employee.
- **Effective January 1, 2026**: For blood donation by you made in connection with a voluntary program approved or accredited by the American Association of Blood Banks or the American Red Cross.

For the purposes of Oregon Sick Leave, a family member is defined as a spouse, child or the child's spouse or domestic partner, domestic partner, parent or parent's spouse or domestic partner, sibling or stepsibling or the sibling's or stepsibling's spouse or domestic partner, grandparent or the grandparent's spouse or domestic partner, grandchild or the grandchild's spouse or domestic partner, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

If the need for sick leave is foreseen, you should request the time off as soon as possible, preferably at least 10 days prior to the absence. If the need for sick leave is unforeseen, you must call your supervisor at least one hour prior to the start of your scheduled shift to report the absence. If you are unable to reach your supervisor directly, try to call another person in the supervisory chain. If you are unable to call anyone, you must call your supervisor as soon as you are able to report the absence and provide a reason that you were unable to call prior to the start of your scheduled shift. A failure to follow this reporting procedure may result in disciplinary action up to and including termination.

If an employee is absent for more than three consecutive scheduled workdays, OFSN may require verification from a healthcare provider of the employee's or employee's family member's need for sick leave. OFSN must pay for any costs of verification that are not covered under a health benefit plan.

If you are absent for any qualifying reason, you must use any available accrued sick and vacation leave before being allowed to take unpaid leave.

In case of off or on-the-job injury or accident, OFSN will request a doctor's release form that states any limitations to performing work functions prior to the injured employee returning to work. At the discretion of OFSN, OFSN may require a release prior to returning if restrictions are such that the employee would not be able to perform and could result in re-injury.

OFSN provides notification to each employee of sick leave at least once a quarter. Your accrued, available sick leave amount can be found on your paycheck stub.

OFSN does not pay employees for accrued but unused sick leave upon separation of employment.

JOB PERFORMANCE

EMPLOYEE COMMUNICATIONS

OFSN supervisors and/or managers are expected to be accessible and to encourage open, honest and direct dialogue among employees. This "open door" policy promotes the development of good programs and policies, challenges us to be better communicators, and supports professional growth. Employees are expected to make concerns, issues and problems known in the most direct fashion as soon as they become apparent.

Supervisors are expected to address areas of concern presented to them by their team members. Supervisors are expected to work with their team member(s) regarding the issues or areas of concern that have been identified, and seek out a mutually desired solution. If the employee(s) involved feels that their supervisor has not adequately addressed the issues or concerns in a timely manner, or their concern involves their direct supervisor, they may bring their concerns to the attention of Human Resources or to the Executive Director.

PERFORMANCE REVIEW

OFSN has a high standard of performance expected for all staff. The quality and quantity of your work, goals and objectives met, how well you get along with volunteers and staff members, as well as your attendance, punctuality and other factors will typically be reviewed annually. Your job performance will also be reviewed and discussed with you during the year as the need arises.

Each employee will be evaluated by their direct supervisor. The completed evaluation will be shared with you and you are required to sign the evaluation to indicate that you have examined it. Employees are permitted to attach written responses to their performance evaluations which will be filed with the evaluation in their personnel file.

As some employees have multiple jobs and/or supervisors, the performance review will be led by the supervisor for the work you do that is the highest value work (value determined by either content or work hours for the job). The supervisor will seek input from any other supervisor(s) that work with you.

CONFIDENTIAL AND PROPRIETARY INFORMATION

OFSN's proprietary information and trade secrets are some of our most important assets. It represents a tremendous investment in time, effort and money. Protection of this information is vital to maintaining our competitive edge and to safeguarding our future and our jobs. Its protection requires the active cooperation and participation of each of us. Therefore, employees are not to duplicate or disclose information or documents relating to proprietary information to persons outside of OFSN unless such communication has been authorized.

Confidential and proprietary information and trade secrets includes:

- Sensitive client data (HIPAA inclusive).
- Technical information and know-how including, but not limited to information on all products, equipment, processes, services, systems, formulas, patterns, compilations, programs, devices, and techniques.
- Planning information including, but not limited to information on new products/ services, release dates, or marketing and promotion campaigns.
- Financial data including, but not limited to information on costs, investments, sales, profits, forecasts.
- Marketing strategies including, but not limited to promotion, pricing and customer lists.
- Quality and improvement programs.
- Training curriculum and other OFSN materials.

Employees should be aware that the unauthorized release of OFSN's proprietary or confidential information, trade secrets or property constitutes a violation of this policy and may be a violation of state or federal law.

CODE OF ETHICS

In as much as OFSN has been incorporated within the State of Oregon as a non-profit organization to support families throughout Oregon supporting other families who have children/adolescents with mental, emotional, behavioral and related disorders, OFSN employees, volunteers or members of the Board of Directors will:

- Place the interests of OFSN above personal interests when serving in an official OFSN capacity;
- OFSN encourages open communication and respects employees' rights to discuss workplace concerns. When engaging in public communications, employees are expected to be truthful and respectful and to avoid making statements that could reasonably be understood as official Company positions unless authorized to do so.
- Embrace diversity as fundamental to the achievement of our Mission;
- Honor all persons, whether volunteers, consumers, or the general public without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity or any other characteristic protected by law;
- Accept accountability for how your choices and actions impact the public;
- Provide full disclosure of appropriate information relating to funding for agencies;
- Be respectful to all employees, volunteers and Board members during the open exchange of ideas;
- As steward of public funds, maintain the highest standard for delivery of service to consumers;
- Respect and maintain confidentiality of information pertaining to business activities and services rendered.

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

OFSN's officers, employees, board members or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from any present or potential contractor or sub-recipient of funding, except where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value at less than $50 per item and less than $100 total in a calendar year.

OFSN's officers, employees, board members or agents are prohibited from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or gain. As permitted by state or local law or regulations, violations of these standards will result in penalties, sanctions or other disciplinary actions.

EMPLOYEE CONDUCT

The maintenance of extremely high standards of honesty, integrity, performance and conduct is essential to the proper performance of our business, the satisfaction of our clients and the maintenance of our clients' trust. Oregon Family Support Network expects its employees to have careful regard for our standards and avoid even the appearance of dishonesty or misconduct. Our employees are expected to conduct themselves at all times in a professional and courteous manner, to exercise good judgment in the discharge of their responsibilities, and to conduct themselves in a manner that can be supported by management. Any misconduct or violation of the policies in this policy manual or otherwise of Oregon Family Support Network may result in disciplinary action up to and including termination of employment. Following are examples of conduct that may result in such disciplinary action:

- Refusing to perform lawful job duties and responsibilities.
- Unsatisfactory or careless performance or neglect of duties.
- Failure to use or maintain Oregon Family Support Network or client property in a proper manner.
- Altering, removing or destroying Oregon Family Support Network or client records and/or property.
- Unauthorized use, removal or destruction of Oregon Family Support Network property or the property of clients or other employees.
- Making statements that are libel or slander, such as communicating and/or publishing knowingly false information concerning Oregon Family Support Network, or any of its clients, employees or representatives.
- Falsifying personal, client or Oregon Family Support Network records, including any employment application or other employment information, or any other records or documents related to the Oregon Family Support Network, its business or any of its clients, employees or representatives.
- Excessive unauthorized tardiness, absenteeism or abuse of any paid time off policy.

- Failure to give proper notice of an expected absence.
- Dishonesty of any kind, including theft or misappropriation of property of Oregon Family Support Network, its employees, or past, current or prospective clients or representatives.
- Possession, use or display of any weapon on Oregon Family Support Network premises or while on Oregon Family Support Network business.
- Possession, sale, manufacture, use or being under the influence of drugs or alcohol on the premises or while on Oregon Family Support Network business.
- Any conduct endangering, or any verbal or nonverbal threat to endanger, property, life, safety or health.
- Willful violation of HIPAA privacy laws.
- Violations of Oregon Family Support Network harassment policy or any other form of unlawful or unethical conduct, harassment or discrimination.
- Off-duty or pre-employment conduct which may violate OFSN policies such as engaging in that reflects or may adversely reflect on Oregon Family Support Network if the employee were to remain employed.
- Fighting or horseplay.
- Disseminating or using confidential or proprietary work-related information without authorization.

An employee's overall record may be considered in determining appropriate disciplinary action. OFSN will determine the facts, whether discipline is warranted and what level of discipline, including discharge is warranted.

We believe our rules and expectations are clear. If, however, you have any questions concerning the application or intent of these rules, please consult your supervisor. Your cooperation in observing our work rules and standards for conduct will make disciplinary action unnecessary.

CORRECTIVE ACTION

OFSN has high performance expectations and the organization will take corrective action measures when necessary to improve performance deficiencies or to deal with violations of policies and work rules. The purpose of corrective action is to develop and maintain long-term, successful employees through coaching and ensuring that expectations are clearly communicated. Corrective action should both correct the situation and avoid repetition.

Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation. Management reserves the discretion to consider all options and whatever action it feels appropriate to the situation.

Corrective action may be taken at the discretion of management and, while we cannot compile an exhaustive list, may include any one or any combination of the following:

- Verbal coaching which may be confirmed in writing by the supervisor and placed in the employee's personnel file.

- Written warning, placed in the employee's file.
- Final written warning, placed in the employee's file.
- Termination, documented in the employee's file.
- Suspension may be used to remove an employee from organization premises during an investigation, or as a corrective action. Suspensions may be paid or unpaid as deemed appropriate.

The above options do not represent a process in which one step always follows another. Some acts, particularly those that are intentional or serious, may warrant more severe action on the first or subsequent offense, up to and including termination. When determining appropriate corrective action, management may consider the seriousness of the offense, the employee's intent and motivation to change the performance, the context in which the offense took place and the overall employment history. It is within management's sole discretion to determine the appropriate action.

Employees will be asked to sign all corrective action documentation acknowledging receipt of the documents.

SOLICITATION AND DISTRIBUTION

The orderly and efficient operation of our organization requires that each of us remain focused on our job tasks and support each other in the completion of our work. For this reason, we have developed rules regarding communications regarding non-work related causes and pursuits.

OFSN has established solicitation rules to maintain and promote efficient operations and security. No employee can solicit or promote support for any cause or organization during their working time. In addition, no employee can solicit another employee during that employee's working time or in working areas. Working time is defined as all-time an employee is required to be on OFSN premises, on duty or at a prescribed workplace, including preparation time, opening and closing times and required meetings.

This policy does not restrict employee activity during lunch or rest periods or before or after working time. Employees are welcome to engage in personal fundraising activities during break time. While commercial ventures are strongly discouraged, a limited amount of solicitation for in-home products is acceptable. Please place flyers, catalogues, product samples, etc., on the table in the break room or via email during non-work times.

Distribution of literature relating to any cause or organization is not permitted in working areas at any time. Such literature may be shared in non-work areas such as the lunch room or the parking lot or via email as long as it is not during working time. Non-employees are not allowed to solicit or distribute written material for any purpose on OFSN property, including parking areas.

OFSN reserves the right to support and communicate to all employees, in methods of communication that it chooses, about specific OFSN sponsored activities and programs.

OFSN will not mandate employee attendance at meetings involving the company's opinions regarding religious or political matters, nor will OFSN take any adverse employment action against employees who decline to attend those meetings.

CONFLICT OF INTEREST

OFSN relies on the integrity and loyalty of every employee. Conflicts of interest are to be avoided at all times. Employees should avoid pursuing individual interests which conflict with the best interests of OFSN. Such conflicts arise when employees develop personal or financial relationships with OFSN's clients or competitors. If you have a possible conflict of interest, discuss the situation with your supervisor at the earliest opportunity.

If the Company determines that a conflict of interest or appearance of such conflict exists, the employee may be asked to correct or remedy the situation immediately. Depending on the circumstances, an employee may be subject to discipline up to and including termination, for having engaged in conduct which constitutes a conflict, or for failing to promptly disclose a situation involving an actual or potential conflict of interest.

OUTSIDE EMPLOYMENT

Although OFSN has no desire to interfere with your outside interests, activities or investments, we recommend that you not engage in outside activities which could potentially lead to a conflict of interest. In order to avoid this situation, you must check with your supervisor concerning any outside employment or when engaging in an activity which may present a conflict of interest. As a general rule outside employment must in no way detract from your work efficiency or duties as an employee of OFSN or conflict with the interest of OFSN or its employees.

WHISTLEBLOWER POLICY

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with OFSN's Code of Ethics and Conflict of Interest policies and to report violations or suspected violations to the Executive Director in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code of Ethics or Conflict of Interest policies shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in

good faith will be 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 OFSN prior to seeking resolution outside OFSN.

Reporting Violations

OFSN has an 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 Human Resources or anyone in management whom you feel comfortable approaching. If you are not satisfied or comfortable with following OFSN's open door policy, individuals should contact the Executive Director directly.

Violations or suspected violation 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.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of OFSN's Code of Ethics or Conflict of Interest policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of that policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense and be subject to appropriate disciplinary action, up to and including termination.

DRESS AND APPEARANCE

Your personal appearance is an important part of the way you represent Oregon Family Support Network to the public. Customers form an opinion of Oregon Family Support Network from your appearance and attitude. Neat and conservative attire creates a favorable impression.

Employees are expected to maintain a high standard of personal cleanliness and to present a neat and professional appearance at all times. Employees should follow OFSN guidelines in regard to professional dress standards. Employees are expected to use their best judgment when dressing for their job duties each day.

OFSN expects their employees to dress professionally anytime they are meeting with professional committees, councils or groups where OFSN would be represented.

OFSN recognizes that the job duties and expectations are different when meeting with families

and youth. OFSN also expects employees to dress in a comfortable but professional manner when meeting with families and youth.

TELECOMMUTING POLICY

OFSN allows employees to work from home, or "telecommute," under limited circumstances. Telecommuting arrangements are designed to facilitate quality and efficient work performance when presence at the office is not possible.

Because of the coordination necessary with this type of working arrangement, written approval from your supervisor is required. If such an arrangement is approved, you will be required to meet your usual or otherwise specified performance requirements. You also will be required to be accessible by phone and email during the schedule agreed upon as part of your arrangement.

In an effort to sustain OFSN's team atmosphere, when you are telecommuting you are expected to take the steps necessary to remain informed regarding departmental meetings and other OFSN meetings where your presence may be required. If attendance is not possible, efforts should be made to participate by conference call. Your performance will be regularly evaluated and you will be provided ongoing feedback. The nature of telecommuting requires that you be vigilant in your communication with your supervisor and other members of our team. Your supervisor will discuss these expectations with you.

Telecommuters are also expected to keep time records as usual. If you are ill, you are expected to call in and inform your supervisor in the same manner you would if you were reporting to the office. Similarly, if you are injured, you are required to report the injury immediately to your supervisor.

Unless otherwise agreed, you must have been employed with OFSN for 12 continuous months and be in good standing. Telecommuting arrangements are on a trial basis for the first 90 days and may be discontinued at any time at OFSN's or your request. OFSN is under no obligation to grant such request.

Any equipment supplied by OFSN must be used in compliance with our standards for use of OFSN property. Repair and maintenance of OFSN-provided equipment will be at OFSN's expense. Equipment supplied by the employee will be maintained by the employees as appropriate.

OFSN's policies regarding protection of confidential and proprietary information applies to telecommuting employees and you are expected to ensure the protection of such information.

Telecommuting is not a replacement for your childcare needs. There may be times when a flexible schedule may be agreed upon for such needs, but you are expected to fully perform your job within the established requirements.

POLITICAL ACTIVITY

Employees of OFSN who wish to participate in political activities or to express themselves in the public media on political or social issues do so as an individual citizen.

All staff are expected to refrain from referencing OFSN, including using OFSN's name and your job title while engaged in political activity. As a non-profit 501(c) 3, OFSN is strictly prohibited from lobbying or promoting political agendas, including endorsing political candidates, or specific ballot measures or initiatives as part of federal, state or local elections. Additionally, staff are prohibited from using OFSN resources such as letterhead, mailing lists or labels, office supplies, equipment, copying machines, mail, or telephones for individual political activity.

Staff who are found in violation of this policy will be subject to disciplinary action, which may include termination.

EMPLOYMENT SEPARATION

RESIGNATION

As an employee of OFSN, your employment may be terminated at any time, for any lawful reason, with or without notice.

If you decide to leave OFSN, the general guidelines are to submit a minimum of two weeks' notice, in writing, in order to be considered to have resigned in good standing. Employees are expected to remain on the job during the notice period. Unused sick leave, flextime or floater holidays are not paid out upon termination.

Exit interviews with Human Resources are normally scheduled for departing employees. The purpose of the exit interview is to review eligibility for benefit continuation and conversion, to ensure that all the required forms are completed and to collect any OFSN property in the employee's possession (e.g. keys, cell phones).

LAYOFF

A reduction in the workforce may occur at any time when lack of funds or major shifts in program direction occurs. If your position is eliminated, you will be given an opportunity to apply for a suitable vacant position, based on availability at the time of layoff, without loss of service. Compensation will be based on new classification.

JOB ABANDONMENT

If you are absent from work for three consecutive workdays without properly notifying your supervisor, you will be considered to have abandoned your job and will be terminated.

REFERENCES AFTER EMPLOYMENT WITH OFSN

Only Human Resources is authorized to respond to reference check inquiries from other employers. All calls, contacts and written inquiries concerning current or former employees shall be referred to Human Resources.

LEAVES OF ABSENCE

All leaves must be approved in advance, unless otherwise required by law. Employees must submit their Request for Leave for approval by their supervisor at least two weeks in advance. Because long periods of leave could adversely affect office operations, employees are encouraged to schedule major vacations or planned absences with as much advanced warning as possible. Requested leave is not guaranteed.

OREGON FAMILY AND MEDICAL LEAVE (OFLA)

The Company makes available statutory family and medical leave as prescribed by state law under the Oregon Family Leave Act (OFLA). OFLA leave may be available in the following circumstances:

- **Sick child leave**: To care for a child with an illness which requires home care (including serious health conditions). This also includes leave to care for a child whose school or place of care is closed as a result of a public health emergency.
- **Pregnancy disability leave:** Before or after the birth of a child or for prenatal care including routine medical visits related to pregnancy before or after giving birth. An employee may take up to 12 weeks of pregnancy disability and still have 12 weeks available for any other purpose.
- **Bereavement leave**: To deal with the death of a family member including attending the funeral or alternative, making necessary arrangements or grieving.

Family Member

For purposes of OFLA a family member is defined as a spouse, child or the child's spouse or domestic partner, domestic partner, parent or parent's spouse or domestic partner, sibling or stepsibling or the sibling's or stepsibling's spouse or domestic partner, grandparent or the grandparent's spouse or domestic partner, grandchild or the grandchild's spouse or domestic partner, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Eligibility

Generally, Oregon Family Leave is available to employees who have completed at least 180 days of employment, averaging at least 25 hours per week.

Employees reemployed or returning within 180 days who were eligible for OFLA leave (based on the current eligibility criteria described above) at the time of their separation from employment or the beginning of their temporary cessation of work will be eligible to take OFLA leave immediately upon reemployment or return.

Employees reemployed or returning within 180 days who were not yet eligible for OFLA leave (based on the current eligibility criteria described above) at the time of their separation from employment or the beginning of their temporary cessation of work will receive credit for time worked for the employer prior to the break in service for the purpose of establishing eligibility. During a public health emergency, OFLA leave for all qualifying reasons is available to employees if they have been employed for at least 30 days immediately before the leave begins; and they worked an average of at least 25 hours per week during the 30 days immediately preceding the leave.

Maximum Duration of Leave

Eligible employees may generally take up to 12 workweeks of OFLA leave in a 52-week period looking forward from the Sunday immediately before the date on which OFLA leave begins. Additional leave may be available for specific statutorily authorized reasons. Intermittent or reduced schedule leave is available under certain circumstances.

For purposes of leave for dealing with the death of a family member employees are allowed two weeks of leave per family member up to four weeks total of leave within a 12-month period. Leave must be taken within 60 days of the date the employee receives notice of the death of the family member. Leave for this reason is credited against the 12 weeks that the employee may have available under OFLA.

Benefits During Leave

All health care benefits will continue through the approved period of statutory leave.

Paid time off benefits, such as vacation and sick leave, do not accrue during any period of unpaid statutory leave.

Pay During Leave

Leave is generally without pay. However, you must utilize any other paid leaves provided by the Company while you are on leave.

However, eligible employees may be granted up to five (5) days of paid leave for dealing with the death of a family member. Payment is made for hours the employee was otherwise scheduled to work on those days. These hours will not be considered hours worked for purposes of calculating overtime. After three days, leave is generally without pay, but you must utilize any other paid leaves provided by the Company.

Application for Leave

Generally, a request for leave must generally be made 30 days in advance. You must provide sufficient information for the Company to determine if the leave may qualify for OFLA and the

anticipated timing and duration of the leave. Sufficient information may include a doctor's note or other verification of the need for leave. You may also be required to provide a certification and periodic recertification supporting the need for leave. You must follow all call-in requirements.

For leave when dealing with the death of a family member, you are expected to provide notice of the need for leave in advance of taking the time off. Regardless, you must provide verbal notice of the need for leave within 24 hours of commencing the leave. You must also provide written notice and explanation of the need for leave within three days of returning to work.

In any event, you must provide reasonable advance notice of the need for statutory leave. Leave may be delayed or reduced if proper notice is not given.

Certification

Before requests for leave can be approved, you may be required to supply verification of the need for leave, which in some situations may include medical certification from a healthcare provider of the condition necessitating leave, or certificate of death for your family member. Forms may be obtained from Human Resources.

Additional Information

It is unlawful for any covered employer to interfere with, restrain or deny the exercise of any right provided under family leave. It is also unlawful to discharge or discriminate against any person for opposing any practice made unlawful by OFLA or involvement in any proceeding under or relating to OFLA.

Any employee may file a complaint with the Bureau of Labor and Industries or bring a private lawsuit.

Call-In

The Company requires employees on statutory leave to comply with the Company's call-in policy.

Reinstatement Upon Return From Leave

In the event that leave does not exceed the maximum duration and absent extraordinary circumstances, you will be returned to your former or equivalent position upon return from leave.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

Notification of availability to return to work prior to the planned return date should be made to the Human Resources within two days prior to the expected time of return.

PAID LEAVE OREGON

Paid Leave Oregon is a mandatory statewide insurance program that provides eligible Oregon employees with paid time off to give or receive care.

Statutory paid leave may be available in the following circumstances:

- The birth of a child;
- Bonding with a child in the first year after birth, adoption, or foster care placement;
- To care for a family member with a serious illness or injury;
- To care for yourself when you have a serious illness or injury;
- For survivors of sexual assaults, domestic violence, harassment, or stalking;
- To effectuate the legal process required for the placement of a foster child or the adoption of a child.

Family Member

For purposes of PLO a family member is defined as a spouse, child or the child's spouse or domestic partner, domestic partner, parent or parent's spouse or domestic partner, sibling or stepsibling or the sibling's or stepsibling's spouse or domestic partner, grandparent or the grandparent's spouse or domestic partner, grandchild or the grandchild's spouse or domestic partner, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Eligibility

Paid Leave Oregon will be available to Oregon employees who have earned at least $1,000 in wages during the base year or alternative base year and who pay contributions to the Paid Leave Oregon fund. The base year is the first four of the last five completed calendar quarters preceding the leave and the alternative base year is the last four completed calendar quarters preceding the leave.

The $1,000 in wages is cumulative, regardless of the number of employers or jobs someone has during a year. While on leave, you are entitled to partial wage replacement. That means you will receive a portion of your average weekly pay.

The amount of pay you receive while on leave is based on your average weekly wage compared to Oregon's average weekly wage. If your weekly wage is equal to or less than 65 percent of the state average weekly wage, you will receive the full amount of your weekly wage while on leave. If your weekly wage is more than 65 percent of the state average weekly wage, then you will

receive 65 percent of the state average weekly wage plus half of the difference between your average weekly wage and 65 percent of the state average weekly wage.

Maximum Duration of Leave

Employees will be eligible for up to 12 weeks of paid leave for any combination of family, medical, or safe leave. An additional two weeks of paid leave is available for any limitations related to pregnancy, childbirth or related medical condition, including lactation.

Application for Leave

If the leave is foreseeable, you must provide Human Resources with written notice at least 30 days prior to beginning the leave. If the leave is unforeseen, you must give verbal notice within 24 hours of beginning leave. You must also provide written notice within three days after the leave begins. Employees generally may not apply for PLO benefits after 30 days of the qualifying event.

Your notice must include the following:

- Type of leave being requested
- Explanation of the need for leave
- Actual or anticipated dates and duration of the leave

Failure to provide written notice within the required timeframes may result in penalties applied by the OED. As a penalty, the OED may reduce an employee's first weekly benefit amount by 25%, unless it would reduce the benefit amount below the PLO minimum benefit amount (5% of the average weekly wage).

Pay During Leave

Paid Leave Oregon is administered by the OED. Benefit payments through the Paid Leave Oregon program are paid by the OED.

Employees may supplement their Paid Leave Oregon benefit payments with any other paid leaves provided by the Company up to 100 percent of the employee's weekly wage.

Payment of Contributions

The program is funded by contributions paid by both employees and employers and is administered by the Oregon Employment Department. Employees pay 60 percent of the total contribution rate and the Company is responsible for paying the other 40 percent.

OFSN will calculate and withhold contributions from your paycheck and submit both the employer and employee contributions to the OED on a quarterly basis.

Return to Work

Employees who return from leave under this law will be restored to a same or equivalent job if they have worked for their employer for at least 90 days prior to taking leave. Your health insurance will continue for the duration of the approved leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave. When returning from leave, you may be required to present certification from a health care provider that you are fit to return to work or of any restrictions on your ability to safely perform the essential functions of your job. The Company is prohibited from discriminating against you for requesting or taking paid leave.

MILITARY LEAVE

OFSN provides unpaid time off for employees with an obligation to actively serve in the military, reserve military service or summer encampment while maintaining the individual's employment status and benefits in full accordance with both federal and state laws. Should you have a need for this leave, you should consult your supervisor as soon as possible.

OREGON'S DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT, BIAS CRIMES OR INCIDENTS, OR STALKING LEAVE

The Company makes available statutory domestic violence for leave victims of domestic violence, criminal harassment, sexual assault, bias crimes or incidents or stalking as prescribed by Oregon law.

Statutory unpaid leave may be available in the following circumstances if related to domestic violence, harassment, sexual assault, bias crimes or incidents, or stalking:

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings. To seek medical treatment for or to recover from injuries of the eligible employee or the employee's minor child or dependent.
- To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional.
- To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent.
- To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

Eligibility

Leave for domestic violence is available to any employee, regardless of the number of hours you work or your length of employment.

Maximum Duration of Leave

The amount of leave time you are entitled to will be determined with consideration given to the level of hardship it places on the Company. Employees may also be eligible for leave under Paid Leave Oregon.

Pay During Leave

Leave is generally without pay. However, during your leave, you may elect to utilize any other paid leaves provided by the Company. Additionally, paid leave may be available under Paid Leave Oregon.

Certification

Before approving this type of leave, you may be required to provide documentation verifying the need for leave. Appropriate documentation includes, but is not limited to, a copy of a police report or documentation from an attorney who is assisting you with the matter.

Reasonable Safety Accommodations

You may request reasonable safety accommodations in addition to domestic violence leave. Reasonable safety accommodations include, but are not limited to, the following:

- Transfer
- Reassignment
- Modified schedule
- Changed work telephone number
- Changed work station
- Installed lock
- Implemented safety procedures

If you are in need of a safety accommodation, please contact HR.

Call-In

The Company requires employees on statutory leave to comply with the Company's Call-in Policy for Employees on Leaves of Absence.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

OREGON'S CRIME VICTIM LEAVE

The Company makes available leave for victims of crime as prescribed by Oregon law.

Unpaid leave may be available to attend any criminal proceeding at which a crime victim has a right to be present.

Eligibility

Leave for crime victims is available to employees who have worked an average of more than 25 hours per week for a covered employer for at least 180 days immediately before the date the employee takes leave to attend a criminal proceeding.

Maximum Duration of Leave

The amount of leave time you are entitled to will be determined with consideration given to the level of hardship it places on the Company.

Pay During Leave

Leave is generally without pay. However, during your leave, you may elect to utilize any other paid leaves provided by the Company.

Certification

Before approving this type of leave, you may be required to provide documentation verifying the need for leave. Appropriate documentation includes, but is not limited to, a copy of a police report or documentation from an attorney who is assisting you with the matter.

Call-In

The Company requires employees on statutory leave to comply with the Company's Call-in Policy for Employees on Leaves of Absence.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

If you are in need of this type of leave, please contact your supervisor immediately.

OREGON MILITARY FAMILY LEAVE ACT

OFSN makes available statutory leave as prescribed by state law for spouses of deployed military personnel. This leave may be available to you when your spouse has been notified of an impending call or order to active duty before deployment and when your spouse is on leave from deployment.

Eligibility

Leave is available to employees who average at least 20 hours per week.

Maximum Duration of Leave

Eligible employees are entitled to a maximum of 14 days of leave per deployment. When an employee qualifies for both OFLA and OMFLA, and has available OFLA time, OMFLA leave will be deducted from their OFLA allotment. If OFLA is unavailable, either due to ineligibility (lack of 180 days of employment) or exhaustion of leave, OMFLA may still be used if the employee has averaged 20 hours per week prior to the leave.

Pay During Leave

Leave is generally without pay. However, during your leave, you may utilize any other paid leaves provided by OFSN.

Certification

Before approving this type of leave, you may be required to provide documentation verifying the need for leave within five days of when your spouse receive official notice of deployment or leave from deployment.

Call-In

OFSN requires employees on statutory leave to comply with OFSN's Call-in Policy for Employees on Leaves of Absence.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

If you are in need of this type of leave, please contact your supervisor immediately.

BEREAVEMENT LEAVE

OFSN will grant all regular employees, who work 20 hours or more per week, bereavement leave of up to five days with pay per incident. This Leave shall be applied in the case of the death of an immediate family member. The employee's supervisor must authorize such leave.

- An immediate family member is defined as spouse, child or the child's spouse or domestic partner, domestic partner, parent or parent's spouse or domestic partner, sibling or stepsibling or the sibling's or stepsibling's spouse or domestic partner, grandparent or the grandparent's spouse or domestic partner, grandchild or the grandchild's spouse or domestic partner, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. Paid bereavement shall be available for use within thirty days of the incident.

If an employee requires additional time, upon approval, the employee is required to use any available sick/vacation leave for the additional time. If the employee has exhausted sick and vacation leave banks, then additional time will be considered unpaid time off.

For employees covered under the Oregon Family Leave Act (OFLA) additional leave time may be available. However, after three days of OFSN paid leave, you are required to utilize any other paid leaves provided by the OFSN. Any additional time off will be unpaid. You are required to use bereavement leave covered under OFLA within 60 days of the notification of the loss.

JURY DUTY

Employees receiving notification from state or federal courts to serve on a jury or as a witness in response to a subpoena related to OFSN business or similar service shall receive their regular pay. If an employee is excused from service as a juror or witness and more than two hours are available in the normal workday, he or she shall report to work for the remainder of the day.

Employees are not given administrative time off for personal legal business or court appearances unless required by law. In these cases, the employee must take accrued vacation or flextime, which must be approved by their supervisor.

PERSONAL LEAVE

Under limited circumstances, OFSN may provide up to 30 days of leave for you to attend to personal or medical issues.

Personal leave is unpaid. You must utilize any accrued paid time off during your leave. Benefits will continue in accordance with OFSN's Termination of Benefits policy.

Under usual circumstances, personal leave must be requested and approved at least two weeks in advance. Requests will be granted as business conditions permit.

You may be required to supply OFSN with certification of the condition necessitating leave.

OFSN requires employees on personal leave to comply with OFSN's Call-in Policy for Employees on Leaves of Absence.

You are expected to return to work as scheduled. If you do not and have failed to properly request an extension of leave, you will be considered to have voluntarily quit.

If you have a need for personal leave, please see your supervisor.

Employees on unpaid leave do not accrue vacation or sick leave benefits during the unpaid leave period.

USE OF OFSN RESOURCES

ELECTRONIC COMMUNICATIONS

Limitations on Use

The electronic communications systems, including, but not limited to Internet access, software, email, web-logs, text messages, and voicemail, are owned by OFSN. These systems are provided for employee use to promote efficient work performance. Use of the systems is limited to employees and others expressly authorized by OFSN.

OFSN looks upon the use of Internet and email as business tools provided to communicate with vendors, government agencies, customers, prospects, and professional colleagues. Always remember that OFSN's internet and email system are not a secure system. Any message you send to another person via the email system could potentially be read by someone other than the intended recipient. Also, be aware that email messages, like all information in OFSN computer systems, are OFSN property and open to review by OFSN management.

Occasional personal use of the systems is permitted. Personal use should be limited to break or lunch periods and should not overwhelm or tax the computer or network systems. OFSN computer's should not be used for downloading material for personal use, or using the computer for personal use of running videos, radio and other high bandwidth material over the internet.

All use of these systems must be in keeping with our standards for confidentiality, courtesy, and professionalism in communications and must not adversely affect employee productivity. Broadcast, internally or externally, of unsolicited personal views on social, political, religious or other non-business related matters is not permitted. Examples of forbidden transmissions include: any sexually explicit content; gender-specific comments or unwelcome propositions; and, ethnic and racial slurs.

Any posting to a public forum, such as emails, web-logs or on-line journals, whether for personal use or if hosted by OFSN, must be consistent with OFSN's policies and standards including confidentiality, discrimination, harassment and courtesy and professionalism. Examples of conduct which may result in disciplinary action up to and including termination include: disclosing insider information, disclosing confidential OFSN information or trade secrets, or information which creates a conflict of interest.

Use of the systems for personal commercial ventures or gain is prohibited.

Security and Company Access

As OFSN equipment, use of the systems is monitored at management discretion. All computer records, files, software and email and voicemail messages created, sent, received or stored on OFSN's system are considered OFSN records. This includes personal, password protected, web-based email accounts accessed using OFSN property. Management retains unrestricted access to these records. Likewise, the content of all records may be disclosed by management at its discretion. Therefore, the contents of records created, sent, received or stored on OFSN's systems are not private. Employees should be aware that even erased and deleted records may remain accessible in the systems for some time.

To help ensure the security of our systems:

1. No software shall be loaded on any system without approval of the network administrator or your supervisor.
2. Downloading of data from the Internet must have prior approval from the network administrator.
3. Removal of electronic data or equipment from the premises requires approval from your supervisor.

Passwords are maintained for security purposes. All system passwords and encryption keys must be made available to management on request. Employees are prohibited from the unauthorized use of the passwords or encryption keys of other employees.

Violations

Violation of this policy may result in disciplinary action, up to and including discharge.

GENERATIVE AI

Generative AI tools (Chat GPT, Google Gemini, etc.) can enhance employee productivity by assisting with certain job duties such as content development, writing and editing, creating images and by assisting with generating ideas. There are risks when using these technologies including bias, inaccurate information, and violation of intellectual property rights.

Information submitted into AI platforms could result in security or privacy problems, in some situations, especially content development. For example, AI tools and resources can assist with writing blogs, policies, training slides or processes. However, for several reasons AI tools and resources should not be heavily relied upon in your day-to-day work and caution must be exercised when using any such tool. Such tools are a starting point, not your end point. Employees should not simply cut and paste from these tools and resources. Employees can use these tools to supplement their original work, not replace it.

Before using AI tools and resources in the performance of your work, discuss appropriate use with your supervisor. If you have subsequently produced work using AI tools and resources in the performance of your work, disclose this to your supervisor and obtain approval for use before using the information internally or externally with customers.

Expectations of Use

- Understand that AI tools, while useful, are not a substitute for human judgment and creativity. Al is intended to enhance and not replace your own work.
- Understand that many AI tools may generate false or inaccurate information. Verify responses. Do not use AI outputs verbatim. Do not assume that the outputs are credible or accurate. Do not rely upon the outputs as your only reference.
- It is important to fact-check and verify information received from AI resources before using it, as information may not be up-to-date or accurate. It is always your responsibility to ensure the accuracy and quality of the information you are providing.
- Assume any information you input into an AI tool will go viral on the Internet. Assume anything you input into the tool will be attributed to you or our organization.
- Inform your manager when you have used an AI tool to help perform a task.
- Verify that any response you intend to use is neither biased nor violating anyone's intellectual property or privacy. Most AI tools allow you to ask "cite sources" to help with this.
- Understand that our Electronic Communications Policy and other employee policies apply to any use of AI tools. Do not allow the use of AI to be a distraction from your duties.
- Do not use AI tools for any activities that are harmful, illegal, or in violation of the Employer's policies or any federal, state, or local law.

Inappropriate Use

- Do not use AI tools to make or help you make decisions or recommendations about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- Do not upload or input any confidential, proprietary, or sensitive OFSN information into any AI tool. Remember, AI tools and resources are generally open source, meaning that the information you put into the platform becomes part of the data and therefore open and available to others. Examples of prohibited information include but are not limited to:
  - Any confidential information as defined in the Employee Handbook or in any other policy or agreement addressing confidentiality and/or trade secrets.
  - Any non-public OFSN information that might be of use to competitors or harmful to the Employer if disclosed. This may breach your or OFSN's obligation to keep certain information confidential and secure, risks widespread disclosure, and may cause OFSN's rights to that information to be challenged.
  - Any details or content relating to any work product for OFSN.
  - Customer details such as name, address, website.

- Personal information (names, addresses, likenesses, etc.) about any person.
- Information which is not appropriate for public release.
- Any material which is copyrighted.
- Any material which is the property, intellectual or otherwise, of any third-party.
- Passwords, credentials, protected health information, or personnel material.

Do not integrate any AI tools with internal software without authorization to do so.

The use of AI tools and resources should comply with all relevant laws, regulations, and organization policies.

Violation of this policy may result in corrective action, up to and including termination of employment.

SOCIAL MEDIA AND SOCIAL NETWORKING POLICY

OFSN views social networking as a strictly personal activity unless your job description includes engaging in social networking for the specific purpose of promoting OFSN. The following guidelines apply to employees who choose to engage in social networking and/or social media:

- Any posting to a public forum, such as blogs or social media platforms, whether for personal use or if hosted by OFSN, must be consistent with OFSN's policies and standards including confidentiality, discrimination, and harassment.
  Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.
- Social networking sites including but not limited to sites such as Facebook, Instagram, TikTok, Snap Chat and X (formerly Twitter) should not be accessed or used during work time, unless authorized by your supervisor or manager.
- If you have listed OFSN as your employer, you have associated yourself with OFSN. Do not represent yourself as a spokesperson of OFSN, unless authorized to do so.
- Employees must maintain the confidentiality of OFSN's trade secrets, or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not disclose business-related confidential communications. This does not include information regarding the terms and conditions of employment such as staffing plans or hours of work.
- Do not speak to the media on OFSN's behalf without contacting the **Community Engagement & Development Director**or Executive Director. If you have questions or need further guidance, please contact Human Resources.
- Supervisors should not make recommendations or referrals of past or present employees on social or business networking sites such as LinkedIn.

Remember, you are responsible for anything you write or present online. OFSN trusts and expects you to exercise personal responsibility whenever you participate in social media or other online activities. Violations of this policy can result in corrective action up to and including termination.

These rules are not intended to restrict or interfere with your engagement in protected activity including your right to self-organize, form, join or assist labor organizations, to bargain Collectively or from engaging in any other concerted activities for the purpose of collective bargaining or the mutual aid and protection of employees of OFSN.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or Human Resources if you are uncertain.

WORKPLACE RECORDINGS

Employees may not record workplace conversations, phone calls, or OFSN meetings unless such recordings are approved in advance by all parties involved. This policy applies to any conversations, by telephone or in person that employees may have with their co-workers, managers, or third parties. For the purposes of this policy, "record" means to capture, preserve, or stream audio, video, or still images by any means.

CELL PHONE AND SMART DEVICE USE

OFSN will issue an organization-owned cell phone, number, charger and other necessities as determined by the employee's supervisor. All passwords/codes are to be provided and maintained at the Salem Office. The primary purpose of an organization-issued phone is for business communications. Cell phones must not be loaned to, or used by, others.

All cell phone equipment will be returned upon separation from OFSN. Cell phones owned by OFSN must be used appropriately, responsible, and ethically. The following must be observed:

- If an employee due to negligence, damages or loses an OFSN-issued cell phone or if a theft occurs, the employee must notify their supervisor and the statewide office administrative assistant immediately to have the device de-activated.
- OFSN prohibits staff, or contract employees from using an organization-issued cell phone while operating a motor vehicle unless they utilize a hands-free device. Further, if state or local laws are more restrictive, the employee must follow the appropriate law. (Dialing
  numbers, checking/responding to email, texting etc.)

- OFSN-issued cell phones and smart devices are for business purposes only and should not be used for personal reasons unless it's an emergency, or unless explicitly authorized by your supervisor. Excessive personal use of OFSN-issued phones or smart devices may require reimbursement of expenses and disciplinary action.
- Do not download any apps to an organization-issued cell phone or smart device without authorization from your supervisor to do so.
- Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to additional actions for recovery of the loss (this may include legal action).

All cell phones and smart devices should be set to silence or vibrate prior to joining any meetings with others.

Employees with camera capable cell phones or smart devices must not use the camera or other audio or visual recording features during work time or in private areas where OFSN, OFSN clients and other employees have a reasonable expectation of privacy. This includes but is not limited to bathrooms and changing areas.

OFSN expects its employees to remember safety when using their cell phones and smart devices for business purposes. It is required that employees comply with traffic regulations, laws and ordinances and use safety belts in the operation of motor vehicles while engaged in OFSN business. Your safety and the safety of the public are important to us.

All employees are expected to pull over to the side of the road before using their cell phone or smart device, even if it is equipped with hands-free technology. The use of any hand-held mobile communication device is prohibited while driving.

While in possession of OFSN cell phones or smart devices, it is required that you take appropriate precautions to prevent theft or vandalism of the equipment issued to you. When leaving your vehicle, it is best to take the cellular phone with you to minimize the threat of theft. OFSN-issued cell phones or smart devices may not be used for personal use without authorization in advance by your supervisor. Do not download any apps to an OFSN-issued cell phone or smart device without authorization from your supervisor to do so.

TRAVEL RULES

You may be required to attend activities that necessitate travel and overnight stays. On overnight trips, all time a non-exempt employee spends traveling during their normal work hours shall be considered compensatory time. Time spent not working and outside of normal work hours would not be considered compensable, unless you are driving. The supervisor of a non-exempt employee must approve any travel that will incur overtime.

If an employee extends a business trip for personal convenience, only the time of departure and return relating to OFSN business will be reimbursed. Employees should claim only those travel expenses incurred in connection with OFSN business.

Reimbursement shall not be made for out-of-town mileage if an employee chooses to take their own vehicle when other transportation is available. Permission to do so must be approved in writing by your supervisor.

All requests to incur OFSN travel costs must be approved in advance by your supervisor, or Executive Director. Travel request forms are required for all overnight or out of state travel. Travel request forms shall be submitted to the Administrative Assistant for completion at least **two weeks** in advance of travel. Per Diem requests for travel of three or more consecutive nights must be received by the Administrative Assistant for processing by Bookkeeping at least **two weeks** in advance of travel. Reimbursement will be by receipt or contemporaneous record only.

TRAVEL EXPENSES

Transportation

Travel should be by the most direct route available, and the mode of transport should be the one which is most economical and consistent with the purposes of the trip. Air travel should be by coach or economy class. If the most appropriate mode of travel is an automobile, the traveler should follow the instructions under the use of private automobiles for work. Reservations for approved travel will be made by the administrative support staff upon receipt of a travel request form that includes written approval by the supervisor, appropriate director and/or Executive Director. Travel requests should be processed by the statewide office for travel more than three days.

Ground Transportation/Rental Cars

For auto trips of over 200 miles round trip, and which requires at least one overnight stay, staff shall have the availability of a rental car. Reservations for approved ground transportation will be made by the supervisor or local administrative support upon receipt of a travel request form that includes written approval by the supervisor, and appropriate director.

Transporting Families

No OFSN employee shall transport families in their personal vehicle. OFSN employees may transport families in rented vehicles for OFSN sponsored events, after reviewing insurance liabilities.

Transporting Staff

OFSN employees may transport OFSN staff, Board Members or Volunteers using their discretion.

Lodging

Lodging will be made available for trips that involve ground travel of at least 150 miles one way and/or travel times that result in arrival after 6:00 p.m. Reservations for approved lodging for the purposes of OFSN sponsored travel will be made by the supervisor or administrative support upon receipt of a travel request form that includes written approval by the supervisor and appropriate director and/or Executive Director. Travel requests should be processed by the statewide office for travel more than three days in length.

Meals – Per Diem

Business travel of over 50 miles will include reimbursement for meals under the following guidelines; Breakfast for travel that begins before 7:00 a.m.; Lunch is allowed if OFSN business continues from 10:00 a.m. – 2:00 p.m. (i.e. working lunch); and, Dinner for OFSN business/travel that concludes after 6:00 p.m. Food costs will not be reimbursed if meals are otherwise made available as part of overnight stay at hotels and/or as part of a conference/training or event. Staff are encouraged to use their OFSN-issued credit card when Per Diem has not been issued prior to travel when able. All meals/food are to be reported through our online payroll data system accompanied by receipts. Out-of-pocket reimbursements are made on subsequent payroll unless authorized by a supervisor or appropriate director.

Per Diem will be offered to OFSN staff who are required to attend trainings or events at least 150 miles or more from place of business to another location and are for more than three days in duration. Per Diem costs are obtained through the General Services Administration (GSA) website. Meal expenses should be for a single individual. Travel requests that include per diem reimbursement must be received by the Statewide Office for processing by bookkeeping at least **two weeks** in advance.

Special Expenses

Registration fees or tuition charged for approved conventions, conferences or meetings are classified as reimbursable expenses, as are business-related telephone charges, local transportation fees, baggage handling, parking, business supplies and tips. Registration fees must have approval by supervisor, appropriate director or Executive Director, prior to registration. Payment is made by OFSN-issued credit cards or check request through OFSN bookkeeping for non OFSN trainings.

Non-Allowable Expenses

Non-allowable expenses for out-of-town travel include all expenses of a personal nature, which would have been incurred whether or not the traveler was on OFSN business. These include entertainment, alcohol, traffic violations, side trips not related to official OFSN business, and damage to the traveler's personal vehicle.

Travel Expense Statements

All persons requesting reimbursement for OFSN approved travel that is not otherwise reimbursed through travel per diem must claim out-of-pocket expense through OFSN online financial data system. Out-of-pocket expense is to be kept to a minimum. Staff are encouraged to use OFSN-issued Company credit cards.

Out-of-pocket claims must be accompanied with all applicable receipts including lodging, food, transportation, and other related costs. Staff are expected to enter expenses, as instructed, into the financial data system. Proper documentation (proof of payment) is needed for all expenditures claimed.

KEYS AND IDENTITY BADGES

Some employees may have keys and identity badges for OFSN offices. It is the responsibility of each employee to safeguard the keys and identity badges issued to them in order to maintain adequate security. The duplication of keys and/or identity badges is strictly prohibited.

All keys and identity badges must be turned over to Human Resources at the time of separation from employment or when requested.

Lost or stolen keys or identity badges are to be reported to the Finance and Operations Director and supervisor immediately. An employee may be charged for replacement of each lost key(s).

EMPLOYMENT VERIFICATION

All requests for verification of current or past employment, whether verbal or written, must be forwarded to Human Resources for a response. No other manager, supervisor, or employee is allowed to provide any form of verbal or written references for a current or past employee of OFSN.

OFSN will provide the following information in response to requests for employment verification:

- Name
- Dates of employment
- Position held

If you are terminating employment and want OFSN to provide additional information to what is listed above, you may contact Human Resources for a Reference Release form.

EMPLOYEE TRAINING AND DEVELOPMENT

PERSONNEL TRAINING AND DEVELOPMENT

OFSN offers in-service training opportunities for all employees through all-staff meetings, department meetings and internal trainings. OFSN may also authorize employee participation in courses, seminars and workshops offered by OFSN and other organizations, provided they lead to professional development. See your supervisor to begin the process.

If the course occurs during regular working hours, employees must obtain advance approval to attend the training whether or not a fee is charged. Courses paid for out of OFSN's funds must relate to current needs of the organization and must increase those skills and knowledge most in need of improvement by each individual rather than simply personal enrichment or to obtain a degree or certification.

Training approval (both for time excused for attendance and/or for cost of course, if any) is given by your supervisor and appropriate director or Executive Director. Criteria for training session attendance include:

- Applicability of course and specific sessions to employee's job;
- Workload within employee's department;
- Overall department training plan/schedule;
- Equity for that employee, balanced against needs/interests of other employees;
- Prior or planned training opportunities taken by that employee on OFSN time.

PROFESSIONAL ORGANIZATIONS

OFSN encourages individuals to participate in professional organizations related to their jobs. Members of professional organizations will be allowed, with their supervisor's approval, to attend such job-related meetings.

While OFSN encourages participation in non-job-related community organizations, time spent on such activities must be on the employee's own time.

PROFESSIONAL LICENSES/ASSOCIATION FEES

In general, membership dues directly related to current OFSN responsibilities will be funded, while personal membership dues necessary to maintain individual degrees, etc., will be the responsibility of individual employees. Both the cost of professional certifications and the cost of professional licenses shall be the responsibility of the individual employee.

HEALTH AND SAFETY

SAFETY POLICY

Safety and health is a primary concern of OFSN. Therefore, OFSN has established a safety and health program to provide a safe and healthful work environment for its employees.

Every employee must accept the responsibility to prevent injuries to themselves and fellow employees by prudently following the guidelines established in the safety program. In doing so, employees will benefit themselves, their families, and OFSN.

For a full explanation of our safety program, please reach out to Human Resources.

Failure to observe the following safety, health and injury reporting requirements may result in disciplinary action up to and including termination. The following rules are not all-inclusive, but are representative of minimum safety conduct and standards expected of all employees of OFSN. Apply the principles of injury prevention while performing your job duties by:

1. Operating only equipment which you are fully qualified and authorized to use.
2. Following safe operating procedures for all equipment. Using the safeguards provided for your protection. Never operating machinery when safety features have been removed or are not functioning properly.
3. Refraining from fighting, horseplay or distracting fellow workers.
4. Not wearing torn or loose clothing or jewelry which could become entangled in operating machinery.
5. Using protective equipment and clothing as specified for the job task.
6. Observing all hazard and warning signs.
7. Reporting immediately any hazardous conditions and/or unsafe work practices to any supervisor.
8. Keeping aisles, walkways and working areas orderly, clean, and clear of tripping and slipping hazards. This includes picking up loose products or materials that can create hazards, or contribute to injuries.
9. Walking, not running, on OFSN premises.
10. Not riding as a passenger on vehicles which are not provided with passenger seats (i.e., forklifts, etc.).
11. Keeping emergency equipment in your work area (such as fire extinguishers, fire alarms, exit doors, and first aid kits), clear of obstacles and readily accessible.
12. Knowing and observing emergency action procedures during emergencies.
13. Actively participating in the OFSN's safety and health program.

Employee Incident & Injury Reporting Requirements

The following steps are to be followed in the event you are involved in an incident or injury:

1. Report any incident to your supervisor and follow OFSN's Emergency, Crisis, Incident Reporting Plan, if applicable.
2. Report any work-related illness or injury as soon as possible once the effects of the injury or illness become known.
3. Participate in any investigation as requested.

If you require professional medical attention as a result of an injury:

1. Inform your supervisor immediately.
2. If an injury or illness, for which you have received medical attention, requires you to be absent from work, notify your supervisor and provide written work restriction information. By doing this, your supervisor can obtain information from the treating physician to determine the availability of work within medical restrictions, and anticipate if you will be away from your regular job.
3. Whenever you visit your attending physician or a referred physician, provide your supervisor with written work restriction information.

OFSN prohibits retaliation against any employee that reports concerns about our health and safety practices, including workplace injuries and illnesses.

EMPLOYEE FACE MASK OR COVERING POLICY

Employees and visitors will no longer be required to wear face masks or engage in physical distancing with other individuals in our office. However, individuals may continue to wear masks if they choose.

Please be respectful of individuals that are wearing masks and maintain a distance of at least six feet. Please also be respectful toward those that choose not to wear a mask.

If you are going to be visiting another business away from our workplace, it is recommended that you ask what their face mask and physical distancing requirements are prior to your arrival. Please keep an extra face mask with you as a precaution in this situation.

Employees visiting healthcare facilities are required to wear face masks at all times during their visit.

FITNESS FOR DUTY

All employees are expected and required to report for work on time and in appropriate condition to meet job responsibilities in a safe and effective manner.

If you are unable to devote your full attention and abilities to your duties, please notify your supervisor immediately. Reporting to work, or working, when you are not fit for duty creates an unnecessary risk of injuries, accidents or costly errors and is a basis for disciplinary action.

When determined necessary, OFSN may require professional evaluation of an employee's physical, emotional or mental capacities to determine his or her ability to perform essential job functions. Such evaluations are conducted by an independent, licensed health care professional.

OFSN is responsible for paying the cost of a required evaluation to the extent required by law. OFSN will protect the confidentiality of the evaluation and the results as they would any other confidential information regarding its employees.

SEARCHES

OFSN reserves the right to conduct searches on OFSN property. Any search must be approved by either the Executive or Deputy Director.

Examples of situations which may necessitate a search include security, safety and policy compliance issues.

OFSN property includes, but is not necessarily limited to buildings and lots, offices, desks, lockers, and OFSN vehicles. Personal property, including lunch boxes, purses and personal vehicles are also subject to search when brought onto OFSN property.

All employees are expected to cooperate fully with any approved search conducted by OFSN.

WORKPLACE VIOLENCE

It is the goal of OFSN to provide a safe, pleasant and secure workplace for all employees. We believe all employees play a role in ensuring a safer workplace. If you have a concern about workplace safety affecting you, other employees, or customers, please contact your manager or Human Resources immediately.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes, but is not limited to, all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

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

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear violent behavior or threats near your workstation, do not try to intercede or see what is happening. Use your best judgment in protecting yourself. If it would not put you at greater risk, alert others to the danger of violence.

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

Anyone determined to be responsible for threats of violence, acts of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. Additionally, acts or threats of violence to yourself or others may result in OFSN taking appropriate action with local authorities.

WEAPONS

Employees are also prohibited from bringing any dangerous or deadly weapons to work or on OFSN property. Dangerous or deadly weapons include firearms, explosives, chemicals or biological substances, hatchets, knives, and any other object or materials capable of causing death or serious injury. Prohibitions of this policy apply regardless of whether an employee possesses a concealed weapon permit.

An employee who carries mace or pepper spray for their personal protection while coming to and going from work may be held personally liable for the cost of property damage, clean up, or injury to others should the canister discharge.

TOBACCO AND SMOKE FREE WORKPLACE

OFSN strives to provide a healthful, safe, and comfortable working environment for all employees and visitors. Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes, by employees and visitors is prohibited on OFSN premises except in designated areas.

Pursuant to state law any designated area cannot be within ten feet of any building entrance, exit, open window or air ventilation intake. Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes is also prohibited in all OFSN vehicles that are not exclusively operated by one individual.

Smoking and tobacco use should be limited to rest and meal periods.

DRUG-FREE WORKPLACE

OFSN is strongly committed to:

- providing a safe and productive working environment for our employees;
- producing products of the highest possible quality; and,
- providing excellent service to our families and communities.

We expect and require the support of our employees in meeting our commitments to safety, quality and service. We recognize that employees who are unable to do their best work in a safe manner, due to the effects of alcohol or drug use, interfere with these commitments.

Rules

Each employee is expected and required to report for work on time and in appropriate mental and physical condition to work safely and effectively.

Illegal and Controlled Substances

The manufacture, purchase, distribution, use, sale, transfer or possession of any illegal, intoxicating or unauthorized controlled substance on OFSN premises, in OFSN vehicles or while conducting OFSN business off OFSN premises is prohibited. Reporting for work, working or engaging in any activity on OFSN's behalf under the influence of or with an illegal, intoxicating or unauthorized controlled substance in your system is prohibited. The term "under the influence" means having a verified positive test.

This policy also applies to prescription drugs, not used in accordance with the healthcare provider's instructions, or prescriptions authorized for other individuals.

Employees taking any substance, including over-the-counter medication and prescriptions that includes a warning label (dizziness, drowsiness, or any other impairments) must discuss the use of the medicine with their doctor in light of the requirements of their job. It is your responsibility to confer with your physician to determine whether any prescribed drug or other medication or substance may impair job performance. If the use of your prescription or other medication impairs your ability to safely perform your job you must notify Human Resources before performing any work. You do not need to disclose the name of the prescription or medicine, only that you are taking something that impacts your ability to perform your job safely or effectively.

If the use of your prescription or other medication impairs your ability to safely or effectively perform your job, OFSN may, but is not required to transfer you to another position which would limit the danger to yourself or others or place you on medical leave. Employees are also required to provide a medical authorization to work, upon request.

This policy also applies to marijuana. While its use may be authorized under state laws, marijuana is illegal under federal law and therefore is considered an illegal and/or unauthorized controlled substance for purposes of this policy. Accordingly, having any detectable level of marijuana in your system while working is prohibited and will result in a violation of this policy, even if lawfully used outside of work.

Alcohol

The unauthorized manufacture, purchase, distribution, use, sale, transfer or possession of alcohol on OFSN premises, in OFSN vehicles or while conducting OFSN business off OFSN premises is prohibited.

Reporting for work, working or engaging in any activity on behalf of OFSN under the influence of alcohol is prohibited. Under the influence means any detectable level in your system. However, there may be OFSN functions where alcohol will be served. Alcohol will only be served with prior approval from management and consumption must be in moderation. Consumption will be strictly monitored and controlled.

Employees must report any conviction under a criminal drug or alcohol statute for violations occurring on or off OFSN premises while conducting OFSN business. The report of such conviction must be made within five days of the conviction.

Violation of these rules will subject an employee to corrective action up to and including discharge.

Testing

Drug testing may be required in the following situations:

1. Pre-employment, following a conditional offer of employment;
2. When there is reasonable suspicion, as determined by OFSN, that an employee may be in violation of this policy;
3. When an employee has been determined by OFSN to have caused or contributed to a serious accident or injury, and OFSN determines that drugs/alcohol could reasonably be considered a contributing factor;
4. On a random basis; or
5. Blanket testing of specific locations or work group (such as a department or shift).

Alcohol testing may be required when there is reasonable suspicion, as determined by OFSN, that an employee is under the influence of alcohol. This includes if OFSN has reason to believe alcohol was involved in a work-related accident or injury.

Each employee is required to submit to drug or alcohol testing as directed, to complete related paperwork and to participate and cooperate fully in specimen collection procedures. Refusal or failure to submit to testing is considered a failed test and may result in disciplinary action, up to and including termination. The presence of chemicals – or any other adulterant – in the sample that mask the presence of illegal substances will be considered a refusal to submit to testing. Furthermore, attempting to provide or providing a sample that is not your own or intentionally diluting a sample will be considered a refusal to submit to testing.

The time you spend being tested is considered hours worked and therefore is compensable at your regular rate. Time off while awaiting confirmation or retesting will be paid pending a final confirmation of a negative test.

Discipline

Disciplinary action may be imposed for violation of this policy, including when there is a positive test for the presence of any illegal, intoxicating, unauthorized controlled substance (including the use of prescriptions not in accordance with instructions or prescriptions authorized for others) or alcohol. If eligible for continued employment, an employee will be required to sign and follow as a condition of continuing employment, a "Last Chance" Agreement.

It is OFSN's policy that drug and alcohol test results be protected; only management and designated employees who need to know the results to perform their responsibilities will be given access to test result information.

Treatment

If you think you may have a problem with drugs or alcohol, we encourage you to share your concerns with the Human Resources and supervisor, who will assist you in the process of obtaining an evaluation. No employee coming forward voluntarily for such help before it impacts your performance and before being selected for a test will be subject to disciplinary action solely as a result of seeking assistance. If you are referred for treatment requiring time away from work, you may be asked to sign and follow a "Return to Work Agreement."

INCLEMENT WEATHER AND EMERGENCY CLOSURES

OFSN maintains the policy of remaining open during inclement weather and emergency events however there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters or an act of violence. In all cases, employee safety will be the primary consideration.

Employees should make every reasonable effort to get to work, or continue working if already in the office. In the event of inclement weather (snow and/or ice events) that result in school closures that impact (safe) driving conditions, the following may be applied:

1. OFSN makes available three paid days of 'inclement weather' based on individual FTE per calendar year, these days must be pre-approved by your supervisor or the Executive Director and are approved in one-hour increments (i.e., partial days).
2. OFSN's telecommute policy enables those staff who are provided a laptop and/or smart phone to work from home.
3. Staff may use vacation days if they exhaust the three inclement weather days and choose not to telecommute.
4. Youth Activity Leaders: due to their inability to telecommute, YAL's scheduled to work will be compensated for the hours of the cancelled event only, not to exceed three hours, when the cancellation is less than one hour before their scheduled shift. Set up, tear down, any travel time or mileage will not be compensated.

Each manager is responsible to communicate with their staff about what the status of local operations are on the day of a snow/ice event in their regions. Staff are <u>required</u> to check in with their direct supervisor.

If conditions are severe enough, the Executive Director may close OFSN or curtail OFSN hours and/or activities. If operations are canceled after a shift has started:

- Non-exempt employees will be paid for time worked, or two hours minimum, whichever is greater. The remainder of the day will be logged in the timekeeping system under the drop down menu option of 'inclement weather'.
- The Executive Director reserves the right to increase inclement weather closures in extreme cases.
- When reporting inclement weather, those hours cannot exceed a 40 hour workweek that results in any overtime.

CONCLUSION

OFSN strives to provide a supportive, team-oriented work environment. We value each employee's contribution to the success of our organization. We encourage you to share your thoughts, suggestions, complaints, and compliments with any member of our executive team. Our doors are always open.

The continued success of Oregon Family Support Network depends upon the commitment of all employees to support our customer service standards, values and mission. The information in this Handbook outlines best business practices to ensure success for you and for OFSN.

Once again, OFSN welcomes you to our team. We look forward to a prosperous and rewarding future together.