

STATE OF ALABAMA)
MONTGOMERY, ALABAMA)

(AMENDMENT NO. 1 to
AGREEMENT NO.
DTR-PS-12-003

AMENDMENT

THIS AMENDMENT to Agreement No.DTR-PS-12-003 is effective as of the 4th day of April, 2013, between the Alabama Rural Coalition for the Homeless (ARCH), herein and in the original Agreement referred to as the "Grantee" and the Alabama Department of Economic and Community Affairs (herein called ADECA).

The parties hereto do mutually agree to amend Agreement No. DTR-PS-12-003 commencing on August 8, 2012 to expand the scope of services whereby the Grantee shall serve as the Housing Program Administrator to manage, supervise and administer the rehabilitation, rebuild and replacement of housing units to be undertaken under the 2011 tornado disaster recovery program for households that were initially qualified by the Grantee as an intake agency, approved by the Grantee's Housing Committee and reviewed and approved by ADECA. The expanded scope will be in addition to and separate from the Grantee's original services as an intake agency and will carry separate compensation.

Under the expanded scope, ADECA from time to time, will provide Grantee housing assistance cases for execution. Grantee will undertake all necessary activities related to each specific case, such as work write-ups, bid awards, inspections, payments and coordination in accordance with the Grantee's housing policies and procedures incorporated in Attachment 2, ADECA's Single-Family Housing Assistance Policies and Procedures, and in compliance with state and federal laws. ADECA, from time to time, may promulgate additional policies and procedures to ensure housing activities are carried out effectively and efficiently in a timely manner.

ADECA agrees to pay to the Grantee a sum not to exceed the total of \$2,000,000.00 for rehabilitation, rebuild and replacement of housing units for qualified homeowners on a cost incurred basis as well as a lump sum fee for administrative and management services associated with each case. The lump sum fee will be calculated at the rate of ten percent of the estimated budgeted CDBG assistance for each case, not to exceed \$2,500.

The termination date of August 7, 2013 in the original Agreement is hereby rescinded. All other provisions of the original Agreement shall remain in full force and effect.

This contract/grant has been reviewed for content, legal form, and complies with all applicable laws, rules and regulations of the State of Alabama governing these matters.

ADECA

Alabama Rural Coalition for The Homeless

Alabama Department of Economic and
Community Affairs

Gina P. Smith
for Jim Byard, Jr., Director

Felicia Watkins Jackson
Executive Director

4/15/13
(Date)

4-23-13
(Date)

ATTEST:

ATTEST:

Stacy Lewis
(Name)

Katherine Reef
(Name)

D/O
(Title)

Finance Manager
(Title)

4.15.13
(Date)

4-23-13
(Date)

APPROVED AS TO FORM BY
LEGAL:

Edward E. Davis
Edward E. Davis
ADECA Legal Section



Adopted
3/20/12

Shirley Jackson



POLICIES & PROCEDURES

THE ISSUANCE OF THIS DOCUMENT AND THE POLICIES AND PROCEDURES CONTAINED HEREIN DOES NOT CONSTITUTE OR IMPLY AN EMPLOYMENT CONTRACT OR ENTITLE THE EMPLOYEE TO EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME.

PURPOSE

These personnel policies and procedures shall serve the following purposes:

1. To ensure that the Alabama Rural Coalition for the Homeless (Coalition) employs competent and skilled staff members and that they receive salaries and benefits comparable to similar position in the social services profession.
2. To ensure the orderly and efficient functioning of the Coalition by setting forth office hours, holidays and vacation schedules when available.
3. To ensure that employees are fully informed as to Coalition policies and procedures and the conditions of their employment.
4. To provide fair and orderly grievance procedures for staff members.

IMPLEMENTATION

POLICY 1.0

1.1 IMPLEMENTATION

The Board of Directors shall set the policies which are needed to fulfill the purposes of the Coalition.

The Executive Director shall administer the policies as set forth by the Board of Directors and develop the procedures to implement the policies.

Policies may be revised as needed and shall be reviewed annually by the Board of Directors. Any request for consideration of revision, deletion or addition of any personnel policy shall be submitted in writing to the Chair of the Personnel Committee.

1.2 APPLICABILITY

These policies apply to all regular full-time and part-time employees of the Coalition unless otherwise stated. These policies do not apply to temporary employees except where otherwise stated.

1.3 DISTRIBUTION

The Coalition's personnel policies shall be made available to members of the Board of Directors and to all staff members at the time of employment. Revision to personnel policies shall be made available to members of the Board of Directors and to all employees immediately following passage by the Board of Directors. Upon employment, employees must sign a statement indicating that they have received, read, and agree to abide by the policies and procedures. Upon receipt of a revision of the personnel policies, employees must sign a statement indicating receipt of the revision.

EMPLOYMENT

POLICY 2.0

2.1 EMPLOYMENT AT WILL

Employment is a relationship that exists as long as both the Coalition and the employee determine it is in their respective best interests. Employees are free to resign at any time for any reason; however, advance notice is requested. The Coalition may terminate an employee with or without cause and with or without notice. At the time of employment, each Coalition employee will be advised of and sign a disclaimer acknowledging the policy.

2.2 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of the agency to provide equal opportunity in employment for all persons, and to prohibit discrimination in employment because of age, race, sex, color, creed, religion, national origin, physical impairment, socioeconomic status, sexual orientation, or marital status and to adhere fully to the intent, letter, and spirit of executive orders, public laws, and regulations. This policy of equal opportunity applies to and must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees of the agency. The agency will also actively comply with the policies of the Board of Directors, federal, state, and local laws and regulations to maximize equal employment opportunities. Coalition employment policies shall be based upon the principles of education, experience, merit and ability.

2.3 AMERICANS WITH DISABILITIES ACT

The Coalition complies with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). The Coalition does not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Reasonable accommodation may be initiated, whenever feasible, for employees or applicants with disabilities, provided that the individual is otherwise qualified to perform the duties and responsibilities connected with the position.

2.4 NEPOTISM

No immediate family member of a member of the Board of Directors or the Executive Director or a member of the Board of Directors shall be employed by the Coalition. No immediate family member of an employee whom he/she would directly supervise or by whom he/she would be directly supervised shall be employed. Immediate family members are defined as spouses or partners, children, children-in-law, grandchildren, parents, parents-in-law, grandparents and siblings or those persons who occupy similar relationships to the above.

HIRING

POLICY 3.0

3.1 LINES OF RESPONSIBILITY

The Executive Committee with the approval of the Board of Directors shall recruit and select the Executive Director when applicable. The Executive Director shall be responsible to the Board of Directors for the successful operation of the Coalition. The Executive Director shall recruit, select, supervise, evaluate, and terminate other Coalition staff.

3.2 RECRUITMENT, PROMOTION, TRANSFER

The Coalition will recruit qualified individuals to fill job vacancies on the basis of experience, ability, and aptitude for the position. In consideration of an employee's desire to move toward more challenging positions, increase skills, and advance to higher positions, it is the Coalition's policy to first try to fill vacancies from within the agency by promotion or transfer of qualified individuals.

3.3 HIRING PROCEDURES

3.3.1 Advertisement of Available Positions

Positions available and not filled by promotion shall be advertised with the Alabama Employment Service (Alabama Jobline) and/or in newspapers serving the area in which the employment is offered. All positions shall be publicized by notice to ARCH member agencies; shall be posted at the ARCH central office and web site. Other methods of publication shall be utilized at the discretion of the ARCH Executive Director.

3.3.2 Qualified Applicants

Current ARCH employees shall be permitted to apply for positions which may become available and, if qualified, may be eligible for promotion or lateral transfer to newly available positions.

Qualified applicants for positions shall be interviewed by the ARCH Executive Director and the immediate supervisor for that position. Other persons may be asked to interview applicants at the discretion of the ARCH Executive Director.

Applicants selected to be offered positions with ARCH shall be required to submit personal and professional references, which shall be contacted by the ARCH Executive Director or designee. Criminal background checks shall be made for individuals working directly with children or as otherwise required by state or federal law.

3.3.3 Written Notification of Terms of Employment

Upon selection, new employees shall be given a letter of employment stating the offer of the position and including title, starting salary, immediate supervisor, fringe benefits, hours of work, and beginning date of employment. The letter of employment to the Executive Director shall be signed by the President of the Coalition and letters to other employees shall be signed by the Executive Director.

3.3.4 New Employee Orientation

On or before the first day of employment, the employee shall meet with the Executive Director and Bookkeeper to complete all necessary paperwork and be oriented to the Coalition and Coalition Policies and Procedures. The Executive Director or her designee will orient the candidate to the employee job, and the employee's job description/responsibilities.

CONDITIONS OF EMPLOYMENT

POLICY 4.0

4.1 INTRODUCTORY PERIOD

An introductory period of six months from the date of hire, in the case of the Executive Director, and three months from the date of hire, in the case of all other staff, must be completed by all new employees. During this time, the employee has an opportunity to evaluate the Coalition as a place to work and management has the first opportunity to evaluate the employee. As during all regular employment, the employee and the Coalition each have the right to terminate employment with or without advance notice and with or without cause.

The Executive Committee shall evaluate the Executive Director no later than 30 days prior to the completion of his/her introductory period. At any time prior to the completion of the introductory period, the Board of Directors may dismiss the Executive Director without prejudice.

The Executive Director or immediate supervisor shall evaluate all other employees of the agency no later than 30 days prior to the expiration of their introductory period. At any time prior to the completion of the introductory period, the Executive Director may dismiss an employee without prejudice.

Upon satisfactory completion of the introductory period, the employee gains access to benefits available based on the employee status. Completion of the introductory period does not constitute or imply an employment contract which entitles the employee to employment for any specified period of time.

4.2 PROBATIONARY PERIOD

Employees may be placed on probation as a disciplinary measure as determined necessary by the Board of Directors, in the case of the Executive Director, or by the Executive Director, in the case of all other employees.

4.3 WORK STANDARDS

4.3.1 Safety

Safety in the workplace is the concern and responsibility of all employees and volunteers, with management providing leadership to develop and implement adequate safeguards to protect the interest of everyone concerned. Employees must report accidents and injuries immediately. Employees and their supervisors will complete the workers compensation claim together. Corrective action is to

be taken as promptly as possible by management. Any disregard for safety or potential hazard must be brought to the immediate attention of the person and the activity or actions should be halted.

4.3.2 Smoking

The Coalition offers a smoke-free work environment for all staff. No smoking is allowed inside the building. The designated smoking area is outside Coalition facilities. Smokers are responsible for keeping the area clean and free of smoking debris.

4.4 OUTSIDE EMPLOYMENT

Employees may not obtain outside employment which will in any way conflict with the interests of the Coalition or appear to conflict with the interests of the Coalition. No outside employment shall be carried out on Coalition time or with Coalition resources.

4.5 POLITICAL ACTIVITY

Employees may express their opinion privately as citizens and may vote in any election for which they are qualified electors.

Employees shall receive adequate time off from work in order to vote in any election for which they are qualified electors.

The Executive Director of the Coalition is prohibited from the following activities:

1. Becoming a candidate for partisan political office
2. Serving as an officer of any partisan political organization or Campaign for partisan political office
3. Soliciting funds for any partisan political organization or campaign.

All employees of the Coalition are prohibited from the following activities:

1. No employee shall bring literature or advertisements for partisan political campaigns or parties onto the premises of the Coalition and shall be prohibited from soliciting votes for partisan political campaign or party while on Coalition time or business.
2. No employee shall publicly take a position on legislation in the name of the Coalition unless the Board of Directors of the Coalition has voted to support that position.
3. If the Board of Directors has voted to take a position or to refrain from taking a position on particular legislation, no employee shall attempt to

influence legislative action in the name of Coalition in contradiction to the position taken by the Board of Directors.

EMPLOYMENT STATUS

POLICY 5.0

5.1 EMPLOYEE CLASSIFICATIONS

5.1.1 Employee Classifications as Established by the Fair Labor Standards Act

Exempt

The term exempt employees are defined as those employees who are classified as not subject to the hours of work and overtime pay provisions of the Fair Labor Standards Act (FLSA). Exempt employees do not receive overtime pay for work performed beyond forty (40) hours in a work week.

Non-exempt

Non-exempt employees are those employees who, regardless of title, are subject to the hours of work and overtime pay provisions of the FLSA. All employees who do not meet the qualifications for exemption are included in the term non-exempt. Non-exempt employees are paid overtime (time and one-half) for all hours worked over forty (40) hours in a work week. Non-exempt employees are expected to confine their work to a normal work day and work week unless overtime is authorized by the Executive Director.

5.1.2 Employee Classification as Established by ARCH

A regular employee is any person who has successfully completed his/her introductory period.

A full-time employee is one employed to work a minimum of 40 hours per week.

A part-time employee is one employed to work from 1-35 hours per week.

The status of employees under the Fair Labor Standards Act is determined by their job description. The Executive Director and other supervisory staff shall be considered to be exempt employees.

ATTENDANCE AND TIME OFF

POLICY 6.0

6.1 WORK WEEK

The standard work week for all personnel begins on Sunday at 12:01 am and end at midnight on the following Saturday. Employees work assigned hours according to a schedule established by the Executive Director.

6.2 NOTIFICATION OF ABSENCE

Employees are required to report any unscheduled absence from the office to their supervisors as soon as possible.

6.3 MISCELLANEOUS LEAVE

6.3.1 Bereavement Leave

Bereavement leave can be taken at a rate of 5 days per bereavement upon the death of a member of the employee's immediate family or household or person having the same relationship to the employee as a member of the immediate family. Bereavement Leave may be extended beyond 5 days by the Executive Director.

6.3.2 Jury Duty

If an employee is called for jury duty, the person is permitted to take the necessary time off. To avoid any financial loss to the employee, the coalition pays the full salary or wages of the employee during this time. Employees also are allowed to keep any compensation provided to them for jury duty by local, state, or federal governments. An employee who is released for jury duty before 12:00 noon must report for work. An employee must notify management within 48 hours of receipt of a jury summons.

6.6.3 Voting

The Coalition encourages employees to exercise their voting rights in local, state, and national elections. An employee who requests time off will be excused without charge for the time necessary.

6.3.4 Military Leave

Military leave time will be granted in accordance with the Code of Alabama.

6.4 EMERGENCY CLOSING

The Executive Director or Board President shall use his/her discretion in determining whether the Coalition offices should close because of weather conditions or other emergency situations. Such closure should be guided by local authorities ordering other offices of city and county government closed due to severe conditions.

6.5 TIME KEEPING

Each staff member shall submit monthly time sheets for supervisory approval according to pay period schedule; the supervisor shall submit the time sheet(s) to the Financial Officer.

6.10 HOLIDAYS

Full time employees shall be eligible for the following paid holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Employees who must work on a regularly scheduled holiday must take earned holiday time within 90 days.

Part-time employees shall be eligible for the same holidays as full time employees, except that holiday time shall be in proportionate ratio to their regular work scheduled as compared to a full time schedule.

Holiday leave not taken shall not be compensated upon termination.

COMPENSATION AND BENEFITS

POLICY 7.0

7.1 SALARIES

7.1.1 Payroll Deductions

The Coalition makes certain deductions required by law from an employee's paycheck. Among these are federal, state, and local income taxes and contributions to Social Security. In addition, other voluntary deductions may be made from time to time as requested in writing by the employee and for a purpose approved by the Executive Director. All salaries are subject to payroll deductions as authorized by the employee. An accounting of these deductions will be provided every employee for each pay period and an annual statement of income tax and FICA withheld will be provided no later than January 31 of the following year, as required by federal law.

7.1.2 Payroll Checks

Payroll checks will be issued bi-weekly (may differ by grant) unless otherwise determined by the Executive Director.

7.2 OVERTIME AND COMPENSATORY TIME

Exempt employees shall not be monetarily compensated for overtime work. Non-exempt employees will be paid for any hours worked above 40 hours per week at one and one-half times their regular rate. Compensatory time may be taken only with advanced approval of the immediate supervisor of the employee requesting compensatory time. Under no circumstances shall compensatory time be monetarily compensated and no right to either earn or take compensatory time shall be implied by these policies.

No sick time can be carried over to the following year. Only 40 hours of vacation time can be carried over to the following year. There are no exceptions to how sick and vacation time can be carried over.

7.3 BENEFITS

Unemployment compensation insurance and workers compensation insurance shall be available to covered employees. From time to time, other benefits may be offered employees as determined by vote of the Board of Directors.

JOB PERFORMANCE

POLICY 8.0

8.1 PERFORMANCE AND SALARY REVIEWS

Performance evaluations of all new employees shall be conducted prior to the end of their introductory period. Thereafter, performance reviews shall be on-going and integrated into regular employee monitoring and supervision conferences between the employee and supervisor. The Executive Director shall be evaluated by the Executive Committee and all other employees shall be evaluated by their immediate supervisor and reviewed by the Executive Director. Performance evaluations must at a minimum be done on an annual basis for employees.

Employees shall be granted an opportunity to respond in writing to their evaluations and shall sign each evaluation indicating that he/she has reviewed the evaluation. Employee evaluations shall clearly state the employee's status. All evaluations and employee responses shall be placed in the employees personnel file and employees shall be given a copy of their evaluations.

Salary adjustments shall be based on performance evaluation and available funding.

The Executive Director shall determine salary adjustments for all other employees within the salary range established by the Board of Directors. The Board of Directors shall determine the salary adjustment of the Executive Director, based on the recommendation of the Executive Committee.

Salary ranges for staff members shall be recommended and reviewed annually by the Executive Committee. Initial salary ranges and any changes shall be approved by the Board of Directors.

8.2 JOB DESCRIPTIONS

Each staff position shall have a written job description approved by the Board of Directors, defining the employee classification and status, job qualifications, salary ranges, lines of supervision, hours of work, and duties of the position. Upon employment, each employee shall be given a copy of the job description appropriate to his/her position. All job descriptions shall be reviewed annually by the Executive Committee. Changes to job descriptions shall be approved by the Board of Directors.

8.3 TERMINATION OF EMPLOYMENT

An Executive Director wishing to leave the Coalition in good standing shall file notice stating the effective date of the resignation and the reason for leaving with the President at least 30 calendar days prior to the effective date of resignation.

Any exempt employee wishing to leave the Coalition in good standing shall file with the Executive Director a written resignation stating the effective date of the resignation and the reason for leaving at least 30 calendar days prior to the effective date of resignation.

Any non-exempt employee wishing to leave the Coalition in good standing shall file with the Executive Director a written resignation stating the effective date of the resignation and the reason for leaving at least 15 calendar days prior to the effective date of resignation.

Employees shall receive payment, computed on an hourly basis, for all vacation for which they are eligible. Compensation shall not be made for sick or compensatory leave.

The Coalition, in its best interest, may accept a resignation for an earlier date to be determined by the Executive Director or the Executive Committee.

The Coalition may conduct an overall reduction in force and lay off regular or temporary employees when the positions to which the employees have been assigned are abolished or when there is lack of funds or work. Prior to a reduction in force, an employee shall receive at least two weeks' notice. ARCH intends to minimize the negative impact on current employees if a reduction in the work force becomes necessary. If this type of cutback must occur, ARCH will reduce staff progressively, using the following steps:

- A. Voluntary reductions in the work force. This includes employees who take early retirement, leaves of absence or reductions in hours.
- B. Attrition.
- C. Part-time positions may be terminated prior to full-time positions.
- D. An attempt will be made to transfer employees from terminated positions to other vacant positions within ARCH if the employee can meet the qualifications of the position and has satisfactory performance evaluations.
- E. In determining which regular employees are laid off, the Executive Director may implement a seniority system giving consideration to factors such as, but not limited to, the following:
 - 1) Special training
 - 2) Performance evaluations
 - 3) Job specialty and responsibilities
 - 4) Supervisor input

5) Years of service

Within 30 days of the layoff date, the employee will be paid for unused accrued vacation if applicable. Any employee who believes he or she is treated unfairly during layoff procedures may file a complaint with the Executive Director.

The Executive Committee, in the case of Executive Director, or the Executive Director in the case of all other employees may dismiss an employee who is unsuited for employment with the Coalition. Employees being dismissed shall be paid for all vacation leave for which they are eligible.

Any employee of the Coalition who shall be separated from the Coalition by reason of death shall have all accrued wages, vacation and other eligible payments made to his/her estate or designated heir.

8.4 PERSONNEL FILES

A personnel file shall be maintained on all employees and shall contain the employees resume or application for employment; employment references; a copy of the employee's letter of engagement with the Coalition; a copy of the employees' job description; employee time sheets covering the current fiscal year; employee evaluations and responses to same; disciplinary actions and responses to same; letters of termination; confidentiality agreements; proof of eligibility for employment; proof of driver's license and liability insurance, if required; receipts for personnel policies and revisions; receipt for Drug Free workplace policy; employment-at-will disclaimer; agreement to abide by Code of Ethics; agreement to comply with agency credit card, cell phone, and computer policies; agreement to comply with internet and email policy; agreement to abide by anti-harassment policy;_and other personnel actions as determined necessary by the Executive Director. Personnel files shall be kept in a locked file cabinet. Employees may examine their own personnel file upon request to, and in the presence of, the Executive Director.

8.5 DISCIPLINARY PROCEDURE

The Executive Director and the employee's supervisor, if applicable, shall determine upon addressing the situation if disciplinary action is necessary regarding an employee. The Executive Committee shall make this determination in the case of the Executive Director.

8.5.1 Reasons for Disciplinary Action

Reasons for disciplinary action may include but are not limited to:

- A. Absence without approved leave
- B. Fraudulent use of sick leave
- C. Falsification of Coalition records

- D. Conduct unbecoming an employee
- E. Conviction of a criminal offense
- F. Disorderly conduct
- G. Incompetence or inefficiency
- H. Insubordination
- I. Intoxication while on duty
- J. Neglect of duty
- K. Negligence of, or willful damage to, Coalition property or waste of supplies or materials
- L. Violation of client confidentiality
- M. Any other just and reasonable cause

8.5.2 Disciplinary Steps

The sequence of disciplinary steps includes:

1. Problem solving interview
2. Oral warning
3. Written warning
4. Subsequent written warnings
5. Probation
6. Suspension
7. Dismissal

Depending on the severity of the infraction, the Executive Director or, in the case of the Executive Director the Executive Committee, may opt for a higher level of discipline, by-passing the lower steps in the sequence.

An employee shall have a right to contest any disciplinary action against him/her by utilizing the grievance mechanism.

8.6 GRIEVANCE PROCEDURE

8.6.1 Employees Not Supervised by the Executive Director

Employees who have a grievance should first appeal the grievance directly to the employee's supervisor. Employees and supervisors are encouraged to resolve grievances at this level. If an employee is unable to resolve a grievance directly with his/her immediate supervisor he/she may appeal the supervisor's decision in writing to the Executive Director within 10 days of the supervisor's decision.

The decision of the Executive Director shall be final.

8.6.2 Employees Supervised by the Executive Director

Employees supervised by the Executive Director who have a grievance should first appeal the grievance directly to the Executive Director.

If an employee is unable to resolve a grievance directly with the Executive Director, he/she may appeal the decision in writing to the Executive Committee within 10 days of the supervisor's decision.

Any grievance which an employee may be unable to resolve satisfactorily with the Personnel Committee may be appealed in writing to the Executive Committee within 10 days of the decision of the Personnel Committee. The decision of the Executive Committee shall be final.

8.6.3 Grievances by the Executive Director

In the case of the Executive Director, grievances should be addressed to the Executive Committee. Any grievance the Executive Director may be unable to resolve satisfactorily with the Executive Committee may be appealed in writing to the Board of Directors within 10 days of the decision of the Personnel Committee. The decision of the Board of Directors shall be final and binding.

TRAVEL

POLICY 9.0

9.1 TRAVEL

While conducting official business of the Coalition, paid employees shall be reimbursed for the use of their personal vehicle at the state approved mileage rate or federal mileage rate, whichever is lower, or at a rate specifically required by the grant reimbursing the travel, subject to the approval of the immediate supervisor of the employee and Executive Director.

In-state expenses for lodging and meals will be reimbursed at the state approved per diem rate. Out of state lodging and meals and expenses for commercial transportation and essential addition expenses shall be reimbursed at actual cost except that expenses for alcoholic beverages will not be reimbursed. With approval of ARCH Executive Director, in-state lodging at meetings and conferences held in high-cost areas (for example, Gulf Shores) may be reimbursed at actual cost.

9.2 SUBMISSION OF RECEIPTS

Itemized receipts for all credit card purchases must be submitted to the ARCH Executive Director by the end of the month in which the purchase was made. Receipts should be clearly marked with the purpose of the purchase and any non-allowable items (such as alcohol) should be circled. The receipt should be either accompanied by reimbursement for non-allowable items or those items should be deducted from travel reimbursement requests submitted at the same time as the receipt. If the receipt is for purchases (meals, hotels) for more than one staff member, the names of the staff covered and the project on which they are working must be clearly marked on the receipt.

9.3 USE OF CELLULAR TELEPHONES

Fee generating personal telephone calls are not to be made on agency telephones or cell phones. Business telephone calls made from home or personal cell phones should be kept to a minimum and will be accompanied by a telephone log when reimbursement is requested.

9.6 FAILURE TO COMPLY WITH POLICY

Failure by an employee to comply with ARCH policy on credit cards and telephones may result in disciplinary action as outlined in ARCH personnel policies, revocation of credit card access, and/or deduction of unauthorized or undocumented purchases from employee travel reimbursement or salary.

USE OF INTERNET AND ELECTRONIC MAIL

POLICY 10.0

10.1 USAGE

Employees may use the Internet and e-mail system for Coalition business purposes. Employees shall not use office-provided Internet or e-mail services excessively or to the extent that it interferes with reasonable job performance, duties or responsibilities. Reasonable non-business use is permitted for the purpose of receiving or sending e-mail or visiting web sites.

10.2 PROHIBITED USES

No office user will send, forward, copy, or distribute from any Coalition office workstation e-mail which:

- A) has any profane, obscene, malicious, racist, sexist, harassing or otherwise bigoted content or which could be reasonably understood to contain defamatory material;
- B) amounts to participation in an activity which includes, but is not limited to, gambling, pornography, and income-producing endeavors;
- C) in any way contains information, images, or content which is contrary to the mission and goals of the Coalition
- D) speaks disparagingly about the ARCH organization, its clients and/or sub-grantee agencies in a bad light on a social network site.

Nor will any agency computer be used to visit internet sites which meet the above criteria.

It is further provided that office e-mail may not be used to forward "chain mail" or any other correspondence which requires the recipient to forward mail to others.

E-mail shall not be used to solicit for matters not connected to the Coalition's business.

10.3 MONITORING AND REVIEW

The Coalition has made a significant investment in the acquisition of computers and other equipment, which may be utilized at work sites, for home use, and travel with prior approval. The Coalition retains the right to monitor its phone system, network and computers. Information stored in or on company equipment is subject to inspection at any time without notice. All e-mail is subject to review by management. An employee's use of the e-mail system grants consent to the review of any messages to or from the employee in the system, in printed form, or any other medium. All passwords and access codes must be given to the Executive Director and must be kept on file by her/him.

EMPLOYEE CONDUCT

POLICY 11.0

11.1 EMPLOYEE CONDUCT

In any work environment, rules of conduct are established to ensure that all employees work together effectively and harmoniously. The purpose of rules in the Coalition work environment, whether formal or informal, is not to restrict an employee's rights, but rather to be certain that employees understand what conduct is expected and necessary. The Coalition reserves the right to implement new rules, regulations, and practices as circumstances require. The Executive Director, Directors, and supervisors are responsible for developing and communicating rules to employees and enforcing them as well.

It shall be the duty of each employee of the Coalition to maintain high standards of conduct, cooperation, efficiency and economy in his/her work. Whenever work habits, attitude, production, or personal conduct of any employee falls below the established standard, the supervisor of that employee should point out the deficiencies at the time they are observed. Corrections and suggestions should be presented in a constructive and helpful manner and in an effort to elicit the cooperation and good will of the employees. Whenever possible, oral and, or written warnings, with sufficient time for improvement, shall precede other disciplinary actions.

11.2 CODE OF ETHICS

Every employee shall read, sign and abide by the following statement and a copy shall be kept in the employee's personnel file:

By signing a copy of this Code of Ethics, I as staff of the Coalition affirm that:

- A. I will not discriminate against or refuse services to anyone on the basis of race, color, creed, age, sex, sexual orientation, religion, disability or nationality.
- ~~B.~~ I will not use my professional relationship to secure gifts, monetary awards, or special privileges or advantages.
- C. I will evidence a genuine interest in all persons served, and do hereby dedicate myself to their best interests and to helping them help themselves.
- D. I will respect the privacy of persons served and hold in confidence all information obtained in the course of professional service, excluding responsibilities as a mandated reporter or for a duty to warn.
- E. I will uphold confidentiality towards individuals served, colleagues, applicants and the Coalition.
- F. I, upon termination, will maintain client and staff confidentiality of sensitive information, and I will hold as confidential any information I obtained concerning homeless individuals, excluding responsibilities as a mandated reporter or for a duty to warn.
- G. I will respect the rights and views of my co-workers and treat them with fairness, courtesy, respect and good faith.
- H. I will not engage in or condone any form of racial, sexual or other forms of harassment or discrimination.
- I. I will respect the confidences of my co-workers.
- J. I will abide by ARCH policies related to public statements.
- K. I will not advise on problems outside the bounds of my competence.

11.2 SERVICE PROVIDERS CODE OF ETHICS

As providers of services to clients, all staff, Board Members and volunteers of member programs are expected to act with integrity, treating all clients with

dignity and compassion, and to uphold fair standards of justice for all clients served by the agency.

The following principles will govern the behavior of service providers:

A. Relationships with clients:

- 1) Respect and protect the civil and legal rights of all clients.
- 2) Respect client's rights to privacy and confidentiality, subject only to laws requiring certain suspected criminal conduct to be reported in order to prevent future victimization or miscarriages of justice.
- 3) Provide each client with personalized services, working with regard to his or her welfare without regard for personal gain.
- 4) Should one client's needs conflict with another client's, act with regard to one client only after promptly referring the other to another qualified client's services provider.
- 5) Serve as a client's advocate when requested and, in that capacity, act on behalf of the client's reasonable desires without regard to personal convictions.

B. Relationships with colleagues, other professionals, and the public:

- 1) Conduct relationships with colleagues in such a way as to promote mutual respect and improvement of service.
- 2) Make statements that are critical of colleagues only if they are verifiable and constructive in purpose.
- 3) Conduct relationships with allied professionals such that they are given equal respect and dignity as professionals in the services field.
- 4) Respect the laws of state and country while working actively to change that which may be unjust and discriminatory.

C. Professional Conduct:

- 1) Not discriminate against any client, employee, colleague, allied professional, or member of the public on the basis of race, gender, ethnicity, religious belief, sexual orientation, or national origin.

- 2) Clearly distinguish in public statements his or her personal views from positions adopted by organizations for which she or he works or is member.
- 3) Not reveal names of, other identifying information about, clients to the public without clear permission or legal requirements to do so.
- 4) Not use his or her official position to secure gifts, monetary rewards, or special privileges or advantages in the profession.
- 5) Report to appropriate authorities the conduct of any colleague or allied professional that constitutes mistreatment or maltreatment of a client or that brings the profession into disrepute.
- 6) Report to appropriate authorities any conflict of interest that prevents oneself or a colleague from being able to provide non-prejudicial services to a client, or work cooperatively with colleagues or allied professionals, or be impartial in the treatment of any client.
- 7) ARCH will have a plan for making all new staff aware of the above Code of Ethics and for annually reviewing the Code of Ethics with all current staff.

DRUG-FREE WORKPLACE/SUBSTANCE ABUSE

POLICY 12.0

12.1 DRUG-FREE WORKPLACE

The Coalition has a strong commitment to provide our employees with safe working conditions and recognizes the dangers of alcohol and drug abuse. Being under the influence of alcohol or other drugs on any property or facilities administered by the Coalition is prohibited. The use, possession, distribution, or sale of illegal or unauthorized drugs in the workplace by employees or others is prohibited, as is the unauthorized use or possession of alcoholic beverages. Such activities will not be tolerated and are dischargeable offenses.

12.2 CONDITIONS OF EMPLOYMENT

All employees, as a condition of employment, are required to refrain from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcohol in the workplace and to notify the management of

the Coalition of any chemical or drug statute conviction for a violation occurring in the workplace no later than five (5) days after conviction.

No employee shall manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance or alcohol in the workplace.

Any employee, who unlawfully manufactures, distributes, dispenses, possesses or uses a controlled substance or alcohol in the workplace will be subjected to disciplinary action up to and including discharge.

The Drug-Free Workplace Statement and Procedures do not amend, limit, restrict, modify or otherwise alter any other established rules, regulations, policies or procedures.

12.3 FITNESS FOR EMPLOYMENT

Employees whose work-related performance or other physical evidence, in the judgment of the management of the Coalition indicates that they may be unfit to perform their work will be referred for medical evaluation which may include alcohol and drug screening. To avoid any misunderstanding at the time of the medical evaluation, employees undergoing prescribed medical treatment should make the approved testing organization aware of the medication they are taking.

12.4 IMPLEMENTATION OF POLICY

The Coalition is committed to implementing this policy in a fair and equitable manner respecting the dignity and privacy of the individual. With the help and cooperation of our employees, we can maintain the public faith and trust in our services and operate our business in an alcohol-free and drug-free environment.

ANTI-HARASSMENT

POLICY 13.0

13.1 ANTI-HARASSMENT

It is the policy of the Coalition to provide a work environment where women and men can work together comfortably and productively, free from any and all forms of harassment.

This policy applies to all phases of employment, including recruiting, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, rates of pay, benefits and selection for training, travel or company social events.

Each employee shall be required to sign an Anti-Harassment Agreement and acknowledge the statement of harassment as follows:

Harassment, sexual or otherwise, is illegal under both state and federal law and is a prohibited personnel practice. Any form of harassment is unacceptable conduct and will not be tolerated at the Coalition.

13.2 PROHIBITED BEHAVIOR

13.2.1 Sexual Harassment

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. It is sexual harassment for an employer or manager to make unwelcome sexual advances or to demand sexual favors in return for job benefits, promotions or continued employment. Sexual harassment in the workplace can also consist of many other activities including:

- A. Posting sexually-explicit photos that offend employees;
- B. Telling sex-related jokes or jokes that demean people because of their gender;
- C. Commenting inappropriately on an employee's appearance;
- D. Requiring employees to dress in scanty attire;
- E. Repeatedly requesting dates from a person who clearly isn't interested;
- F. Having strippers perform at a company gathering; and
- G. Stating that people of one gender are inferior to people of the other gender or can't perform their jobs as well.
- H. Foul, inappropriate or offensive email messages such as racial, sexual or religious slurs.

Any hostile or offensive behavior in the workplace that has a sexual component can constitute sexual harassment and is illegal. A hostile work environment can be created and constitute sexual harassment if:

- A. The employee is subjected to sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature;
- B. The conduct is unwelcome; and
- C. The conduct is sufficiently severe or pervasive to alter the conditions of the employee's employment and create an abusive working environment,

13.2.2 Other Forms of Harassment

Other forms of harassment that are prohibited include unsolicited and unwelcome speech that is offensive to an employee in the workplace based on that employee's race, religion, sex, national origin, age, disability, military membership or veteran status, sexual orientation, marital status, political affiliation, criminal record, occupation, citizenship status, tobacco use outside work, regional origin, receipt of public assistance, or personal appearance. Examples of such harassment include, but are not limited to, display or circulation of written materials or pictures degrading to any gender, racial, ethnic, religious or other group listed above.

13.3 HARASSMENT BY NON-EMPLOYEES

The Coalition will take all reasonable steps to prevent or eliminate all forms of harassment by non-employees including clients, suppliers, supporters, and volunteers who are likely to have workplace contact with Coalition employees.

13.4 MONITORING

The Coalition shall take all reasonable steps to ensure that all employees, supervisors and others who have contact with Coalition employees comply with this policy. This prevention plan will include training sessions and ongoing monitoring of the worksites.

13.5 DISCIPLINE

Any employee found to have violated this policy shall be subject to appropriate disciplinary action including warnings, reprimand, suspension or discharge, according to the findings of the complaint investigation.

If an investigation reveals that harassment, sexual or otherwise, has occurred, the harasser may also be held legally liable for his or her actions under state or federal anti-discrimination laws or in separate legal actions.

13.6 RETALIATION

Any employee bringing a harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and punished if founded.

13.7 COMPLAINT PROCEDURE AND INVESTIGATION

All complaints of harassment, sexual or otherwise, and retaliation for reporting or participating in an investigation shall be directed to the Coalition Executive Director or to a supervisor of the employee's choice, either in writing or by requesting an individual interview. All complaints shall be handled as confidentially as possible. The Coalition will promptly investigate and resolve complaints involving violations of this policy and will impose the appropriate sanctions against violators.

CONFLICT OF INTEREST

POLICY 14.0

14.1 CONFLICT OF INTEREST

No staff member or any member of his/her family should accept any gift, entertainment, services, loans, or promises of future benefits from any person who personally or whose employer might benefit or appear to benefit because of the staff member's connection with the Coalition. Staff members are expected to work out for themselves the most gracious methods of declining gifts and entertainment that do not meet this standard.

No staff member should perform for personal gain services for any supplier to the Coalition of goods or services, as employee, consultant, or in any other capacity, that provides compensation of any kind. Similar association by a member of the staff member's family or by any other relative may also be inappropriate.

No staff member, or any member of his/her family, should have any beneficial interest in or substantial obligation toward any supplier of the Coalition unless it has been determined on the basis of full disclosure of the facts that such interest does not give rise to a conflict of interest.

This regulation is not intended to apply to situations that do not compromise the staff member, Coalition or a third party. It also does not apply to gifts and social entertainment of nominal value that are clearly in keeping with good business ethics and that do not obligate the recipient.

Any matters or questions that arise will be referred by the Executive Director for appropriate action or in the case of the Executive Director, to the Executive Committee.

OFF-SITE POLICY

Working at home for short durations does not mean that an employee can work at home on a regular and recurring basis each week. However, if the same or similar circumstances occur again (e.g., another special project), an employee may request to work off-site again under the same conditions as established in the initial agreement. As with the initial request, the employee must submit the request to their supervisor in advance and supervisor's approval is required.

2. **Temporary Duration:** This may be used to accommodate employees who are recovering from an illness or injury. In those instances where an employee requests work off-site for extended periods due to medical reasons, Executive Director Approval will be based upon the employee providing appropriate medical documentation. These requests cannot exceed 30 consecutive days without re-approval by the Executive Director.

15.4 PROCEDURES

Requests for off-site employment must be made to the employee's immediate supervisor and must be approved in advance. Requests for Temporary Duration must be made in writing and include, as a minimum, the following:

1. The type of off-site employment in which you are interested.
2. The benefit to the agency derived from off-site employment
3. The number of hours and days per week requested for off-site employment
4. The specific job functions you would perform while participating in off-site employment
5. A time-line for anticipated completion of the work performed.

POLICY REVIEW AND REVISION

POLICY 16.0

16.1 REVIEW AND REVISION OF PERSONNEL POLICIES

Policies and procedures shall be reviewed annually by the Policies and Procedures Ad hoc Committee. Recommendations for changes shall be made by the Policies and Procedures Ad hoc Committee to the Board of Directors. Any changes must be approved by the Board of Directors.