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## **Mission Statement**

The Factory Ministries exists to empower others to strengthen their community. The Factory Ministries is a hub for connecting needs and resources for individuals and adults who find themselves under-resourced and struggling with issues of poverty. We believe that poverty is best defined as a lack of resources and because we believe that everyone's journey matters, we exist to empower those in poverty with the resources and skills needed to overcome their circumstances and create a new future story.

To accomplish this, in partnership with our community collaborative, The Together Initiative, we have transformed an old elementary school into The Together Community Center. This community center houses our youth center, our social services center, and our food pantry. The TCC is also a hub for direct service providers to offer services to residents of eastern Lancaster County, PA.

# Employee Acknowledgement Form

The employee handbook describes important information about The Factory Ministries, and I understand that I should consult a member of management or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with The Factory Ministries voluntarily and acknowledge that there is no specifies length of employment. Accordingly, either I or The Factory Ministries can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to The Factory Ministries' policy of employment at will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's Signature

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Date

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Employee's Name (print)

Please sign and return to Human Resources

# Confidentiality Policy and Pledge

Any information that an employee learns about The Factory Ministries or its members or donors, as a result of working for The Factory Ministries that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by The Factory Ministries or to any employees of The Factory Ministries who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of The Factory Ministries' confidential information is prohibited. Such information includes, but is not limited to the following examples: Compensation data and Program and financial information, including information related to donors, and pending projects and proposals. Any employee who discloses confidential information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

All employees are required to sign the Employee Confidentiality Agreement which will be kept on file with Human Resources for the duration of employment.

I understand the above policy and pledge not to disclose confidential information.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return to Human Resources

# Confidentiality Policy and Pledge

Any information that an employee learns about The Factory Ministries or its members or donors, as a result of working for The Factory Ministries that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by The Factory Ministries or to any employees of The Factory Ministries who do not need to know such information to assist in rendering services.

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All employees are required to sign the Employee Confidentiality Agreement which will be kept on file with Human Resources for the duration of employment.

I understand the above policy and pledge not to disclose confidential information.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Employee Copy)

## **Nature of Employment**

This handbook is intended to provide a general understanding of employee's responsibilities, working conditions, benefits and personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment at The Factory Ministries.

However, this handbook cannot anticipate every situation nor answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor The Factory Ministries is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, The Factory Ministries reserves the right to change, revise, or eliminate any policies and/or benefits described in his handbook, except for its policy of employment-at-will.

## **Employee Relations**

The Factory Ministries strives to offer competitive wages and benefits to employees. If there are any concerns or questions about benefits or compensation it is strongly recommended that the employee expresses their concerns to their supervisor.

With direct communications employees are able to be heard and will promote a positive work environment. The Factory Ministries will work hard to respond to employee's concerns.

## **Voluntary At-Will Employment**

Unless an employee has a written employment agreement with The Factory Ministries which provides differently, all employment at The Factory Ministries is "at-will." That means that employees may be terminated from employment with The Factory Ministries with or without cause, and employees are free to leave the employment of The Factory Ministries with or without cause. Any representation by any of The Factory Ministries officer or employee contrary to this policy is not binding upon The Factory Ministries unless it is in writing and is signed by the President/CEO with the approval of the Board of Directors.

## **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Factory Ministries will be based on merit, qualifications, and abilities. The Factory Ministries does not discriminate in employment opportunities or practices on the basis or race, color, sex, national origin, age, disability, or any other characteristic protected by law.

The Factory Ministries will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of The Factory Ministries may have violated the Equal Employment Opportunity Policy should report the possible violation to the President/CEO.

If The Factory Ministries determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination.

The Factory Ministries will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, Human Resources or any member of the management team. Employees may raise concerns and make reports without fear of reprisal. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, The Factory Ministries will inform the employee who made the complaint and the results of the investigation.

## **Immigration Law Compliance**

The Factory Ministries is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

## **Criminal Background and Child Abuse History**

Employees of The Factory Ministries are expected to pass a federal and state criminal and child abuse history background checks. These clearances are kept in the employee file and may be shared with the Pequea Valley School District and other agencies as necessary. All background checks are considered current for three years. If a recent



background check is completed prior to employment the employee is asked to supply The Factory Ministries with a copy of the clearance check.

## **Access to Personnel Files**

The Factory Ministries maintains a personnel file on each employee. These files contain employee's application, resume, review records, and other employment records.

Personnel files are the property of The Factory Ministries, and access to the information is restricted. Supervisors and management of The Factory Ministries who have legitimate reasons to review files are able to access them. The Factory Ministries will protect all personal information in regards to the employees and the employee information will not be shared with any third parties without written consent from the employee.

Employees who wish to access their personnel file may do so by requesting them through Human Resources. The employee at no time may copy or remove documents from their file.

## **Personnel Data Changes**

It is the responsibility of each employee to notify Human Resources of any change of address, telephone numbers, number and names of dependents, individuals to be contacted in an event of emergency, educational accomplishments, and other such status reports. Personnel data should be accurate at all times.

## **Introductory Period**

The introductory period of a minimum of 90 days is intended to give employees an opportunity to show their ability, as well as to allow them time to achieve a level of understanding of the position they have acquired at The Factory Ministries. The Factory Ministries will use this period to evaluate the new employees' work ethics and overall work performance. Either the employee or The Factory Ministries can terminate the relationship at will at any time during or after the introductory period, with or without cause or advance notice. If The Factory Ministries determines that the introductory period is not sufficient enough to evaluate the employees job performance this introductory period may be extended.

## **Performance Evaluation**

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluation performance. The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate The Factory

Ministries' needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within The Factory Ministries. To that end, it is important for both parties to have an open, and honest discussion concerning the employee's performance. It is also important that the supervisor clearly communicates the needs of The Factory Ministries and what is expected of the employee in contributing to the success of The Factory Ministries for the coming year. These formal yearly evaluations are a tool to help employees to discuss job responsibilities, standards, identify and correct weaknesses, recognize and encourage strengths, and discuss positive approaches to setting goals whether it be short term or long term. Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employees' personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

## **POSITION DESCRIPTION AND SALARY ADMINISTRATION**

Each position shall have a written job description. In general, the description will include the: job classification, purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car, etc. The supervisor(s) or the President/CEO shall have discretion to modify the job description to meet the needs of The Factory Ministries. Paychecks are distributed bi-weekly on Wednesdays, except when the scheduled payday falls on a holiday, in which case paychecks will be distributed on the preceding workday. Timesheets are due to Human Resources the Monday after the pay period ends. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

## **EMPLOYMENT POLICIES AND PRACTICES**

### **Definition of Terms**

1. Employer. The Factory Ministries is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by The Factory Ministries.
2. Full-Time Employee. A Full Time Employee regularly works at least 40 hours per week and will have full-time benefits as described in the employee handbook.
3. Part-Time Employee. A Part Time Employee regularly works less than 40 hours per week or less and will not be eligible for benefits as described in the employee handbook.

4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”).

5. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”). For Non-Exempt Employees, an accurate record of hours worked must be maintained. The Factory Ministries will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

## **Days Off**

### **Bereavement Leave**

Employees who wish to take time off due to the death of a family member or relative should notify President/CEO immediately. See below for the amount of time requested for bereavement leave.

Immediate family member – 5 days paid leave. PTO may be used if additional days are needed. Once bereavement leave and PTO days are used up, an employee may take unpaid days off at the discretion of the employer. Immediate family member is described as someone living in your home or a parent, child, sibling, or grandparent.

Extended family member – 1 day paid leave. PTO may be used if additional days are needed.

Employees who wish to take time off due to the death of a friend should notify the President/CEO immediately. A half day paid leave will be granted for attending services of the death of a friend or community person.

### **Medical Leave**

#### **Maternity and Sick Leave**

Short Term Disability pay will be equal to 60% of weekly pay, rounded to the next higher multiple of \$1.00 with a maximum scheduled amount of \$1,000 per week. Pursuant to our Short Term Medical Insurance – maternity and sick leave benefits will have a qualifying period of 7 days; therefore, benefits will start on the 8<sup>th</sup> consecutive day of disability. Maximum Short Term Disability benefit period will be up to 13 weeks for any period of disability.

### **Pre-Existing Conditions**

Per the Short Term Disability policy guidelines, we will not pay benefits for any disability caused by a pre-existing condition (defined below) unless disability starts after the earlier of:

- 6 consecutive months, ending on or after the day you became insured under the short term disability insurance policy, during which you do not consult with or receive advice from a licensed medical or dental practitioner or receive medical or dental care, treatment or services, including taking drugs, medicine, insulin or similar substances, for that condition; or
- 12 consecutive months during which you are continuously insured under the short term disability insurance policy.

A “pre-existing condition” means an injury, sickness, or pregnancy or any related injury, sickness, or pregnancy for which you:

- consulted with or received advice from a licensed medical or dental practitioner, or
- received medical or dental care, treatment or services, including taking drugs, medicine, insulin, or similar substances during the 3 months that end

### **Paternity and Adoption Leave**

If the need for parental leave is foreseeable, the employee must provide a written notice and request for parental leave at least 10 days prior to the event. If the employee’s need for parental leave is not foreseeable 10 days prior to the event, the employee must provide a written notice and request for parental leave as soon as he or she learns of the need for such leave. If the employee fails to return to work promptly at the end of the approved leave period, The Factory Ministries will assume that the employee has resigned.

Paternity leave is not paid leave and will be granted on a case by case basis for up to 2 weeks maximum. Employees can use their PTO for paternity leave.

### **Military Leave**

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and The Factory Ministries will request a copy of the employee’s orders, which will be kept on record by The Factory Ministries in their personal employment file.

The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods

## **Holidays**

The following dates are paid holidays for all employees. Part time employees will be paid for the hours that they would have typically worked on that day if it is a regularly scheduled work day:

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day and Following Day  
Christmas Eve  
Christmas Day  
New Year's Eve

\*The Factory Ministries values birthdays. It is the day that God decided the world needed on of us. Each employee will receive a paid day off on his/her birthday. If the birthday falls on a holiday or a scheduled event that the employee is required to attend, they can use this day as a floating day within the birthday month.

## **Paid Time Off (PTO)**

Employees will accrue their paid time off from the start of their employment but employees will not be able to use any paid time off until their 90 day probationary period has ended.

Paid time off benefits are awarded at the beginning of the fiscal year (September) and the PTO balance will be displayed on the employee's paycheck remittance. Use of paid time off is subject to approval by Human Resources and must be requested in writing in half-day (4 hours) increments. For employees who are hired during the fiscal year, paid time off will be accrued on a pro-rated basis according to how many months are left in the fiscal year. Accordingly, employees are encouraged to use all paid time off benefits in the fiscal year in which they are earned. No PTO days will be allowed to carry into a new fiscal year unless approval is given in special circumstances only.

**Full-Time Employees:** During the first year of employment, a full-time employee will earn 120 hours (15 days) of paid time off. During the first six months of employment, only 40 hours (5 days) of PTO may be used. Full-time employees will continue to earn 120 hours (15 days) of paid time off for the first 4 years. After 4 years, employees will be granted 200 hours (20 days) paid time off.

**Part-Time Employees (20 hours or higher):** During the first year of employment, a part-time employee (20 hours or higher) will earn 60 hours (7.5 days) of paid time off. During the first six months of employment, only 20 hours of PTO may be used. Part-time employees will continue to earn 60 hours (7.5 days) of paid time off for the first

4years. After 4 years, paid time off will be negotiated with part-time staff.

Part-time employees who work under 20 hours do not get any PTO.

Paid time off benefits are awarded at the beginning of the fiscal year (September) and the PTO balance will be displayed on the employee's paycheck remittance. Use of paid time off is subject to approval by Human Resources and must be requested in writing in half-day (4 hours) increments. For employees who are hired during the fiscal year, paid time off will be accrued on a pro-rated basis according to how many months are left in the fiscal year. Accordingly, employees are encouraged to use all paid time off benefits in the fiscal year in which they are earned. No PTO days will be allowed to carry into a new fiscal year unless approval is given in special circumstances only.

All vacation time must be requested in writing to Human Resources at least 2 weeks in advance. Only Human Resources is to place days off on the calendar after approval. The Factory Ministries requests that employees do not take off more than 2 weeks of PTO at one occurrence. The Factory Ministries encourages employees to participate in a mission's trip, therefore, anytime that an employee would need off due to participating in a mission's trip will not be taken from the employees accrued PTO. Requesting off for a mission's trip must be asked for 6 months in advance and approval is not guaranteed but at the discretion of the President/CEO depending on timing and other factors.

## **Paid Sick Leave**

Employees will also accrue a paid sick time. This sick time is to be used when there is an extended illness that is 3 days or more. The employee will accrue 6 sick days per fiscal year and will accumulate up to 60 days. (12 weeks). For an employee to use sick days, they will need to provide a doctor's excuse to Human Resources. Use of the sick days will not be taken away from the employees regular Paid Time Off balances. Once the employee reaches their maximum limit, the employee will not accrue any more sick time, unless an employee uses some of the sick time and then the employee will be able to accrue back up to the maximum limit.

Employees will accrue a paid family sick leave to take care of a family member who needs medical care. Family members include a child, grandchild, spouse, parent, grandparent, sibling, child, or parent of an employee's spouse. Leave will be granted on a case by case basis at the discretion of the President/CEO. Maximum Family Sick Leave will be 5 days.

In the case of illness or emergency please communicate with Human Resources prior to your start time by text or phone call.

## **Jury Duty**

The Factory Ministries will allow employees to fulfill their legal obligation of jury duty as requested by the court system when required. Employees must show the jury duty

summons to Human Resources as soon as possible so that arrangements can be made to accommodate their absence.

## **Emergency Closings**

In the event of inclement weather, we may decide to operate on a delay. If so, you will be notified of the delay by 7am. It is expected that all staff will be in by 10am.

In the event of a closing due to inclement weather the decision to close will be made the night before or by 7am. There could be two types of closings:

- The office is closed and all events and appointments for that day are canceled.
- The office is open, but appointments and events are canceled.

There may be a time for an early dismissal. All staff will be notified in such event.

The decision to delay opening or close will be based on conditions of the road and the nature of the storm. If the office is closed, it is expected that staff will cancel their own appointments. If the office is closed due to inclement weather, all staff will be paid for the hours that they were scheduled to work. It is assumed that staff will arrange for childcare in the event that our policy does not coincide with the policy of the school district.

## **Pay and Hours**

### **Timekeeping**

Non-exempt (hourly) employees are responsible for keeping a recording of hours worked. Hours must be submitted to Human Resources by the Monday immediately following the end of the pay period. Hours worked should be recorded to the quarter hour. Hours that are submitted via email will be considered to have an electronic signature, hours submitted via paper form will must be signed by the employee to be considered valid. Hours that are turned in after the deadline or are incomplete are not guaranteed to receive payment on the correct schedule and may be paid on the next pay cycle. Federal and state law requires The Factory Ministries to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Non-exempt employees are paid for the number of hours worked. Time and half is paid for hours over 40 in a work week. All overtime needs to be approved by Human Resources.

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

## **Lunch Breaks**

The Factory Ministries encourages employees to take a meal break that is conducive to their schedule on a day to day basis. Employees are also encouraged to enjoy meal times with other staff if they wish. If a non-exempt employee takes a lunch break, then the employee will make up the time spent on a lunch break to fulfil the 40-hour work week requirement.

## **Reimbursements**

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses. Expense reports (with all supporting documentation) should be submitted to Human Resources at the end of each month. Appropriate documentation is found on the employee web portal.

## **Mileage**

The Factory Ministries offers mileage reimbursement for work related errands or ministry contacting. Mileage is not reimbursable for travel time to and from your home to work nor for running an errand or making a contact on the way to or from work. Mileage is not reimbursable for voluntary transportation you provide that is not required by The Factory Ministries. The mileage reimbursement will be calculated at the current government standard rate. Each employee is responsible to submit their own mileage report and can only report mileage which he or she has driven. Mileage reports are to be submitted monthly using the Mileage Reimbursement Form to Human Resources.

# **ECONOMIC BENEFITS AND INSURANCE**

The Factory Ministries shall provide a competitive package of benefits to all eligible full-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by The Factory Ministries. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employees' expense and only if permitted by policies and statutes.

## **Health Insurance**

The Factory Ministries will provide medical health insurance coverage for all full-time nonexempt and exempt employees. For medical coverage, an employee must work a



minimum of 32 hours. The medical health insurance premium is paid 100% for the employee by The Factory Ministries (minus a \$25 per pay deduction from an employee's paycheck. Upon enrollment, details of the medical insurance plan will be given to the employee; including but not limited to, deductibles, health reimbursement accounts, and coverage limitations. COBRA coverage is offered to all employees (if the employee has been on the insurance plan for at least 90 days) after termination of employment.

## **Social Security/Medicare/Medicaid**

The Factory Ministries participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and The Factory Ministries contributes at the applicable wage base as established by federal law.

## **Workers' Compensation Insurance**

The Factory Ministries provides workers' compensation insurance at no cost to the employee. This insurance provides coverage for work related injuries or illness that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

To assure proper protection for employees and The Factory Ministries, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from The Factory Ministries

Neither The Factory Ministries nor the insurance carrier will be liable for payment of workers' compensation benefits if injuries occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by The Factory Ministries.

## **Short Term Disability Insurance:**

The Factory Ministries will supply all full-time staff Short-Term Disability Insurance that is effective after the first 90 days of employment at no cost to the employee. The benefit is 60% of the employee's income and not to exceed \$1,000 per week; it would start after an 8-day waiting period for sickness or pregnancy or 1 day after an accident. The benefit would cover an additional 13 weeks.

## **Separation of Employment**

Either The Factory Ministries or the employee may initiate separation. The Factory Ministries encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be

scheduled by the President/CEO. The President/CEO has authority to employ or separate all other employees. Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.
2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused Vacation benefits.

## **Employee Conduct**

### **Work Rules**

To ensure orderly operations and to provide the best work environment, The Factory Ministries expects their employees to follow rules of conduct that would be in the best interest of the employees and of The Factory Ministries.

For your safety, there must be another adult in the building if you are meeting with participants or anyone under 18 years of age.

Any employee who is involved in any behavior or addiction that would negatively impact their testimony as a believer or the credibility of The Factory Ministries will be put on probation. This probationary period will not be less than 3 months. During that time the individual must seek counseling, accountability and show adequate corrective steps.

It is not possible to list all form of behaviors that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or removal of possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or representing The Factory Ministries.
- Fighting or threatening violence in the workplace.
- Insubordination or disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice

- Violation of personnel policies
- Unsatisfactory performance or conduct

## **Sexual and Other Unlawful Harassment**

The Factory Ministries is committed to creating a friendly work environment, free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

In an employee would like to discuss or report any incident of sexual or unlawful harassment should report the incident to their immediate supervisor or if that supervisor is unavailable or unapproachable they may speak to Human Resources or the President/CEO. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of any situation that is sexual or unlawful harassment should contact Human Resources or the President/CEO who can handle the situation timely and confidentially.

Anyone engaging in sexual or unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **Dress Code**

Employees are required to arrive to work in the appropriate attire for their work environment. The Factory Ministries is considered a business casual work environment. Employees are expected to dress appropriately for meetings, events, etc. During office hours' shorts are not permitted to be worn unless the job being performed requires shorts. If shorts are worn, then that staff member is not to be in an professional meetings. It is unacceptable for employees to wear any clothing that may be considered offensive.

## **Property and Technology**

### **Return of Property**

Employees are responsible for all property (including computers), materials, or written information issued to them or in their possession or control. Employees must return all

property immediately upon request or upon termination of employment. Where permitted by law The Factory Ministries may withhold from the employee's pay or final paycheck the cost of any items that are not returned or are damaged excessively without prior knowledge, when required. The Factory Ministries may take legal steps required to recover or protect its property.

## **Intellectual Property**

The Factory Ministries has developed forms, guidelines, software, etc. that are the property of The Factory Ministries. Employees are not permitted to share this material with outside sources without receiving permission from the President/CEO.

## **Property Damage**

The Factory Ministries anticipates that regular maintenance will be required on company issued devices from regular use and will cover all routine maintenance/repair costs. Any damage to company issued/owned beyond normal uses will be repaired and/or replaced at the employee's expense.

## **Computer Policy**

Disciplinary action can result from inappropriate use of company's computer system or network up to and including termination of employment.

Unacceptable computer usage:

- Intentionally creating or spreading a virus, worm, or Trojan Horse
- Intentionally giving a hacker or other malicious attacker access to a company computer or the company network.
- Viewing of pornographic material
- Online gaming.

The Factory Ministries reserves the right to search files on all devices belonging to the company.

## **Internet Usage**

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. The Factory Ministries has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of The Factory Ministries, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions,

including termination, may result if the guidelines are not followed.

The Factory Ministries may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, The Factory Ministries may restrict access to certain sites that it deems are not necessary for business purposes.

## **Social Media**

Employees will be held accountable for items listed on social media sites that are determined to be a negative example to The Factory Ministries. No pictures of staff smoking, drinking, at clubs, bars, etc. should be put on social media sites. The Factory reserves the right to request that photos and posts that are deemed inappropriate to be removed from personal sites.

## **Email**

Email is a tool to be used for work-related activities. Occasional personal use is acceptable. Emails written on company computers and email addresses are considered the property of the company and can be subject to access by the President/CEO.