



Personnel Handbook

Effective January 1, 2022

The National History Academy reserves the right to amend or alter the policies within this handbook at any time without notice.

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1. Organizational Information

About the National History Academy

The National History Academy (NHA) is run by the Journey Through Hallowed Ground, a non-profit, four-state partnership dedicated to raising awareness of the unparalleled American heritage in the region running from Gettysburg, PA, through Maryland and Harpers Ferry, WVA, to Thomas Jefferson's Monticello in Charlottesville, VA. With more history than any other region in the nation, The Journey Through Hallowed Ground was recognized by Congress as a National Heritage Area and offers authentic heritage tourism programs and award-winning educational programs for students of all ages.

NHA began in 2018 as a five-week summer program dedicated to teaching high school students the foundations of American democracy and the rights and responsibilities of citizenship through a unique curriculum that incorporates Harvard Business School cases, traditional parliamentary debates, historic site visits and guest speakers.

2. Equal Opportunity Employment

NHA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, gender identity or expression, national origin, ancestry, ethnicity, citizenship, age, disability, genetics, marital status, military or veteran status, use of cannabis oil, or any other characteristic protected under applicable federal, state, or local law (collectively referred to as "Protected Characteristics"). In addition to federal law requirements, NHA complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, discipline, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

NHA expressly prohibits any form of workplace discrimination or harassment based on any Protected Characteristics. Improper interference with the ability of NHA's employees to perform their job duties may result in discipline up to and including discharge.

Reasonable Accommodation

NHA is committed to providing full and equal employment opportunities to all persons capable of performing the requirements of any given job successfully. NHA will provide reasonable accommodations to any qualified individual with a disability (including pregnancy, childbirth, breastfeeding, or related medical conditions), unless doing so would create an undue hardship. NHA will also provide reasonable accommodations for an employee's religious beliefs or practices, provided that such accommodation(s) would help resolve a conflict between a religious belief or practice and a work requirement and not pose an undue hardship to NHA.

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Hiring¶

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NHA believes that hiring qualified individuals to fill positions at the company contributes to the overall success of NHA. Each employee, while employed, is hired to make significant contributions to NHA. In hiring the most qualified candidates for positions, the following hiring process should be followed.¶

¶

Hiring Process and Procedures¶

¶

Identify Vacancy and Evaluate Need¶

Recruitments provide opportunities to align staff skill sets to initiatives and goals, and for organizational and individual growth. Proper planning and evaluation of the need will lead to hiring the right person for the position and team.¶

¶

Newly Created Position¶

When it is determined a new position is needed, it is important to:¶

Understand and take into consideration strategic goals for the organization. Are there any upcoming changes that may impact this role?¶

Conduct a quick analysis of competencies. Are there any gaps? What core skills are missing from the organization? Evaluate the core skills required now and those that may be needed in the future.¶

Conduct a job analysis if this position will be new. This will also help to identify gaps.¶

Replacement¶

When attrition occurs, replacing the role is typically the logical step to take. Before advertising the position, consider the following:¶

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Interview process¶

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Employees and applicants who require accommodation should contact the COO or their manager regarding their particular needs. NHA encourages employees to make their request in writing and to include a description of the accommodation requested, the reason for the need for an accommodation, and how the accommodation will help.

3. As You Begin with The Academy

Working Relationships

Every employee has a direct supervisor to whom he or she is responsible for effective job performance. The supervisor's primary concern is to get the job done, and he or she expects the full cooperation of the working unit. It is also the supervisor's responsibility to see that all employees are treated fairly. Whenever a question arises, you should consult your supervisor first.

Interactions with Minors

NHA is committed to the safety and protection of children. This Code of Conduct applies to all staff, employees, contractors, volunteers or others who represent NHA and who interact with children or young people in both a direct and/or unsupervised capacity.

The public and private conduct of staff, employees, contractors, volunteers or others acting on behalf of NHA can inspire and motivate those with whom they interact or can cause great harm if inappropriate. We must, at all times, be aware of the responsibilities that accompany our work.

We should be aware of our own and other persons' vulnerability, especially when working alone with children and youth, and be particularly aware that we are responsible for maintaining appropriate physical and emotional boundaries in such interactions. NHA personnel and volunteers are prohibited from engaging in any romantic or sexual relationship with any camper. Further, NHA personnel and volunteers may not make sexual or suggestive comments or tell sexual jokes, share sexually explicit materials with campers, request explicit photos of campers, expose normally covered body parts, engage in voyeurism, compliment campers on their appearance or physique, engage in favoritism, gift-giving, or other grooming behavior, discuss or answer questions about sex or dating, or encourage romantic relationships between campers.

We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical contact will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. Physical contact with children can be misconstrued both by the recipient and by those who observe it. NHA personnel and volunteers should avoid touching campers and should not initiate hugs, hand holding, or kissing, or engage in lap-sitting, wrestling, tickling, massages, piggyback rides, or similar touching.

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Deleted: We must avoid any covert or overt sexual behaviors with those for whom we have responsibility. This includes seductive speech or gestures as well as physical contact that exploits, abuses, or harasses.

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NHA personnel and volunteers are prohibited at all times from physically disciplining or striking a child. Additionally, they are prohibited from engaging in abusive conduct of any kind, such as verbal abuse, shaming or belittling, derogatory remarks, name-calling, using threatening or humiliating language, or cursing.

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Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private.

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One-on-one meetings with a child or young person must be held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting. If for some reason the subject matter being discussed requires a closed door, a second staff member of the same gender as the student must be present. NHA personnel and volunteers may not use changing areas or showers at the same time as campers or enter a sleeping area with only one camper without another staff member present.

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We must intervene when there is evidence of, or there is reasonable cause to suspect, that children are being abused in any way. Representatives of NHA, including employees, have a duty to report immediately to the NHA President, COO, and civil authorities if they have reasonable cause to suspect abuse or maltreatment of any minor. NHA will not tolerate retaliation against individuals who report concerns in good faith. NHA representatives who willfully fail to report a case of suspected child abuse will be subject to disciplinary action.

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Staff, employees, contractors, volunteers or others should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and from the use of tobacco products, alcohol and/or drugs when working with children. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people. Staff members and volunteers should not accept or give gifts to children without the knowledge of their parents or guardians.

Communication with children by NHA personnel and volunteers is only allowed for NHA business. For the protection of all concerned, the key safety concept that will be applied to these interactions is *transparency*. The following steps will reduce the risk of private or otherwise inappropriate communication between NHA personnel, volunteers, and minors:

- Communication between NHA personnel (including volunteers) and minors that is outside the role of the professional or volunteer relationship (teacher, coach, counselor, administrator, etc.) is prohibited.
- Email exchanges between a minor and a person acting on behalf of NHA are to be made using a historycamp.com email address.
- Electronic communication that takes place over the History Camp network or platform may be subject to periodic monitoring.
- Staff and volunteers who use text messaging or any form of online communications including social media (Facebook, Twitter, GroupMe, etc.) to communicate with minors may only do so for activities involving NHA business and must use NHA social media accounts, email accounts, and NHA phones.

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In addition to understanding the above policy, all NHA representatives who have contact with minors will be required to sign the following document.

Statement of Acknowledgement

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth participating in NHA programs.

I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with a child, and/or youth, without another adult present.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- Comply with the mandatory reporting regulations of the Commonwealth of Virginia to report suspected child abuse. I understand that it is a violation of law if I fail to report suspected child abuse to civil authorities.
- Cooperate fully in any investigation of abuse of children and/or youth.

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I will not:

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading on a child, and/or youth.
- Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- Give a child who is not my own a ride alone without prior written consent by the parent or guardian.
- Accept or give gifts to children or youth without the knowledge of their parents or guardians.
- Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media.

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Guidelines for the Discipline of Children:

I understand and accept the following:

- NHA representatives may NOT, under any circumstances, hit a child.
- NHA representatives may not use profane, abusive or derogatory language with campers.
- NHA representatives need to ask for help.
- NHA representatives who encounter a particularly difficult child will seek the assistance of supervisory or administrative staff.
- In all dealings with campers, NHA representatives should strive to respond as opposed to react to children.

Guidelines for Camper-Counselor Contact:

I understand and accept that when touching campers, the following guidelines should be followed:

- on the hand, shoulder, or upper back;

- never against a child's will (unless in the case of clear and present danger of the child);
- never in a way that causes a child discomfort, whether expressed verbally or non-verbally;
- in the company of other adults;
- never when it would have the effect of over-stimulating the child;
- never in a place on a child's body that is normally covered by a bathing suit, unless for a clear medical necessity, and then only with supervision from another adult.

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I understand and accept that I am a caretaker of children. I understand that there is a clear power difference between myself and campers (money, mobility, authority, experience, knowledge, different set of rules).

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I understand that inappropriate sexual contact with or physical abuse of a camper can have severe emotional and psychological effects on that individual that can last a lifetime.

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State Laws Concerning Child Abuse:

I am aware of the following:

- definition of a "mandated reporter;"
- purpose of child protection laws;
- that a report is required based on suspicion of abuse, not proven abuse;
- the reporting procedures (time frame, reporting agency, information requested);
- penalty for not reporting.

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Guidelines for Staff:

I understand and accept the following:

- there is no "hazing" of individuals by other youth or NHA representatives;
- program participants will not be subjected to "initiation" rites that are abusive in any manner;
- there will be double coverage of minors by adults during clothing changing times;
- younger children should be encouraged to change their own clothes as much as possible;
- NHA representatives will set limits with children who "cling" or hang on them;
- whatever is done with minors should be done in broad daylight, with company.

Other Instructions:

I agree to the following:

- to watch for signs of stress in myself and others as a way of maintaining a safe environment at NHA events;
- to help other staff who seem at risk for hurting or abusing minors;
- to alert senior or supervisory personnel of the need for more careful supervision, intervention or support;
- to seek help myself if I feel at risk for hurting, overstimulating or abusing a child.

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Dress Code

Staff and students at the NHA are expected to adhere to the following dress code, and to dress appropriately at all times:

- Regardless of gender, clothing must cover the chest, torso and underwear.
- Students are not allowed to wear any item depicting or advocating violence, criminal activity, alcohol or drug use, pornography or hate speech.
- Students are required to wear NHA shirts on all trips and occasionally in the classroom (check the schedule for the specific shirt each day). When wearing NHA shirts, the only hat allowed to be worn is the NHA hat.

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Working Hours

Full-time seasonal employees living on-site for residential programs will work based on a pre-published schedule.

You are expected to be at your job on time and remain during the established hours. If you are unable to report for work, notify your supervisor as soon as possible.

External Communications

Only the CEO or COO are authorized to make public statements of behalf of the NHA. If you are approached by a third party with a request for a statement on behalf of the NHA, please refer them to the CEO or COO unless you have been authorized to participate in the interview.

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4. Your Pay

Employee Classifications

NHA designates each employee as exempt in compliance with applicable federal, state, and local law. Exempt employees are paid a fixed salary for all hours worked and are not entitled to overtime pay for hours worked over 40 in a workweek. Additionally, all employees are seasonal employees, in other words, temporary employees hired during the summer camp season, with either full- or part-time hours. They are not eligible for NHA benefits, unless otherwise required by law.

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Your Payroll Contact

The Controller is your direct link to payroll information, and will keep you advised of pertinent changes in personnel policies, benefits and payroll matters.

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If you wish to change your tax withholding information at any time, please contact the Controller so you can update the relevant forms for payroll processing.

Payday and Workweek

Payday is the 15th and the last day of each month. Salaried employees are paid on a “current” basis, meaning the pay period covers the half-month period which ends on payday.

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NHA’s workweek begins on Sunday at 12 a.m., and ends on Saturday at 11:59 p.m., and our normal business hours are Monday through Friday, XXXam to XXXpm. Employees can, with the pre-approval of their supervisor, arrange for a work schedule that differs from the official hours. Employees may be required to work early, work late, or work overtime from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

Direct Deposit

NHA provides electronic funds transfer (EFT) for direct deposit of your semimonthly pay into your financial institution account. All new employees are required to participate in direct deposit. Employees can obtain a direct deposit authorization form from the Controller.

Statements of Earning

Your semimonthly Statement of Earnings shows detailed information about your regular pay, overtime pay, and payroll deductions, and is available online. The Controller will provide you with a login link to view your statements online.

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NHA is required by law to make certain deductions from your pay each period, including:

- Federal and state income taxes;
- Social Security and Medicare (FICA) taxes;
- Any mandatory state deductions; and
- Deductions required by wage garnishment or child support orders.

NHA may make deductions for your employee contributions to medical insurance premiums, retirement plans, or other voluntary deductions or to repay wage advances or

loans. NHA prohibits deductions from an exempt employee's pay, except as required or permitted by law. No other deductions will be made.

All deductions from your pay will be listed on your pay stub. If you have questions about any deductions from your pay or if you believe improper deductions have been made from your pay, you should report your concern to the COO immediately.

Correction of Payroll Errors

To help NHA ensure that its payroll is accurate, you are expected to review each paycheck carefully, and immediately report suspected errors (including overpayment or underpayment, improper deductions, or failure to compensate for all hours worked, including overtime or off-the-clock work) to the COO. NHA will promptly investigate all reports of suspected errors and, if appropriate, take corrective action. NHA prohibits and will not tolerate retaliation against any employee because that employee filed a good faith report of a suspected error under this policy.

Timekeeping

To ensure that NHA has accurate time records and that employees are paid for all hours worked in a timely manner, nonexempt employees are required to accurately record all hours worked in [TIMEKEEPING TOOL], including start and stop times and any breaks longer than 20 minutes.¹ Employees must verify the accuracy of their time records each week. Off-the-clock work is strictly prohibited. Fraudulent timekeeping and falsification of time records are subject to discipline, up to and including termination of employment. Employees should report any supervisor who falsifies or requires employees to falsify their time entries or work off the clock.

Nonexempt employees must have permission from their supervisor before working overtime. Overtime pay is based on hours actually worked. If you believe that you have not been compensated for all hours worked or for all overtime hours worked or if any supervisor requires or encourages you to underreport your hours worked, you must report your concern to the COO immediately. Failure to obtain pre-approval for overtime could subject an employee to discipline, up to and including termination.

Expense Reimbursement

No temporary or seasonal employees of NHA are authorized to incur expenses on behalf of NHA or during the performance of their duties as an employee of NHA. If you purchase goods or services on behalf of NHA during the course of your employment, you must have prior authorization from the COO, prior to the purchase being made, and the purchase must be made using a corporate credit card, not using a personal credit card or cash.

¹ For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. For non-exempt employees, breaks of more than 20 minutes in length will be unpaid, and the employee should note this break period on her time record.

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****Any expenses purchased using a personal credit card or cash will not be reimbursed by NHA.****

Garnishments and Tax Levies

Employee wages are sometimes subject to court-ordered garnishments and federal, state or local government tax levies. The Controller is legally required to take such payroll deductions from an employee's pay to satisfy the employee's financial obligation as regulated by federal and state statutes. The employee is notified of the financial obligation by the Internal Revenue Service, the court, a state or local department of taxation, child support enforcement department, or bankruptcy trustee. As a courtesy, the Payroll Division sends a copy of the order received with a memorandum advising the employee of the effect the garnishment or tax levy will have on his or her net pay, creditor information and the date deductions will begin and end.

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8. Health and Safety

The Academy is committed to providing a safe and secure work environment for all employees. Each employee is also responsible for supporting the security program by taking reasonable precautions, which include, but are not limited to:

- Keeping valuable items and documents secure.
- Reporting any unusual incidents.
- Questioning any unusual activity or unknown visitors.
- Controlling access to office areas.
- Securing offices when not occupied.
- Avoiding isolated areas when alone.
- Knowing what to do and where to go in an emergency.

Workplace Violence

The Academy is committed to preventing workplace violence and to maintaining a safe work environment. NHA has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities. All full- and part-time, active employees are covered under this policy.

Prohibited Conduct

All employees, partners, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, partner, vendor or business associate will not be tolerated. NHA resources may not be used to threaten, stalk or harass anyone at or outside the workplace. NHA treats threats coming from an abusive personal relationship as it does other forms of violence.

Reporting

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to the CEO or COO. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the CEO or COO of any protective or restraining order that they have obtained that lists the workplace as a protected area.

Investigations and Enforcement

The Academy will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. NHA will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, NHA may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

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

The Academy encourages employees to bring their disputes to the attention of their supervisor before the situation escalates. NHA will not discipline employees for raising such concerns.

Workers' Compensation

All NHA employees are covered by Workman's Compensation Insurance carried by NHA from their first day of work for injuries or illnesses that are deemed compensable under our policy. If your injury or illness is found to be compensable, you are entitled to medical care and compensation. If you are injured on the job, you should find out about your rights and obligations by contacting the COO immediately. [NHA prohibits any retaliation for report a work-related injury or illness.](#)

Smoking Policy

NHA is concerned about the health and welfare of its employees and students, and is responsible for providing a work environment that does not present a health or safety hazard. Therefore, smoking is prohibited on the Foxcroft Campus and on all field trips.

Alcohol and Drug-Free Workplace

The Academy is committed to maintaining an alcohol and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in the workplace is specifically prohibited. As a condition of your continued employment with NHA, you are expected to adhere to this policy. You should know that violation of this rule is a serious offense and could lead to discipline, including suspension or termination.

[Taking legally prescribed medications or over-the-counter medications is permitted to the extent that use of such medications does not adversely affect your job performance or safety, or the safety of others. Employees who take over-the-counter medication or other](#)

medication that can legally be prescribed under both federal and state law to treat a disability should inform the CEO or COO if they believe the medication will impair their job performance, safety, or the safety of others, or if they believe they need a reasonable accommodation **before** reporting to work while under the influence of that medication.

Furthermore, if you are convicted of violating any drug statute for offenses that occurred at work, you are expected to notify your supervisor no later than five days after your conviction. If you do not notify your supervisor, you will also be subject to discipline, up to and including suspension or termination.

9. Your Rights and Responsibilities

Employee Conduct.

As an employee of [NHA](#), it is important that your behavior reflects favorably on NHA. Your aim should be to provide courteous and efficient service, regardless of the inquiry, complaint or demand made. However, if you are subjected to excessive abuse, you should report the incident to your supervisor.

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When dealing with the public, you should:

- Greet people pleasantly and courteously.
- Listen attentively and patiently, getting all the facts regarding the request.
- Provide information, service and/or refer them to the proper source.
- Follow up when necessary.

Discrimination and Harassment

The Academy strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the company. For that reason, NHA will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

Prohibited Conduct Under This Policy

NHA, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of The Academy's policy [and federal, state, or local law](#) to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national

origin, ancestry, ethnicity, citizenship, age, religion, creed, disability status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, or use of cannabis oil or any other characteristic protected under applicable federal, state, or local law (collectively referred to as "Protected Characteristics").

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Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

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Harassment

NHA prohibits harassment, including sexual harassment, of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of NHA. Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's Protected Characteristic, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of a Protected Characteristic.

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Sexual harassment

Sexual harassment is a form of unlawful employment discrimination and is prohibited under NHA's anti-harassment policy. There are two types of sexual harassment:

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- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature;

Deleted: According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for employment decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment.¶

vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Harassment is prohibited both at the workplace and at work-related events and locations, including trips, off-site work obligations, employer-sponsored events, off-site social events involving NHA employees, and on social media.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Consensual Romantic or Sexual Relationships

NHA strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment. A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. An employee who is involved in a personal relationship with another employee may not work directly for or supervise the employee with whom he or she is involved. NHA reserves the right to take prompt action if an actual or potential

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conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

NHA prohibits romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different position, or one or both parties may be terminated.

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If any two employees of NHA enter into a consensual relationship that is romantic or sexual in nature, the parties must notify the CEO, COO or Chairman of the Board immediately. Because of potential issues regarding harassment, NHA has made this reporting mandatory.

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Once the relationship is made known to NHA, the CEO, COO and the Chairman of the Board will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another position. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

Discrimination and Harassment Complaint Procedures

NHA is strongly committed to maintaining a workplace that is free from illegal discrimination, harassment, or retaliation. NHA strongly encourages the reporting of all incidents of discrimination, harassment or retaliation, regardless of the identity of the offender.

Any employee who believes that he or she has been the victim of illegal discrimination, harassment, or retaliation should immediately notify either his or her immediate supervisor, the CEO or the COO. Any manager or supervisor who observes, receives a report of, or otherwise becomes aware of discriminatory or harassing conduct must report the conduct to the CEO so that an investigation can be made and corrective action taken, if appropriate. Additionally, managers must cooperate with any investigation, including sharing any and all information relevant to the claim. Failure to do so may lead to disciplinary action, up to and including termination.

NHA will promptly conduct an investigation of all claims of perceived discrimination that if proven true would violate NHA's policies and/or the law and will maintain confidentiality to

the extent possible given NHA's duty to investigate such complaints. Anyone who is determined to have engaged in discrimination, harassment, or retaliation will be subject to appropriate disciplinary action, up to, and including termination.

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Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Cooperating in the investigation of a complaint.
- Serving as an investigator of a complaint.

Deleted: Appearing as a witness

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Complaint Process

NHA will courteously treat any person who invokes this complaint procedure, and the organization will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire staff, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Confidentiality

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the company's legal obligation to act on the complaint and the right of the accused party to obtain information. In most cases, however, confidentiality will be strictly maintained by the company and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

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Complaint procedure

NHA has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

- 1 An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by filing a complaint in writing with the employee's supervisor or the COO. Complaints about the COO should be made to the CEO, and complaints about CEO should be made to the Chairman of the Board.

- 2 Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the CEO and/or the COO and/or the Chairman of the Board will review the complaint with the company's legal counsel.
- 3 Within five working days of receiving the complaint, the CEO, COO or Chairman will notify the person(s) accused of misconduct (hereafter referred to as "respondent(s)"), and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
- 4 During the investigation, CEO, COO or Chairman, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
- 5 Within 15 business days (unless additional time is necessary due to the circumstances) of the complaint being filed, the CEO, COO, Chairman or other person conducting the investigation will conclude the investigation and submit a written report of his or her findings to the company.
- 6 If it is determined that harassment or discrimination in violation of this policy has occurred, the CEO, COO or Chairman will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: a) the severity, frequency and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
- 7 If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.
- 8 Within five days after the investigation is concluded, the CEO, COO or Chairman will meet with the complainant and the respondent separately, notify them of the findings of the investigation, and inform them of the action being recommended.
- 9 The complainant and the respondent may submit statements to the CEO, COO or Chairman challenging the factual basis of the findings. Any such statement must be submitted no later than five working days after the meeting with the CEO/COO/Chairman in which the findings of the investigation are discussed.
- 10 Within 10 days from the date the CEO/COO/Chairman meets with the complainant and respondent, the company will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the CEO/COO/Chairman and other management staff as may be appropriate, and decide what action, if any, will be taken. The CEO/COO/Chairman will report the company's decision to the complainant, the respondent and the appropriate supervisors of the complainant and the respondent. The company's decision will be in writing and will include findings of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

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Alternative legal remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

Disciplinary Actions

You may be disciplined for violation of NHA policies, insubordination, or for other just cause. Types of disciplinary action include oral and written reprimands, suspension, disciplinary demotion or dismissal.

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Grievances

Should you encounter a problem concerning a condition of employment or treatment by management or other employees, bring the matter to the attention of your supervisor. Grievances regarding the COO should be reported to the CEO, and grievances regarding the CEO should be reported to the Chairman of the Board.

Not all matters are covered by the grievance procedure. Some nongrievable issues include the contents of personnel regulations and ordinances and the setting of wages, salaries and benefits.

Personnel Files/Records

Personnel files containing employment information on each employee are maintained by the Controller and the COO. Access to your records is limited to the Controller, COO and CEO. Employees may request access to their personnel file by submitting a written request to the COO.

Commented [PLG5]: Employers must provide access within 30 days of the request.

10. Information Technology Policy

Computer, Email and Internet Usage

NHA recognizes that use of the Internet and e-mail is essential to our work and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use the Internet and e-mail systems appropriately. Unacceptable use of the Internet and e-mail can place NHA and others at risk. This policy outlines the company's guidelines for acceptable use of the Internet and e-mail.

This policy must be followed in conjunction with other NHA policies governing appropriate workplace conduct and behavior. NHA complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Use Guidelines

The Academy has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

1. All technology provided by NHA including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience.
2. Employees may not use NHA's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or other Protected Characteristic may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might be contrary to NHA's legitimate business interests; and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.
4. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only.
5. Employees are prohibited from creating, maintaining or participating in Web logs (blogs), Wikis, or social media accounts using NHA's systems or on behalf of NHA unless explicitly authorized to do so.
6. Every employee of NHA is responsible for the content of all text, audio or image files that he or she places or sends over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. NHA's company identity is attached to all outgoing e-mail communications, which

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should reflect company values and appropriate workplace language and conduct.

7. E-mail and other electronic communications transmitted by NHA equipment, systems and networks are not private or confidential, and they are the property of the company. Therefore, NHA reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
8. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

NHA's Right to Monitor and Consequences for Misuse

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All company-supplied technology, including computer systems, equipment and company-related work records, belongs to NHA and not to the employee user. Employees understand the company routinely monitors use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such company property. [The employee's signature acknowledging receipt and review of this Handbook and use of NHA's IT resources constitute the employee's consent to monitoring and recording.](#)

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of NHA, all company policies apply to their use and are in effect at all times. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws.

Cell Phone Policy

This policy addresses the use of cell phones, computing devices, and portable music and entertainment systems by students and staff in the classroom, on field trips, and with guest speakers.

NHA believes that cell phones and other electronic devices are tools and resources for learning, but that some restrictions are necessary at certain times out of courtesy and respect for students, teachers, staff, guides and guests.

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CLASSROOM POLICY

Students are permitted to bring the following electronic items to class: 1) cell phones; and 2) laptops, tablets, iPads and other similar computing devices ("[electronic](#) devices").

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Portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS ("entertainment systems") generally are not allowed in the classroom unless specifically allowed by your teacher for educational purposes.

Cell phones must be turned off and put away out of sight during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.

Electronic devices may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.

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Unless there is an emergency, staff or students shall not use cell phones for personal use, e.g., calls, Facetime, texting, emailing, etc., during instructional time.

FIELD TRIP POLICY

Field trips to historic sites are considered instructional time, and electronic devices may only be used for educational purposes. Unless there is an emergency situation, staff or students shall not use cell phones for personal use, e.g., calls, Facetime, texting, emailing, etc., during a field trip.

Students and staff are permitted to bring cell phones, electronic devices, and entertainment systems on bus rides during field trips. Headphones should be used at all times on the bus. Students may not have verbal cell phone conversations on the bus without permission. Staff may have limited verbal cell phone conversations on the bus only for planning and coordinating purposes.

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Once a bus arrives at a site destination, use of entertainment devices and headphones are no longer allowed. These items should be secured and left on the bus or placed in your backpack.

During a site field trip, all students and staff will give full attention to the guide or guest speaker. Cell phones should be silenced. Students may not use cell phones while a teacher or guide is speaking or interacting directly with the group. During such an interaction, staff may minimally use cell phone cameras only for taking photos to document the event or for discreetly communicating with other NHA staff about trip logistics.

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An exception to the above rule applies to students using GoPros or the cell phone video function as part of a pre-approved NHA project. If making a film, this should be done as discreetly as possible with permission of your teacher and with knowledge of staff.

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When walking between stops, at pauses during a tour, or during discretionary time, staff and teachers may use their cell phones for taking photos, the note taking function, and for other purposes to advance their learning at the site, as long as such use does not interfere with the talk or tour.

GUEST SPEAKER POLICY

When a guest speaker visits with students at Foxcroft or at a historic site, all students and staff will give full attention to the speaker. Cell phones should be silenced and/or turned off,

and securely put away. Unless there is an emergency, staff or students shall not use cell phones for personal use, e.g., calls, Facetime, texting, emailing, etc., during a talk by a guest speaker.

An exception to the above rule applies to students using GoPros or the cell phone video function as part of a pre-approved NHA project. If making a film, this should be done as discreetly as possible with permission of your teacher and with knowledge of staff.

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While a guest is speaking, staff may minimally use cell phone cameras only for taking photos to document the event or for discreetly communicating with other NHA staff about logistics.

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After a talk by a guest, students and staff may use cell phone cameras for photos with that person.

MISCELLANEOUS

- Cell phones, electronic devices and portable music and entertainment systems may not be turned on or used during fire drills, other emergency preparedness exercises or during the event of an actual emergency unless otherwise directed by NHA staff.
- Cell phones, electronic devices, and portable music and entertainment systems may not be used in bathrooms, and may only be used on the sleeping porches with the use of headphones so as not to disturb fellow residents.
- Cell phones, electronic devices, and portable music and entertainment systems may not be used for audio/video or photographic recording of a person without their consent.

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CONFISCATION AND RETURN OF ELECTRONIC ITEMS

If a student continually violates this policy and misuses cell phones, electronic devices, and portable music entertainment systems in a way that interferes with NHA's learning environment and after a verbal warning by staff, NHA may confiscate that student's electronic device and return it at the end of the day. If such misuse becomes habitual, the item may be confiscated and returned to parent/guardian after a phone conference with them.

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Staff members who violate this policy will receive a warning. Habitual violation will result in appropriate disciplinary action.

NO LIABILITY FOR DAMAGE, THEFT, OR LOSS

NHA is not responsible for stolen, damaged or lost cell phones, electronic devices or portable music and entertainment systems. In the event that a cell phone, electronic device, or portable music and entertainment system is reported stolen, our staff will thoroughly investigate the incident and address any student related misconduct accordingly.

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11. As You Leave The Academy

Termination and Separation

Separation of employment from NHA can occur for several different reasons. Employment may end as a result of resignation, release (end of season or assignment), or termination. When an employee separates from NHA, an exit interview will be scheduled, typically to take place on the employee's last workday.

Types of Separation

1. Resignation

Resignation is a voluntary act initiated by the employee to end employment with NHA. To resign in good standing from NHA, you should notify the CEO or the COO at least 10 business days prior to the last day of work, and provide a written explanation for the resignation. Failure to do so will be noted in your personnel record and will result in loss of benefits.

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2. Job abandonment

An employee who fails to report to work or contact the CEO or COO for three consecutive workdays will be considered to have abandoned the job without notice, effective at the end of the employee's normal shift on the third day. Employees who are separated due to job abandonment are ineligible for rehire.

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3. Termination

Employees of NHA are employed on an at-will basis, and the company retains the right to terminate an employee at any time, with or without cause.

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4. Release

Release is the end of temporary or seasonal employment.

Leave Process and Benefits

Return of property

The separating employee must return all NHA property at the time of separation, including cellphones, keys, laptops and all account and password information. Failure to return some items will result in deductions from the employee's final paycheck.

Commented [PLG7]: Must obtain signed written authorization to deduct these lost items from a paycheck.

Rehire

Former employees who leave NHA in good standing may be considered for reemployment. In such cases, the former employee must submit an application for an open position. A former employee must meet all minimum qualifications and requirements of the position. A rehired former employee's previous tenure will not be considered in calculating benefits.

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Ineligibility for Rehire

An employee who is terminated by [NHA](#) for violating policy or who resigned from [NHA](#) in lieu of termination from employment due to a policy violation will be ineligible for rehire.

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12. Code of Ethics

The Academy Code of Ethics is intended to inspire a superior level of conduct, sensitivity and sound judgment for all employees. The code is intended to complement, not replace, all professional code of ethics. Employees should be aware of and abide by their respective professional values and requirements. All employees must perform their designated function in a manner that reflects the highest standards of ethical behavior. All employees are obligated to respect and comply with all applicable federal, state, and local laws.

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The Code of Ethics is supported by six core principles that form the ethical foundation of the organization: Honesty, Public Service, Respect, Responsibility, Stewardship, and Trust.

I. Honesty: Be truthful in all endeavors; be honest and forthright with each other and the general public.

II. Public Service: Ensure all actions taken and decisions made are in the best interest of our partners, and enrich and protect quality of life.

III. Respect: Treat all individuals with dignity; be fair and impartial; affirm the value of diversity in the workplace and in NHA; appreciate the uniqueness of each individual; create a work environment that enables all individuals to perform to the best of their abilities.

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IV. Responsibility: Take responsibility for actions; work a full day; conduct all workplace actions with impartiality and fairness; report concerns in the workplace, including violations of laws, policies and procedures; seek clarification when in doubt; ensure that all decisions are unbiased.

V. Stewardship: Exercise financial discipline with assets and resources; make accurate, clear and timely disclosures to the public; maintain accurate and complete records; demonstrate commitment to protecting entrusted resources.

VI. Trust: Build regard for one another through teamwork and open communication; develop confidence with the public by fulfilling commitments and delivering on promises.

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