



## **Personnel Handbook**

Effective January 1, 2018

The Journey Through Hallowed Ground Partnership reserves the right to amend or alter the policies within this handbook at any time without notice.

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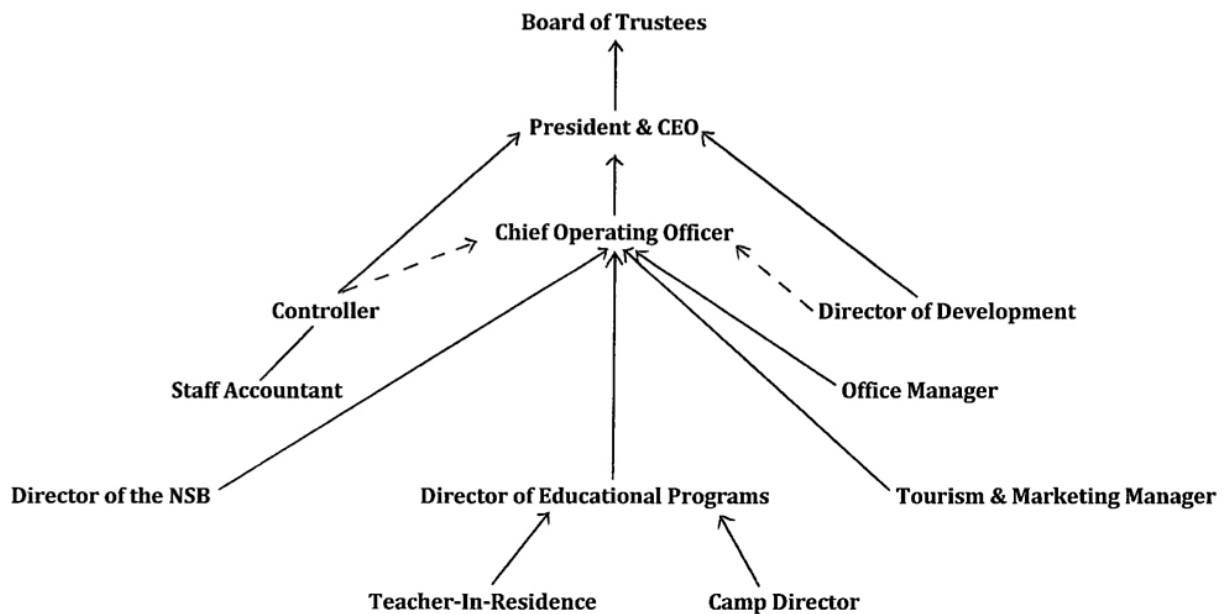
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# 1. Organizational Information

## About the Journey

The Journey Through Hallowed Ground Partnership is 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.

## Organizational Chart



## 2. Selection, Appointment and Promotion

### Hiring

JTHG believes that hiring qualified individuals to fill positions at the company contributes to the overall success of JTHG. Each employee, while employed, is hired to make significant contributions to JTHG. 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:

- 1 Understand and take into consideration strategic goals for the organization. Are there any upcoming changes that may impact this role?
- 2 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.
- 3 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:

- As with a newly created position, it may be helpful to conduct a job analysis in order to tailor the position to what is currently required.
- Review the role and decide if there are any changes required as certain tasks and responsibilities performed by the previous person may not or should not be performed by the new person.

Carefully evaluate any changes needed for the following:

- Tasks carried out by the previous employee
- Tasks to be removed or added if any of the work will be transferred to another employee
- Supervisory or lead responsibility
- Budget responsibility (if any)
- Is there still a requirement for this position at all?

##### ***Job postings***

All regular job openings are posted on the Journey Through Hallowed Ground Partnership website and advertised externally on job boards such as [www.idealists.com](http://www.idealists.com), [www.monster.com](http://www.monster.com), and industry job boards such as [www.preservationnation.org](http://www.preservationnation.org). Jobs will remain posted until the position is filled.

##### ***Interview process***

The Chief Operating Officer (COO) or position supervisor will screen applications and resumes prior to scheduling interviews. The COO or position supervisor generally conducts initial interviews.

Team interviews may be conducted as needed for some positions. If a team interview is conducted, a structured interview process is strongly recommended. Interview questions should be compiled by the interviewing team and reviewed by the CEO/COO prior to the interview. After the team completes the interview process, the results of the interview should be forwarded to the COO for review. Only the CEO has the authority to make the final hiring decision.

All applications and resumes of applicants not selected must be filed for retention for one year. The COO will notify applicants who are not selected for positions at JTHG as soon as a final decision has been made.

***Reference checks, criminal background checks, and drug and alcohol testing***

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks and criminal background checks.

***Job offers***

If satisfactory results are received from the reference checks and criminal background check, the CEO/COO will notify the candidate to confirm the job offer.

***Initial start date and orientation***

On an employee's start date, the employee will complete required paperwork and an orientation with the Office Manager or COO. The Office Manager or COO will complete the New Hire Checklist with new employees and review policies and procedures.

The new employee's supervisor is responsible for providing orientation for the new employee regarding their specific position.

## Background Investigations

At the Journey Through Hallowed Ground Partnership, background checks will be conducted on all successful job applicants over the age of 18, including but not limited to those working directly with children and those working directly with finances. JTHG will use a third-party agency to conduct the background checks to verify the accuracy of the information provided by the applicant during the selection process. Information collected by the agency may include past employment, education, character, reputation, criminal record and child abuse.

JTHG will ensure that all background checks are conducted in compliance with all applicable federal and state statutes. The information that can be collected from previous employers and other sources will be limited to that which is job-related and pertains to the quality and quantity of work performed by the applicant and to the applicant's attendance record, education and other lawful, work-related inquiries. All information collected will be considered strictly confidential, and will be maintained in the employee's personnel file.

## Equal Opportunity Employment

JTHG provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, JTHG 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, termination, layoff, recall, transfer, leaves of absence, compensation and training.

JTHG expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of JTHG's employees to perform their job duties may result in discipline up to and including discharge.

## Performance Evaluation Process

The performance evaluation process provides a means for discussing, planning and reviewing the performance of each employee.

Regular performance appraisals:

- Help employees clearly define and understand their responsibilities.
- Provide criteria by which employees' performance will be evaluated.
- Suggest ways in which employees can improve performance.
- Identify employees with potential for advancement within JTHG.
- Help managers distribute and achieve goals.
- Provide a fair basis for awarding compensation based on merit.

Performance appraisals influence salaries and promotions. Therefore, it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings.

### **Procedures**

#### ***Performance review schedule***

Performance appraisals are conducted on an annual focal cycle, with employees receiving a performance review in June each year. Merit increases are not guaranteed and are based on company performance and financials.

#### ***Performance reviews—salary increases***

The CEO and COO are responsible for the timely and equitable assessment of the performance and contribution of all employees. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted.

#### ***Responsibility***

On May 15<sup>th</sup>, the Office Manager will issue performance evaluation forms to each employee to complete a self-evaluation. After the self-evaluation is complete, the COO and CEO will collaborate to complete the management-level evaluation of the employee's work.

The CEO or COO and the employee will meet to discuss the performance evaluation to ensure that all strengths, areas for improvement and job goals for the next review period are clearly communicated. If a salary increase is recommended, the employee will be notified during this meeting. The completed evaluation will be signed by the CEO or COO and the employee, and will be retained in the employee's personnel file.



## 3. As You Begin with The Journey

### 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

The Journey Through Hallowed Ground ("JTHG") is committed to the safety and protection of children. This Code of Conduct applies to all staff, employees, contractors, volunteers or others who represent JTHG 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 JTHG 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 physical, emotional, and sexual boundaries in such interactions. 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. We are to provide safe environments for children and youth in all JTHG activities.

We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. JTHG personnel and volunteers are prohibited at all times from physically disciplining a child.

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. One-on-one meetings with a child or young person are best 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.

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 the Journey Through Hallowed Ground Partnership have a duty to report immediately to the JTHG President and civil authorities if they have reasonable cause to suspect abuse or maltreatment of any minor. JTHG will not tolerate retaliation against individuals who report concerns in good faith.

JTHG representatives who willfully fail to report a case of suspected child abuse will be subject to disciplinary action.

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 JTHG personnel and volunteers is only allowed for JTHG 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 JTHG personnel, volunteers, and minors:

- Communication between JTHG personnel (including volunteers) and minors that is outside the role of the professional or volunteer relationship (teacher, coach, counselor, administrator, etc.) is prohibited.
- Where possible, email exchanges between a minor and a person acting on behalf of JTHG are to be made using a jthg.org email address.
- Electronic communication that takes place over the JTHG 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, etc.) to communicate with minors may only do so for activities involving JTHG business.

In addition to understanding the above policy, all JTHG 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 JTHG programs.

#### **I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with children and/or youth at JTHG activities without another adult being notified.
- 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 failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children and/or youth.

**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 children 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 home 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 except for activities strictly involving JTHG business.

***Guidelines for the Discipline of Children:***

I understand and accept the following:

- JTHG representatives may NOT, under any circumstances, hit a child.
- JTHG representatives may not use profane, abusive or derogatory language with campers.
- JTHG representatives need to ask for help.
- JTHG representatives who encounter a particularly difficult child will seek the assistance of supervisory or administrative staff.
- In all dealings with campers, JTHG 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 against a child's 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.

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).

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. These

reactions can be so severe, they can require intensive professional intervention, which can be disruptive to the victim's life as well as time-consuming and expensive.

***State Laws Concerning Child Abuse:***

I am aware of the following:

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

***Guidelines for Staff:***

I understand and accept the following:

- there is no "hazing" of individuals by other youth or JTHG 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;
- JTHG 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 JTHG events;
- to help other staff who seem at risk for hurting or abusing minors;
- to alert senior or supervisory personnel as for more careful supervision, intervention or support;
- to seek help myself if I feel at risk for hurting, overstimulating or abusing a child.

**By signing this document I am confirming that I have read over, understand and accept the rules, guidelines and standards of conduct outlined in this document.**

---

Signed

Date

---

Witness

Date

## Dress Code

The Journey's employees contribute to company culture and reputation in the way they present themselves. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of our partners. Your supervisor may exercise reasonable discretion to determine appropriateness in employee dress and appearance.

Basic elements for appropriate and professional business attire include footwear and clothing that is in neat and clean condition. Basic guidelines for inappropriate workplace dress include tight or short pants, tank tops, halter-tops, or any extreme style or fashion in dress, footwear, accessories, fragrances or hair. Employees who do not meet a professional standard may be sent home to change, which will be considered unpaid time off.

Although it is impossible and undesirable to establish an absolute dress and appearance code, The Journey will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. An employee unsure of what is appropriate should check with his or her supervisor.

Business casual dress is typically followed in The Journey office, except when business meetings are scheduled in the building or when meeting partners off-site, when business attire guidelines must be observed.

Business casual attire is defined as follows:

- 1 Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf and polo shirts.
- 2 Pants: Casual slacks, trousers and jeans without holes, frays, etc.
- 3 Footwear: Casual slip-on or tie shoes, sandals and athletic shoes.

## Working Hours

All full-time year-round employees are scheduled to work 40 hours per week, beginning at 9:00 am, and ending at 5:00 pm. Due to the nature of our work, you will occasionally be required to work evening or weekend hours for special events or meetings scheduled outside the hours of the regular work day.

Every employee is entitled to two 15-minute breaks during an eight-hour workday. Employees are also entitled to a 30-minute lunch break.

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.

## Balancing Life, Work and Family

The Journey team recognizes the importance for employees to balance life, work and family needs. Policies have been developed and implemented to assist with these challenges by encouraging cooperation between supervisors and employees to find fair and flexible solutions to personal needs, while achieving the goals and objectives of the organization.

Some of the policies that address these concerns include:

- Teleworking
- Paid Time Off Policy
- Civil Leave
- Bereavement Leave
- Maternity/Paternity Leave

For information regarding leave policies, please see section 5.

## Teleworking

Any telecommuting days must be pre-approved by the COO and put onto the company calendar in advance. Failure to do so will result in the day being considered unpaid time off.

## Credit Card Usage

The CEO and COO of the organization are eligible for corporate credit cards. The Journey also maintains two additional company cards for the use of other employees. Company cards are held by the Office Manager or COO and may be checked out for approved usages.

The corporate credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred for the programs or expenses of The Journey, or for personal expenses. Misuses of the card will result in cancellation of the card and withdrawal of corporate credit card privileges from that employee. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee at fault. The Controller may make increases to the established credit limit on a case-by-case basis.

Original receipts for all charges must be submitted to the Office Manager in a timely manner and be stamped and attributed to the correct class code and grant program, as well as signed and dated by the employee who made the charge. The Office Manager must submit credit card reconciliations and original receipts to the Controller within 10 business days of the statement date.

Employees who have not submitted original receipts for their charges will be asked to submit them immediately. Continued or repeated non-conformance to this policy will result

in cancellation of the card, withdrawal of credit card privileges, and such other actions as appropriate.

Lost or stolen cards must be reported immediately to the Controller.

All employees are required to sign the below Credit Card Agreement before they are eligible to use JTHG Corporate Credit Cards.

**Journey Through Hallowed Ground Partnership  
Employee Agreement Regarding Corporate Credit Card Use**

**Employee Name:** \_\_\_\_\_

**Check which situation applies:**

\_\_\_\_ Issued individual Corporate Credit Card that bears employee name

\_\_\_\_ Authorized occasional use of Corporate Credit Card

**I understand and agree that:**

- I will not use the corporate credit card to withdraw cash.
- I will not use the corporate credit card for personal expenses and will use it only for official business on behalf of the company.
- I will submit a detail of expenses charged to the credit card at least monthly and no later than 5 days after the end of month. For each expense I will provide the following information: Description of Business Purpose, GL Code, Program (Class Code), Grant (if applicable) and related receipts.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
- If the corporate credit card is lost or stolen, I will report it immediately to the Controller.
- I agree to surrender the credit card immediately upon request or upon termination of employment for any reason. In this case I will submit a final reconciliation of all expenditures.

I understand that failure to follow any of the above listed terms & conditions or if found to have misused the credit card in any manner may result in:

- Revocation of the privilege to use the credit card.
- Disciplinary action.
- Termination of employment, and/or criminal charges being filed with the appropriate authority.

**I hereby accept the above terms and conditions.**

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

## 4. Your Pay

### 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.

Any changes in your personal data (for example, name, address, marital status, number of dependents) should be reported immediately to your payroll contact. This information may have a direct bearing on your pay and/or insurance coverage.

### Time and Attendance

All employees are paid through the payroll system, but hourly time allocations must be submitted through the online time keeping system, Harvest. All full-time, year-round employees are required to have their hours logged in Harvest by the 5<sup>th</sup> day of the following month. Failure to do so will result in the employee not being paid on time.

Harvest is part of JTHG's system of accuracy and accountability for time worked and leave taken. Misrepresentation of an employee's regular schedule, leave or overtime is cause for dismissal and legal action. Employees are responsible for providing accurate information about their time allocations and leave each month.

### Payday

Payday is the 15<sup>th</sup> and the last day of each month. Employees are paid on a "current" basis, meaning the pay period covers the two-week period which ends on payday. There are 24 pay periods in each calendar year.

Hourly employees are paid on a two-week lag, meaning on the payday 1/15, hourly employees are paid for the period of 12/16-12/31.

The length of time that elapses before new employees receive their first pay depends on the day within the pay period that they begin work and the length of time it takes to process their personnel forms. The Controller can tell new employees when to expect their first paycheck.

### Direct Deposit

JTHG provides electronic funds transfer (EFT) for direct deposit of your biweekly 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. Setting you up in direct deposit requires at least one and sometimes two pay periods. During this time, you will be paid by a check, which will be handed to you in the office.

## Statements of Earning

Your biweekly 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. Because of payroll deductions, your total pay and your take-home (or net) pay differ. Some deductions are required by law; others may be made at your request.

## Mileage and Travel Expense Reimbursement

The Journey Through Hallowed Ground Partnership will reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the company. All mileage must be pre-approved by submitting a Business Travel Request form to the COO or CEO in advance of any trip. Mileage is not reimbursable for non-business expenses, including but not limited to staff parties, outings, and enrichment experiences.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid with JTHG funds must comply with company expenditure policies. JTHG strongly encourages use of travel discounts when making travel arrangements.

**Authorization and responsibility** Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. By the 5<sup>th</sup> day of the month after completion of a trip, the traveler must submit an expense report and all supporting documentation through Harvest to obtain reimbursement of expenses.

An individual may not approve his or her own travel or reimbursement. Travel reimbursement must be approved by the CEO (for travel over \$1,000) or the COO (for travel under \$1,000). The CEO must approve the COO's travel.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

**Personal funds** Travelers should review the reimbursement guidelines below before spending personal funds for business travel to determine if such expenses are

reimbursable. JTHG reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

***Vacation in conjunction with business travel*** In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified. JTHG will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

## **Travel Expenses/Procedures**

***Permissible prepaid travel expenses*** Before travel, JTHG may prepay for airfare, rail transportation, rental vehicles, lodging and conference registration fees using the corporate credit card. Applicable policies and methods of payments for these prepayments follow. The onus is on the employee to use their best judgment to keep the expenses as low as possible during travel.

**Airfare.** Travelers are expected to obtain the lowest available airfare that reasonably meets travel needs. Airfare should be prepaid using the corporate credit cards whenever possible.

Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.

Coach class or economy class tickets must be purchased for all domestic or international flights. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating. First-class, business class, and all other upgrades are at the employee’s expense.

**Rail transportation.** JTHG will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare. The company credit card should be used for rail tickets whenever possible.

**Rental vehicles.** JTHG will pay for approved use of a rental vehicle. See the section on reimbursements below in this section. The company credit card should be used for rental car expenses whenever possible.

**Conference registration fees.** Conference registration fees can be prepaid with a company credit card. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees.

**Lodging.** The cost of overnight lodging (room rate and tax only) can be prepaid using the company credit card if the authorized travel includes an overnight stay. The cap for lodging expenses is the advertised conference or group rate, or the U.S.

General Services Administration (GSA) Guidelines lodging per diem<sup>1</sup>, whichever is lower. JTHG does not pay for incidentals associated with lodging, such as pay-per-view movies.

**Reimbursements** Requests for reimbursements of travel-related expenses are submitted through Harvest in the form of an expense report. This report must be accompanied by supporting documentation, including copies of all receipts.

Expense reports, including travel reimbursements, must be submitted to the Controller by the 5<sup>th</sup> day of the month following travel to be processed at the same time as payroll. Expense reports not submitted within this time frame require further approval for an extension from the COO, but must be submitted no later than the 10<sup>th</sup> of the month to be considered for repayment.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by JTHG are shown below. The onus is on the employee to use their best judgment to keep the expenses as low as possible during travel.

**Airfare.** If the airfare was not prepaid using a company credit card, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.

Coach class or economy class tickets must be purchased for all domestic or international flights. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating. First-class, business class, and all other upgrades are at the employee's expense.

**Rail transportation.** JTHG will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

If rail transportation was not prepaid using a company credit card, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

**Automobile (personally owned).** A valid driver's license issued within the United States and personal automobile insurance are required for mileage expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature. JTHG does not insure employees' personal vehicles for damages sustained while used for JTHG business.

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<sup>1</sup> The current GSA per diem rates, by destination city, are located here: <http://www.gsa.gov/portal/category/104711>.

An employee may request mileage reimbursement when the employee is using their personal vehicle for JTHG business. Mileage will be reimbursed at the current IRS mileage reimbursement rate<sup>2</sup> and is automatically calculated through Harvest.

Mileage is calculated on an actual basis, meaning to and from the actual starting point and final destination, minus the miles of the employee's regular commute.

Mileage is not reimbursed for normal commute miles to and from the JTHG office.

**Automobile (rental).** Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

JTHG authorizes reimbursement for the most economic vehicle available. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, JTHG does not cover the cost of additional collision damage waiver (CDW) or loss damage waiver (LDW) coverage through the rental company. Drivers should be aware of the extent of coverage provided by his or her automobile insurance company for travel that is business or not personal in nature.

All gas purchased for a rental car is reimbursable provided an original receipt for purchase is presented. Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

**Conference registration fees.** If the conference fee was not prepaid, JTHG will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

**Lodging.** The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel includes an overnight stay.

JTHG will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

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<sup>2</sup> The current IRS mileage reimbursement rate is available at <https://www.irs.gov/uac/Newsroom/2016-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced>

The cap for lodging expenses is the advertised conference or group rate, or the GSA guideline lodging per diem, whichever is lower. Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

**Meals.** Meals are reimbursable during trips that require overnight travel. Meal reimbursements require original itemized receipts, and alcohol is not eligible for reimbursement. Although every attempt should be made to keep meal expenses reasonable, JTHG will cap meal reimbursements at the current GSA guidelines, based on the city of travel. Incidental expenses, unless specifically cited in this policy, will not be reimbursed. No meal reimbursements are provided for day trips.

**Business meals.** Travelers are required to follow JTHG expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required. Alcohol may be reimbursed for business and donor recruitment meals.

**Business expenses.** Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

**Parking.** Original receipts are required for all parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

**Telephone calls.** The costs of personal telephone calls are the responsibility of the individual.

**Tolls.** Original receipts are required for reimbursement of tolls.

**Miscellaneous transportation.** Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.

### **Nonreimbursable Travel Expenses**

The following items that may be associated with business travel will not be reimbursed by JTHG:

- Airline club memberships.
- Airline upgrades.
- Alcohol for non-business meetings.
- Business class, first class or other upgrades for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.

- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

### **Travel for Non-Employees**

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.

### **Garnishments and Tax Levies**

Employee wages are 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, or 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.

## 5. Leave Policies

### Holidays

Full-time year-round employees are paid for the following holidays:

- New Year's Day – January 1
- Martin Luther King Jr. Day – Third Monday in January
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday in September
- Thanksgiving Day – Fourth Thursday in November
- Fall Holiday – Friday after Thanksgiving
- Christmas Eve – December 24
- Christmas Day – December 25
- New Year's Eve – December 31

Generally, if a holiday falls on a Saturday, you will have the preceding Friday off. If a holiday falls on a Sunday, you will have the following Monday off. Certain exceptions may occur, such as weekends over Winter Break, which will not be observed on any other day.

### Paid Time Off Policy

The Journey has adopted a Paid Time Off (PTO) Policy to allow employees the greatest flexibility in time off. Paid time off (PTO) is available to full-time employees to provide opportunities for rest, relaxation, personal pursuits and for periods of temporary absence due to illness or injuries suffered. All full-time regular employees shall be entitled to PTO.

<b>Years of Service</b>	<b>Annual PTO Hours</b>	<b>January/December PTO amounts</b>
After 6 months of Full Time Employment	5 days	
1-5 years	10 days	80 hours (10 days)
After 5 years	20 days	160 hours (20 days)

Leave of 4 hours or less for personal appointments such as doctor appointments, car appointments or other errands of a personal nature do not require the use of PTO, but do require the prior approval of the COO.

If more than 4 hours of time is required, PTO must be requested and used in full-day increments, and must be submitted using a standard Time Off Request form, which you can request from the COO. Time Off Request forms will be retained in the employee's personnel file.

You must obtain the COO's approval prior to taking PTO, and should request the leave as far in advance as possible. If less than ten working days notice is given, PTO requests may be denied or employees will be expected to take requested time without pay. PTO used due to illness or injury should be reported to the COO as soon as possible.

Annual leave will re-set on January 1 each year, and should be used by December 31. Although employees are allowed to take time off immediately at the start of the year, employees earn that PTO time throughout the year, e.g., if an employee has 10 PTO days for a calendar year, that time is earned at the rate of .83 days per month. If an employee takes time off early in the year but leaves the Journey before the time off is earned, the employee will be required to pay back the appropriate percentage of time off taken but not earned. For example, if an employee is eligible for 10 PTO days during the calendar year and takes 10 days off in January and resigns on January 31, that employee would be required to pay back 9.17 days of unearned Paid Time Off.

Taking time to relax and rest is important for a healthy work-life balance, so PTO hours may not be carried over from one year to the following year to encourage you to take the time off which you have earned.

PTO has no cash value, and merely provides paid time off. When you leave your position with The Journey, whether by termination or resignation, you will not be paid for your accrued, unused PTO.

## Compensatory Leave Policy

The Journey does not observe compensatory time. However, on occasion, job demands may require work to be performed far beyond the scheduled working hours. In these special situations, the CEO may designate comp time for the staff.

## Civil Leave

Employees will be granted civil leave with pay while on jury duty; when subpoenaed to appear before a court, public body or commission (except when they are a party to the suit); when performing emergency civilian duty in connection with national defense; or when unable to vote before or after work or through absentee balloting. A Time Off Request form must be completed and submitted to the COO.

## Bereavement Leave

Bereavement leave, not to exceed 3 working days per year, may be used when a death occurs in an employee's immediate family or household. PTO may be used for absences extending beyond bereavement leave eligibility. A Time Off Request form must be completed and submitted to the COO.



## Maternity/Paternity Leave

Maternity/Paternity leave is available to full time employees who have worked for The Journey for the 12 months preceding the birth or adoption of a child. Employees must give at least 30 days notice in order to be eligible for maternity/paternity leave.

The Journey will entitle women to 12 weeks of maternity leave at full pay, and men will be entitled to two weeks of paternity leave at full pay. Additionally, The Journey will continue to cover insurance expenses for employees who participate in the company health insurance policy during this time.

Maternity/Paternity leave may also be combined with an employee's PTO or unpaid leave at the discretion of the CEO/COO. When the employee returns to work, he/she is entitled to return to the same position they left with no loss of any rights or privileges. Employees who fail to return to work after six months of leave may forfeit their position and/or employment. A Time Off Request form must be completed and submitted to the COO.

## Leave Without Pay

In special situations, employees may be permitted to take a leave of absence without pay for a period not to exceed one month. During this period, employees do not earn annual or sick leave and they must pay the entire amount of their group health insurance premiums. Upon expiration of the authorized leave without pay, employees will be returned to the position they left. Employees who fail to return to work after one month of leave may forfeit their position and/or employment. A Time Off Request form must be completed and submitted to the COO.

## Emergency and Weather-Related Closings, Delays

When an emergency situation arises, the CEO and COO may make a determination to close the JTHG office. Circumstances that require emergency closings include inclement weather, utility failure, fire or other forced evacuations such as a declared state of emergency.

Notice will be sent to all employees by email or text message no later than 8:00 am on the day in question for weather, or as soon as is reasonably possible in other situations. On days the office is closed for an emergency, employees are required to work from home and call into team meeting conference calls at 9:30 am and 4:30 pm. Employees are also required to be available by phone and/or email. If an employee is unavailable or has an unexcused absence from the two conference calls, the employee will be required to use PTO for that day. If you previously requested PTO for a day the JTHG office is closed due to an emergency, you will not be credited back your PTO days.

Upon JTHG reopening, all employees are expected to return to work. For any employee who needs more time to tend to repairs or damage beyond the norm, our normal leave of absence policies will apply. In these cases, employees should stay in close communication with their supervisor to ensure their time off is considered properly.

## 6. Benefits

### Enrollment for Benefits

If you are a full-time, year-round employee scheduled to work 40 hours per week, you are eligible to participate in JTHG's benefit programs.

You must enroll in all benefits within 30 days from your date of appointment. You will be given applications for these benefits programs upon employment. If you fail to enroll within the time limits, you may be required to wait for the annual open enrollment period, unless you have a qualifying event mid-year.

### Health Insurance

For full time employees who work 40 hours per week, The Journey pays for 100% of your premium for our group health insurance plan. Employees may add immediate family members to their policy, but are responsible for 100% of the additional cost of insuring these members.

Upon your employment, you will receive the application for JTHG's group health insurance plan. You are responsible for completing this application and returning it within 30 days of your hire date. If you miss this deadline, you will not be eligible for health insurance again until open enrollment or unless you experience a life-changing event (typically marriage, divorce, moving or having a baby). If you miss this deadline and are uninsured, you may also accrue penalties under the Affordable Care Act.

Neither vision nor dental insurance are included as benefits.

### Retirement Plan

JTHG has a retirement plan for all employees who wish to participate in a 403(b) with Lincoln Financial Group through Mylestone Plans. This plan allows employees to make pre-tax contributions to their retirement fund. You will be given an application for this plan upon employment.

You are immediately eligible, from your date of hire, to establish an account and begin saving (deferring) your own money into your retirement account. During calendar year 2018, you may contribute up to \$18,500 of your salary (or up to \$24,500 if you are age 50 or older in 2018). The IRS sets these limits each year.

You may roll over to your new 403(b) account funds from other retirement accounts, such as 401(k), pension, IRA and other 403(b) accounts.

After six months of service, you are eligible for JTHG's matching retirement contribution. JTHG will match your retirement contributions 100% up to 3% of your salary, plus 50% up to the next 2% of your salary. You are always 100% vested in your own and JTHG's contributions to your plan.

## AAA Membership

Mid-Atlantic AAA has worked with the Journey Through Hallowed Ground Partnership to establish a Group Membership to help give employees added security and peace of mind while traveling on behalf of the organization.

All employees are eligible for the basic Mid-Atlantic AAA membership through the JTHG Group Membership program after 30 days of employment. If interested, you are responsible for coordinating this with the Office Manager.

## Social Security and Medicare Taxes

All employees are covered by two federal government benefits programs: Social Security (Old Age, Survivor's and Disability Insurance OASDI) and Medicare (hospital insurance) administered under the Federal Insurance Contributions Act (FICA). Both you and JTHG make identical contributions to Social Security and Medicare. The tax amount contributed for Social Security is applied only on wages up to the taxable wage base set by Congress each year. There is no Medicare wage base. Your portion will be deducted automatically from your biweekly pay.

Your Social Security taxes pay for three kinds of benefits: retirement, disability and survivors. After a qualifying number of working years, Social Security is designed to provide a portion of your retirement income to you (or your family in the event of your death). If you have a severe physical or mental impairment that prevents you from working, you may be eligible for Social Security disability. When you die, your widow, widower, minor children and/or dependent parents may be eligible for survivor benefits.

Medicare is a national health insurance plan for people who are 65 or older or disabled and consists of two parts—hospital insurance and medical insurance. Hospital insurance (or Part A) covers inpatient hospital care; medical insurance (or Part B) covers physicians' services and some other services not covered by hospital insurance.

Prior to retirement or if you become disabled, you should contact your local Social Security office at [www.ssa.gov](http://www.ssa.gov) or 1-800-772-1213 to apply for benefits. Benefit payments are not made automatically and you must apply in advance. If you are already receiving Social Security benefits when you turn 65, your Medicare coverage starts automatically. If you are not receiving Social Security, you should sign up for Medicare before your 65th birthday, even if you are not ready to retire.

## 7. Employee Development

### Professional Development

The work performance of an employee is a vital key to the success of our organization. Providing professional development to our employees is an investment in their careers and The Journey's future. Full-time employees are eligible for reimbursement for education costs that are approved by the organization. It is the employee's responsibility to seek out the courses and other training mediums that will enhance his or her career development and are in line with The Journey's mission.

#### **Procedure**

1. All full-time employees are eligible for professional development.
2. Professional development can be obtained through attendance at seminars, educational courses and other programs that, once acquired, will assist the employee in performing his or her essential job functions and increase the employee's contribution to the organization.
3. Other professional development expenses that may be covered under this policy are membership fees to professional organizations, registration fees for meetings, conferences, workshops and seminars, fees and subscriptions for scholarly journals, books, and computer-based resources.
4. Employees must request permission from their supervisor for review and approval for desired training and/or resources. The request must include applicable course of study, purpose, job relevance, cost, dates, times of coursework and name of the institution or source of training.
5. Full time employees are entitled up to 10 working days of professional development per calendar year to be approved at the discretion of management and the business needs.

## 8. Health and Safety

The Journey 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 Journey is committed to preventing workplace violence and to maintaining a safe work environment. JTHG 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. JTHG resources may not be used to threaten, stalk or harass anyone at or outside the workplace. JTHG treats threats coming from an abusive personal relationship as it does other forms of violence.

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 Journey 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. JTHG 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, JTHG 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 Journey encourages employees to bring their disputes to the attention of their supervisor before the situation escalates. JTHG will not discipline employees for raising such concerns.

## Workers' Compensation

All JTHG employees are covered by Workman's Compensation Insurance carried by JTHG 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.

## Driving on the Job

Employees of JTHG will occasionally be required to drive their personal vehicles in order to perform their jobs, to attend meetings, or while representing JTHG on official business. It is your responsibility to ensure you hold a valid driver's license and all necessary insurance. JTHG does not insure employees' personal vehicles for damages sustained while used for JTHG business.

While driving, you are required to obey all traffic laws and drive defensively. The driver and all passengers of a vehicle are required by law to use safety lap belts and shoulder harnesses.

## Smoking Policy

JTHG is concerned about the health and welfare of its employees and is responsible for providing a work environment that does not present a health or safety hazard to employees. Therefore, smoking is prohibited in the JTHG office, and within 20 feet of windows and doors.

## Alcohol and Drug-Free Workplace

The Journey is committed to maintaining an alcohol and drug-free workplace, other than events sanctioned by the CEO where beer, wine and cocktails may be present. 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 JTHG, 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. 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

JTHG's employee manual provides you with many protections and benefits. In return, you have certain responsibilities as an employee. Your conduct should be guided by the Standards of Conduct and the Code of Ethics, both of which are located at the end of this handbook.

As an employee of The Journey, it is important that your behavior reflects favorably on JTHG. 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.

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 Journey 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, JTHG 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**

JTHG, 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 Journey's policy 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, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

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

### **Harassment**

JTHG 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 JTHG. 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 nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, 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 national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

### **Sexual harassment**

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under JTHG's anti-harassment policy. 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.

There are two types of sexual harassment:

- “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; 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.

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**

The Journey 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. JTHG reserves the right to take prompt action if an actual or potential 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.

JTHG strongly discourages 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.

If any two employees of JTHG 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 quid pro quo harassment, JTHG has made this reporting mandatory.

Once the relationship is made known to JTHG, 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

JTHG is strongly committed to maintaining a workplace that is free from illegal discrimination, harassment, or retaliation. JTHG 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.

JTHG will promptly conduct an investigation and will maintain confidentiality to the extent possible given JTHG'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.

### **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.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

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**

JTHG 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**

Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to speak to the CEO.

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 charge and the right of the charged 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.

### **Complaint procedure**

JTHG 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 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) charged [hereafter referred to as "respondent(s)"] of a complaint 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 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.

#### **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 JTHG policies, insubordination, or for other just cause. Types of disciplinary action include oral and written reprimands, suspension, disciplinary demotion or dismissal. Unless you are involved in a serious offense, you may expect to be counseled before more serious action is taken.

## 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.

## 10. Information Technology Policy

### Computer, Email and Internet Usage

JTHG 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 JTHG 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 JTHG policies governing appropriate workplace conduct and behavior. JTHG 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 Journey 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 JTHG 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 JTHG'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 or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on JTHG or be contrary to its 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 The Journey systems or on behalf of The Journey unless explicitly authorized to do so.
6. Every employee of JTHG 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. JTHG's company identity is attached to all outgoing e-mail communications, which



should reflect company values and appropriate workplace language and conduct.

7. E-mail and other electronic communications transmitted by JTHG equipment, systems and networks are not private or confidential, and they are the property of the company. Therefore, JTHG 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.

### **The Journey's Right to Monitor and Consequences for Misuse**

All company-supplied technology, including computer systems, equipment and company-related work records, belongs to JTHG 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.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of JTHG, 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**

### **Personal Cell Phones**

Employees may carry and use personal cell phones while at work. Personal cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other communal locations where incoming calls may disrupt normal workflow.

If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per JTHG policy.

Using a personal cell phone while driving for JTHG business is discouraged. JTHG employees must abide by state cell phone laws. JTHG will not reimburse employees for personal cellular service or phones.

### **JTHG Company Cell Phones**

Cell phones and services may be provided to JTHG employees who are required to travel frequently in order to conduct business while outside of the office. The COO must approve

all requests for cell phones. Employees are required to be professional and conscientious at all times when using company phones.

JTHG has a contract with Verizon Wireless for a usage plan, handsets, features, and accessories for employees. Coordination of a company cellphone and details of our current contract are both received from the Office Manager. An employee wishing to have features other than those offered in the available contract must seek the approval of the COO.

Making excessive personal calls from your company cell phone is discouraged. Employees are expected to make every effort to not exceed the current contracted allowed minutes. Cellular phone bills are reviewed when they arrive, and any employee who exceeds their contracted allowed minutes may be required to pay for the overage.

Handsets or other equipment that is damaged in the course of business should be reported to the Office Manager, who will coordinate replacement or repair. Lost or stolen cellular equipment should be immediately reported to the COO and the Office Manager so that the service can be cancelled. All costs incurred for replacement or repair will be the responsibility of JTHG.

Using a company cell phone while driving for JTHG business is discouraged. JTHG employees must abide by state cell phone laws.

JTHG may discontinue cellular privileges to any employee who abuses the cell phone policy. Failure to follow this policy may result in disciplinary action up to and including termination.

# 11. As You Leave The Journey

## Termination and Separation

Separation of employment from JTHG can occur for several different reasons. Employment may end as a result of resignation, retirement, release (end of season or assignment), reduction in workforce or termination. When an employee separates from JTHG, 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 The Journey. To resign in good standing from JTHG, 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, including PTO payoff equivalent to the time needed to make up the 10 days.

**2. Retirement**

An employee who wishes to retire must notify the CEO in writing at least one month before planned retirement date.

**3. 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 to receive benefits and are ineligible for rehire.

**4. Termination**

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

**5. Reduction in workforce**

An employee may be laid off because of changes in duties, organizational changes, lack of funds or lack of work.

**6. Release**

Release is the end of temporary or seasonal employment.

## Leave Process and Benefits

### Return of property

The separating employee must return all JTHG 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, or loss of benefits.

#### **Exit interview**

The separating employee must participate in an exit interview. The interview will be on the employee's last day of work or other day, as mutually agreed on.

#### **Termination of Benefits**

An employee separating from The Journey is eligible to receive all of the benefits described below as required by law or as long as the employee follows the procedures described in this policy.

#### **Health insurance**

Health insurance terminates on the last day of the month of employment, unless the employee requests immediate termination of benefits.

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) offers qualified employees the right to extend their health insurance after certain qualifying events, including termination of employment. Participants must pay the full monthly insurance premium (no JTHG contribution) plus any administrative fees. It is the employee's responsibility to coordinate coverage by COBRA.

#### **Unemployment insurance**

The Journey is required by law to cover all eligible employees with unemployment insurance. However, unemployment insurance benefits are handled by the Commonwealth of Virginia, not The Journey. If you are terminated under certain circumstances, you may be eligible for unemployment compensation. Your questions regarding this matter should be directed to the Virginia Employment Commission.

#### **Rehire**

Former employees who leave JTHG 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 longevity, PTO or any other benefits.

#### **Ineligibility for Rehire**

An employee who is terminated by The Journey for violating policy or who resigned from The Journey in lieu of termination from employment due to a policy violation will be ineligible for rehire.

## 12. Code of Ethics

The Journey 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, honor, and uphold the Constitution, laws and legal regulations, policies and procedures of the United States and the Commonwealth of Virginia.

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, the Heritage Area 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 The Journey; appreciate the uniqueness of each individual; create a work environment that enables all individuals to perform to the best of their abilities.

**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.

## 13. Standards of Conduct

**All employees, regardless of position are expected to adhere to the following Standards of Conduct.** Violation of the Standards of Conduct is grounds for disciplinary action up to and including termination.

### Leave and Attendance

#### **Employees are expected to:**

- Comply with rules and regulations governing hours of work, absences, use of leave.

#### **Employees are prohibited from:**

- Failing to report to work as scheduled without proper notice to supervisor.
- Leaving work without permission.
- Arriving late for work on a consistent basis.

### Personal Behavior and Conduct

#### **Employees are expected to:**

- Demonstrate professionalism and support JTHG's commitment to excellence at all times.
- Exercise courtesy, respect and tact when dealing with fellow employees and the public regardless of age, race, color, religion, sex, national origin, marital status, disability or sexual orientation or any other factor unrelated to the impartial conduct of JTHG business.
- Comply with an order from a supervisor.

#### **Employees are prohibited from:**

- Harassing fellow employees, partners, or members of the public on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or any other characteristic now or hereafter protected by federal, state or county law. This prohibition includes, but is not limited to, sexual harassment.
- Engaging in rude or unprofessional behavior or disorderly conduct even if the behavior is not expressly forbidden by regulation or law.
- Using racial, sexist or ethnic slurs or other language that disparages any person on the basis of age, race, color, religion, sex, national origin, marital status, disability, or sexual orientation.
- Being convicted of a crime that is committed on the job or a felony in Virginia of such nature that the public or other employees may be endangered if the employee remains in his or her position or of such nature that reasonably undermines the employee's ability to perform his or duties.
- Engaging in conduct on or off duty that violates federal or state law, county ordinances or policies when the violation is related to the employee's activity as a

JTHG employee or to JTHG business or when it undermines public trust in JTHG or the employee's ability to perform his or her duties.

- Manufacturing, distributing, possessing, using or being under the influence of alcohol or illegal drugs while at work or on JTHG premises with the exception of attendance at events where alcohol is permitted during off duty hours.
- Threatening, assaulting, intimidating, or harassing another employee or partner.
- Using obscene language toward fellow employees, supervisors, subordinates and/or members of the public.
- Abusing supervisory authority through favoritism, harassment, discrimination or mistreatment of employees.

## Protection and Proper Use of Data, Property, Funds and Records

### **Employees are expected to:**

- Use JTHG property, resources, and funds in accordance with established procedures.
- Maintain confidentiality with regard to donor or partner information in accordance with state and federal law, and JTHG policy.
- Maintain employee confidentiality by preventing the disclosure of personal information to any unauthorized party.

### **Employees are prohibited from:**

- Using JTHG information, equipment, property or employees for other than officially approved activities.
- Engaging in any action prohibited by JTHG information technology policy or procedure.
- Carelessly or willfully causing destruction of JTHG property.
- Knowingly falsifying or conspiring to falsify any JTHG record or report whether paper or electronic, (e.g., resume, time and expense reports, workers' compensation claims, travel and/or expense vouchers).

## Driving

### **Employees are expected to:**

- Operate privately owned vehicles being used in the performance of JTHG business in accordance with state and local driving laws.
- Maintain a valid driver's license and proper levels of insurance for privately owned vehicles being used in the performance of JTHG business.

### **Employees are prohibited from:**

- Possessing, using or being under the influence of alcohol, illegal drugs, or prescription drugs that might adversely affect one's ability to drive while driving a personal vehicle on JTHG business.

## Safety

### **Employees are expected to:**

- Promote safe and healthy working environment by complying with all appropriate safety and health regulations.
- Promptly report safety and health hazards so that they can be corrected before injuries result.
- Dress in appropriate attire, uniform or safety equipment as specified by the standards and work rules for the company, position and work being conducted.
- Immediately report workplace violence to your supervisor or appropriate authority.

### **Employees are prohibited from:**

- Bringing a gun, knife or other weapon, either concealed or displayed, to work.

## Outside Employment/ Conflict of Interest

### **Employees are expected to:**

- Disqualify themselves in any decision where a conflict of interest may be presumed to exist.
- Obtain permission from their supervisor prior to engaging in any private business activity, employment or other activity outside of work that conflicts or interferes with full discharge of their JTHG duties or the work they perform as a JTHG employee.

### **Employees are prohibited from:**

- Participating in matters related to their employment in which the interests of the JTHG employee, or the interests of JTHG employee's family members or business associates, might be affected.



## 14. Conflict of Interest

All JTHG employees are required to agree to the conflict of interest policy outlined below on an annual basis. A signed copy will be retained in your personnel file. A new copy must be signed annually.

**1. General Principles.** Employees shall act at all times in the best interests of the Journey Through Hallowed Ground in accordance with the highest ethical principles. Where there is the possibility of a conflict between the interests of the Journey Through Hallowed Ground and an employee's self interest, the employee shall refrain from any action which would create such a conflict.

**2. Use of Journey Through Hallowed Ground Resources.** Employees shall not make unauthorized use of JTHG resources for private purposes.

**3. Participation in Outside Organizations.** Journey Through Hallowed Ground employees are encouraged to participate fully as citizens in political, social and cultural activities in their communities, including participation in organizations such as preservation groups and advisory or regulatory agencies. Employees shall make clear that their private positions and actions are not construed as representing The Journey.

**4. Speeches, Lectures, Consulting, and Publishing.** The Journey Through Hallowed Ground encourages employees as a part of their duties to broaden public awareness and knowledge of historic preservation and all aspects of the work of JTHG through consulting, public speaking, teaching, lecturing and writing. Any fee, honorarium, or other payment for outreach activities related in any way to the scope of an employee's work at the Journey Through Hallowed Ground (other than reimbursement of out-of-pocket expenses) shall be paid to JTHG, and if received directly by an employee shall be turned over to the Controller of The Journey. Employees who write books, pamphlets, articles or other materials relating to historic preservation shall not accept any financial compensation from outside sources, unless the subject matter of the publication is clearly outside of the scope of their work at JTHG and has been authorized as outside employment under paragraph 5.

**5. Outside Employment.** As a general rule, employment by JTHG is considered a full time occupation. Outside employment unrelated to historic preservation may be permitted provided it is done entirely outside of the employee's work hours at JTHG, does not impair the performance of, or conflict in any way with, the employee's official duties, and is approved by the employee's supervisor. Outside employment, including paid consulting relating to historic preservation, may be undertaken by an employee only if the employment meets the above requirements, *and*:

- a) The work in question is sufficiently different from that of the employee's work for The Journey;
- b) That it would not come within the scope of the employee's regular job;
- c) The work does not come within the scope of work of any other employee of JTHG, does not otherwise constitute a potential business opportunity for JTHG, or would not more appropriately be performed officially by JTHG; and
- d) The work does not involve JTHG in any way, or present the possibility that The Journey may subsequently have any interest or involvement in the subject matter of the work.

**6. Participation in Journey Through Hallowed Ground Decisions.** An employee shall not participate in any JTHG deliberation or decision that may result in a direct benefit to the employee or to anyone with whom the employee has a close personal relationship or to any organization of which the employee is an officer, director or trustee.

**7. Contracts.** Employees shall not enter into any contract with JTHG (other than a contract relating to the terms of his or her employment), nor shall any employee receive any direct substantial benefit in connection with any JTHG contract, unless such contract is signed by the CEO or the Chairman of the Board of Trustees.

**8. Gifts.** Employees shall not solicit for personal benefit, directly or indirectly, any gift, loan or anything else of value from any person or firm which has sought, or is seeking, grants, loans or other contractual, business or financial relations with The Journey. Unsolicited gifts, except those having merely nominal value (less than \$100 in value), must be turned over to JTHG. Meals, accommodations and travel services provided while employees are on official Journey Through Hallowed Ground business may be accepted unless their acceptance could create the appearance of a conflict of interest.

**9. Property Purchase.** Employees shall not purchase from the Journey Through Hallowed Ground any real estate or personal property having substantial value unless the sale is authorized by the CEO or the Chairman of the Board. This does not apply to merchandise generally available to the public through The Journey's established merchandising operations, or sales conducted at public auction.

**10. Business Referrals.** Employees shall exercise caution in making referrals to outside suppliers of services, such as appraisers or contractors, and shall make every effort to provide more than a single qualified source.

**11. Use of Confidential or Inside Information.** Employees shall not divulge any confidential information obtained through their Journey Through Hallowed Ground employment to anyone within or outside JTHG not authorized to receive such information. Employees shall not use inside information obtained as a result of their JTHG employment for their personal benefit or for the personal benefit of another either by direct action or by advice, recommendation, or suggestion. Inside information is information obtained through the employee's JTHG employment that has not become public information.

**12. Conflicts Opinions.** Whenever there is a question about whether the action or proposed action of any employee constitutes a violation of this Policy, the employee shall consult the COO.

**13. Violations.** Violations of this Conflicts of Interest Policy may be grounds for disciplinary action, including dismissal.

Signed by: \_\_\_\_\_

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

## 15. Acknowledgment of Receipt of Personnel Handbook

The Journey Through Hallowed Ground Partnership (“JTHG”) Personnel Handbook contains important information pertaining to my employment at JTHG. I understand that I should consult my supervisor if I have any questions about the information contained in the Personnel Handbook.

Since the information, policies, and benefits described in the Personnel Handbook are necessarily subject to change, I acknowledge that revisions to the Personnel Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

An electronic copy of this Personnel Handbook has been sent to me to retain for future reference. I agree to familiarize myself with its contents and comply with the information provided.

**FURTHERMORE, I ACKNOWLEDGE THAT THIS PERSONNEL HANDBOOK IS NEITHER A CONTRACT OF EMPLOYMENT NOR A LEGAL DOCUMENT. I UNDERSTAND THIS HANDBOOK IS NOT INTENDED TO COVER EVERY SITUATION WHICH MAY ARISE DURING MY EMPLOYMENT, BUT IS SIMPLY A GUIDE TO THE GOALS, POLICIES, PRACTICES, BENEFITS, AND EXPECTATIONS OF JTHG.**

I have received the Personnel 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.

Employee’s Name (printed): \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_