



EMPLOYEE HANDBOOK

Effective January 1st, 2025

THIS HANDBOOK SUPERSEDES ALL PREVIOUS EDITIONS OF THE FOUNDRY COMMUNITY'S
EMPLOYEE/TEAM MEMBER HANDBOOK AS OF THE EFFECTIVE DATE ABOVE.
THE CONTENTS OF THIS HANDBOOK DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT
OF EMPLOYMENT OR SERVICE

ABOUT THE HANDBOOK

Congratulations on choosing to be part of the Foundry Community. On behalf of your fellow team members and the leadership of Foundry Community, we are very pleased to have you here.

Since our establishment in 2015, Foundry Community has experienced well-managed growth in a highly competitive, fast-moving and rapidly changing industry. Our success is due in large measure to the commitment to excellence demonstrated by our team members. We take pride in what we've accomplished and recognize that the most important ingredient in our formula for success is you.

We are confident that your dedication and commitment will enable Foundry Community to successfully remain a thriving team. We, therefore, set high standards for our team members. We are pleased to have you join us. Welcome aboard.

The Foundry Community believes in promoting an atmosphere of open communication and cooperation among our team members. By working together, we, the Foundry Community, establish and maintain a healthy, positive and productive organization that will allow the Foundry Community to be a leader in our community. You are encouraged to bring any problems, disagreements, questions, recommendations or comments to the Executive Director and/or any member of the leadership team.

This Team Member Handbook reflects that thinking. It supersedes in all respects any prior handbook, policy manual, benefits or practices of Foundry Community and has been prepared to provide you with general information about some of your benefits and the highlights of our policies. All team members of the organization (employees and service team members) are asked to follow the policies, procedures, benefits and working conditions established in this Handbook as a condition of their employment at Foundry Community.

From time to time, Foundry Community may unilaterally, at its discretion, amend, supplement, modify or eliminate one or more of the benefits, work rules or policies described in this Handbook, or any other employment benefits, work rules or policies, without prior notice.

Nothing in this Handbook constitutes an express or implied contract of employment or warranty of any benefits. Employment at Foundry Community is an at-will relationship for no definite period. While we hope to have a long and mutually beneficial working relationship together, this Handbook doesn't constitute a guarantee that your employment will continue for any specified period or end only under certain conditions. No one has the authority to bind our organization to any agreement contrary to this except the Executive Director or Board Chair.

The contents of this Handbook are proprietary information of the Foundry Community and are to be used only for purposes related to organization. None of the contents of this Handbook may be reproduced in any form or disclosed to anyone outside of the organization without Foundry Community's permission.

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INTRODUCTION

The Employee/Team Member Handbook (the “Handbook”) provides guidelines to assist employees (including student employees) and service team members during their employment with The Foundry Community. (note that the word “employee” in this handbook includes AmeriCorps Service Team Members). The Handbook is not all-inclusive but is intended as the Foundry Community’s guidelines for employment and service. This edition replaces all previously issued editions of the Foundry Community’s employee handbooks.

Unless an employee has a written employment agreement with the Foundry Community stating otherwise, employment with the Foundry Community is at will. This means that either the Foundry Community or the employee has the right to terminate the employment relationship at any time, for any reason, with or without notice. Neither the language used in this Handbook nor any verbal statements by the Foundry Community’s Management or other representatives create an express or implied employment contract or guarantee employment for a specific term. Guaranteed employment with the Foundry Community for a specified term can only be established through a written agreement signed by Executive Leadership and the employee.

No employee handbook can anticipate every circumstance or question during an individual’s employment. Employees should consult the Executive Director with any questions about this Handbook or issues that arise during their employment with the Foundry Community. Except for the “at-will” provision stated above, the Foundry Community reserves the right to amend, add, or delete any policies, procedures, or benefits. Although we will attempt to give adequate notice of any such changes, the organization reserves the right to revise, supplement, modify, interpret, or rescind any policies, plans, or procedures as it deems appropriate, in its sole and absolute discretion, with or without prior approval.

A Word from Our Executive Director

In all my decades of professional experience, I have never encountered an organization quite like the Foundry. Much like the literal meaning of the word “Foundry”, our team and community work relentlessly to thoughtfully refine and make everything around us just a little bit better. As a small 501C3 nonprofit – dedicated to serving other Nebraska small nonprofits, public sector organizations, and purpose-driven businesses - we like to say that “big comes from small”. For us this means that the Foundry is small but mighty and that together we will make a concrete and significant impact in service to our community through purpose. Our focus at the Foundry is the capital city of Lincoln, as our proud headquarters, and the State of Nebraska, where we work with partners to elevate purpose with the ultimate goal of strengthening our State. Whether our work involves tackling Nebraska’s Brain Drain by pairing high achieving students to community driven organizations through Intern Foundry, adding a capacity boost to nonprofits through the AmeriCorps partnership and program Base Camp Foundry, offering a community space and services in our co-working and meetings spaces, or providing the incubation training “Sparkworks” to support small nonprofits and fiscally sponsored projects, we are here to serve and fulfill our mission of supporting, educating, and developing the purpose-driven communities of Lincoln and Nebraska. Thank YOU for reviewing this manual, for caring deeply about our community, and for leaning into who the Foundry is and what we can uniquely offer. We are filled with gratitude for our community, including our strong staff and Foundry team.

In gratitude,

Dr. Julie Murray-Jensen
Foundry Executive Director (2021 – Present)

ABOUT THE FOUNDRY COMMUNITY

Our History

In 2011, Foundry Founders Randy Hawthorne and Jay Wilkinson, had a dream of building a content engine solely focused on educating nonprofit professionals. Their goal was to help those nonprofits do more with less and be better about raising even more money. They launched Nonprofit Hub and provided key content on nonprofithub.org that millions of nonprofit professionals used on a day-to-day basis to grow their own organizations. Foundry Community quickly rose to new heights on the internet and helped many for profit brands establish themselves as nonprofit thought leaders.

In 2012, Nonprofit Hub took over the rights to Cause Camp - a local nonprofit centric conference. From its modest beginnings, Cause Camp became one of the must attend nonprofit conferences in America, according to Forbes Magazine.

In 2015, Nonprofit Hub was ready to grow, and with it made a push to launch the first ever 501c3 nonprofit dedicated coworking facility in Lincoln, NE. The Foundry Community was launched at 14th and P streets in downtown Lincoln off the generosity of Firespring Inc. With room for 50 nonprofit organizations, the Foundry Community quickly realized the demand for affordable space in downtown Lincoln for Nonprofit Organizations. From Private Offices to day desks, over 50 nonprofit organizations and 100+ community members made the Foundry Community home.

In 2018, the Foundry Community was presented with an opportunity to build out a 100% non-profit specialty coffee shop in downtown Lincoln. The coworking space and coffee shop would become known as The Foundry Community. The Foundry Coffee Bar opened in December of 2018 with a mission to give back all profits to the Lincoln nonprofit community. The coffee bar operations were taken over by Bagels and Joe in 2021. They stay aligned with the original Foundry Coffee Bars mission to give back to nonprofits by donating a portion of their profits to nonprofits in the Foundry Community.

In 2019 the rights to the name Nonprofit Hub and Cause Camp was sold to a company in Michigan. This same year the Foundry Community began offering fiscal sponsorships, an extension of 501c3 nonprofit status to projects with mission alignment. By 2021 the Foundry Community further expanded its services of capacity support to nonprofits and purpose driven businesses through introducing the Intern Foundry Program, which provides capacity to Foundry member organizations by intentionally pairing them with talented interns thanks to a partnership with the University of Nebraska- Lincoln Honors Program. This program also focuses on “Brain Gain” with a goal of keeping young talent in Nebraska.

In 2024 the Foundry Community once again expanded its development services for nonprofits though the launch of the Base Camp Foundry Program. Base Camp Foundry, a partnership with Americorps and ServeNebraska, offers customizable project support for nonprofits in the areas of grants, data, and marketing.

With the updated Foundry mission, vision, values, and model now established, today the Foundry is positioned to serve hundreds of nonprofit, public sector, and purpose driven organizations in Lincoln and across the State of Nebraska.

Our Mission and Vision

The mission and vision statements are vital for nonprofits as they provide clarity and direction, guiding the organization’s activities and decisions. A strong mission and vision enable nonprofits to measure success and adapt to challenges while staying true to their core values.

Our mission: The Foundry Community exists to support, educate, and develop the purpose-driven community of Lincoln and Nebraska.

Our Vision: To expand the reach of the Foundry Community – in visibility, geography, and services – for strengthened capacity and impact to purpose driven organizations in Lincoln and Nebraska.

Our Values & Culture

Values are the backbone of every nonprofit. We have four values at the Foundry that we hold close and embody: **purpose** in everything we do, **nurturing** manner and care, **conscientious** behavior and acts, and a **trailblazing** spirit where we consistently come up with strategies to solve community challenges in effective and innovative ways. These values drive our organizational culture and reinforce our deep commitment to our mission to support, educate, and develop the purpose driven communities of Lincoln and Nebraska. This culture at the Foundry can be felt and observed in small and big ways in how we behave and the strategic goals we pursue. Individuals or groups that violate this unique culture, ethic of care and purpose would immediately feel out of place in an organizational culture like ours. The Foundry is truly a special place, where the mantra “high expectations, high support” actively lives and the mission and values are central to everything we do.

FOR NEW TEAM MEMBERS

So you’ve gone through the interview process, you’ve accepted your job offer, and you’re finally here at the Foundry Community. Congratulations, and welcome. We are thrilled to have you!

At the Foundry Community we strive to uplift and elevate the purpose-driven community, which now includes you! We care about your experience as a team member and want to set you up for success. We know that each individual team member brings a valuable set of skills and perspectives to the workplace and we expect that you will give it your best everyday. Our focus on the purpose-driven community in Lincoln and Nebraska starts with you, and it is up to you to embody the mission, vision and values of the Foundry Community to consciously nurture the purpose-driven community with a trailblazing spirit.

Getting Started

There are a few important things to note once you’ve settled into your new role. Every week, all Foundry team members gather for a staff meeting lasting approximately one hour. During these meetings, you will check in with your teammates on what they are working on and how they can be supported, and vice versa. This is also a time when we share important organizational updates and engage in a brief professional development activity.

In addition to the weekly staff meetings, there are regular team meetings within each program area with the Executive Director. These meetings provide a more detailed check-in within your direct team and offer an opportunity to brainstorm and plan regarding your projects. Be prepared with an agenda for these sessions to make the most of the time.

Each team member will also have one-on-one check-ins regularly scheduled with the Executive Director. These check-ins are an opportunity to discuss any personal challenges and triumphs, to seek support, and to provide any other relevant updates.

Lastly, each individual team member will have an annual mid-year self-evaluation to assess how well they feel they are performing in their role. The Executive Director will also evaluate these areas, and a meeting will be scheduled to discuss the evaluations. These evaluations will help in setting your goals for the coming program year.

EMPLOYMENT POLICIES

Organizational Structure

Our organization's success begins with the people it selects. The Foundry Community takes the time with each selection decision to ensure that every employee is the best employee available at the time of selection. The organizational structure of the Foundry Community has been designed for the maximum freedom for each employee to make decisions and operate primarily independently with little or no supervision within their scope of ability and authorization. However, there are lines of supervision when needed by the employee. They should exercise these lines to gain authorizations beyond their scope of approval, for direction and training as needed, for additional communications, and to assure workload and workflow accountability. This structure is designed to allow each employee maximum personal freedom to do their job and to reduce the need for change even when there are increases in the workload.

Governance

The Foundry Community is governed by a Board of Directors, who provide oversight for the organization's activities, assist in strategic planning, and ensure legal and ethical compliance. The Foundry Board is composed of the Board of Directors members and Advisory Board committee members focused on the two capacity programs the Foundry provides: Intern Foundry and Base Camp Foundry. Board of Director members are appointed for 1-year terms that may be renewed. When a vacancy occurs, the remaining Board of Directors may elect or appoint, by a majority vote, a member to fill the vacancy for the remainder of the unexpired term. Foundry Board of Advisor members are appointed by the Board of Directors. The Foundry Board of Directors meets 3 times per year, or more often as needed to accomplish organizational business. The Foundry Board Committee (IF/Base Camp) Advisory group meets twice per year – fall and spring, or more often as needed to accomplish program business.

Employee Selection

Employees are the Foundry Community's most valuable resource. Therefore, selecting competent, conscientious workers is of utmost importance. We understand the importance of selecting the best person for the job and getting the new employee started properly.

The Foundry Community has established selection procedures to ensure the best available applicant is selected for each opening while also maintaining our standards for employment. The Foundry Community may collect, retain, and use information about the applicant deemed necessary. Anyone applying for employment with the Foundry Community must consent to a criminal background check.

Position vacancies will be filled as the budget allows. In addition, external recruitment advertising will generally be conducted simultaneously to recruit a wide selection of qualified applicants for positions. The Foundry Community may utilize various recruitment sources, including job postings, newspaper advertising, employee referrals, professional journals, public employment agencies, campus recruitment, career days, etc.

All applicants for positions must submit a resume and cover letter. Applications shall be carefully reviewed for appropriate items, including professional licensure, work status, experience, and education. Departmental interviews should focus on assessing specialized qualifications and skills in terms of the specific essential duties of the position. The selection manager must thoroughly check the employment and educational references of all candidates being considered for employment with the Foundry Community before an offer is made.

Unsatisfactory references may preclude the employment of a job candidate. Any misrepresentation, falsification, or willful omission of information on the employment application or other employment documents shall render such records void. It shall be grounds for disciplinary action, refusal of employment, or discharge from employment without regard to when the falsification of records is discovered.

Equal Opportunity Employment

The Foundry Community provides equal employment opportunities to all employees and applicant regardless of race, color, religion, sex, national origin, age, disability or genetics, or any other characteristic protected by federal, state, or local law. In addition to federal law requirements, the Foundry Community complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, selection, placement, promotion, termination, layoff, transfer, leaves of absence, and compensation.

All employees are expected to comply with this policy. Employees who believe they have been discriminated against must immediately report any incident to The Foundry Community's Executive Director.

The Foundry Community will not tolerate retaliation against any employee who reports acts of discrimination or provides information about any such complaint. Acts of retaliation are subject to disciplinary action up to and including termination. Violations of this policy will result in discipline, up to and including termination of employment. Any questions regarding this policy should be referred to The Foundry Community's Executive Director.

DEI Commitment

The Foundry Community is committed to fostering an inclusive environment where diversity is respected, valued, and seen as a source of strength. We are dedicated to building an organization that reflects the wide array of cultures, backgrounds, and viewpoints that make Nebraska vibrant and unique. We believe that embracing diversity not only enhances our ability to serve our community but also deepens our impact and enriches our understanding.

We pledge to cultivate an environment that encourages collaboration, creativity, and mutual respect, where the individual differences among us are recognized as fundamental to our collective success.

Disability Accommodations

The Foundry Community is committed to complying with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) to ensure equal employment opportunities for qualified persons with known disabilities. Reasonable accommodation will enable qualified employees with known disabilities to perform the essential functions of their job. Qualified employees are entitled to equal opportunities in recruitment, selection, job assignments, compensation, training, benefits, promotions, and all other employment practices. If you have questions or need accommodation, contact the Executive Director.

Immigration Law Requirements

For employment in the United States, the Foundry Community employs only individuals who are authorized to work in the United States. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States; therefore, appropriate documentation will be obtained at the time of hire and during employment and will be provided to the Social Security Administration and, if necessary, the Department of Homeland Security. If your employment is restricted by authorized work dates or any other legal status, you must provide the Executive Director with updated authorization when old authorizations expire. Failure to maintain the provisions of your restricted work status may result in termination of employment. The Foundry Community maintains personnel files on each employee. These files may contain documents such as performance reviews and beneficiary designation forms, and access to their information is restricted. Generally, only management personnel of the organization who have a legitimate reason to review personnel file information are allowed to do so.

Prohibition of Child Labor and Forced/ Compulsory Labor

The Foundry Community does not employ any child under the age of 16 in accordance with the Fair Labor Standards Act administered by the Wage and Hour Division of the U.S. Government.

Outside Employment

A team member may hold a job with another organization if it does not interfere with their job responsibilities with the Foundry Community or is otherwise incompatible with their employment. Team members should consider the impact that outside employment may have on their health and physical endurance. All team members will be judged by the same performance standards and must meet Foundry Community's scheduling demands, regardless of any outside work requirements. Team members are required to notify the Foundry Community of any outside employment so that we can ensure that there are no conflicts of interest.

If management determines that a team member outside work is inconsistent or incompatible with Foundry Community, the team member may be asked to terminate such outside employment. A team member may hold outside employment with Foundry Community member organizations or clients, provided they maintain open and honest communication about potential conflicts of interest and ensure that their outside employment does not interfere with their responsibilities or performance in their primary role. They must also disclose any such employment to their supervisor and obtain prior approval to avoid any conflicts with the organization's policies and objectives. Team members cannot concurrently work for both the Foundry Community and a competitor including all companies that are engaged in the same or substantially similar organization as Foundry Community unless special permission is granted in writing.

Conflict Of Interest

The Foundry Community expects employees to conduct work responsibilities according to the highest ethical standards. Employees are expected to devote their best efforts to the interests of the organization. Organizational dealings that appear to create a conflict between the interests of the Foundry Community and an employee are unacceptable. The Foundry Community recognizes the right of employees to engage in activities outside of their employment that are private and unrelated to our

organization. However, the employee must disclose any possible conflicts so that the organization may assess and prevent potential conflicts of interest from arising.

A potential or actual conflict of interest occurs whenever an employee can influence a decision that may result in personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) because of the Foundry Community's organizational dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If an employee has any questions about whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Executive Director to obtain advice on the issue. This policy aims to protect employees from any conflict of interest. A violation of this policy will result in immediate and appropriate discipline, including immediate termination.

Job Descriptions

Employees will be provided with a copy of their job description to be signed by the employee and their manager. If an employee assumes another position within the Foundry Community, the employee will be given a new job description. Job descriptions will become part of the employees' personnel files, and copies will be provided upon request.

Employee Classifications

For purposes of employment, salary administration, and other personnel matters, the Foundry Community classifies employees into certain categories:

- **Regular Full-Time Management:** an employee regularly scheduled to work 30 hours or more each week and eligible for full benefits as described in the benefits section of this Handbook.
- **Regular, Part-Time Management:** an employee assigned to work less than 30 hours per week. Regular, part-time employees work a schedule as assigned and needed by their manager. They are paid hourly and may be eligible for some benefits.
- **Temporary:** an employee who works on special projects for short periods or on a "fill-in" basis. Temporary positions are not intended to be part of the Foundry Community's continuing operations. The employment status of a temporary employee will not be changed even though there may be an extension of employment beyond what was initially planned. A temporary employee is paid hourly and is not eligible for some benefits.
- **Student Employees:** students are an important part of the Foundry team. Student staff are paid hourly and are not eligible for benefits or overtime pay unless serving in a management position.
- **Non-Exempt:** an employee eligible for overtime pay under federal and/or state wage and hour laws.
- **Exempt:** an employee not eligible for overtime pay under federal and/or state wage and hour laws. Generally, exempt employees are those in managerial, professional, or high-level positions.

POLICIES

Code Of Conduct

The below list of offenses does not include all offenses or infractions warranting discipline or discharge. The Foundry Community reserves the right to terminate an employee for any legitimate organization reason not prohibited by law without prior notice or warning. The following are examples of offenses

that will lead to discipline, up to and including immediate termination of employment. This list is not exhaustive.

Inappropriate personal conduct and/or failure to observe rules may subject the offender to verbal and/or written warnings, suspensions, or discharge, depending on the offense's nature, frequency, and severity and the employee's overall work record. The organization reserves the right to determine appropriate discipline for inappropriate personal conduct, policy, or rule violation. Immediate termination results from a first offense when the offense merits that punishment and is at the organization's sole discretion.

- Negligent, careless, or willful acts that damage the organization's property, equipment, organization, or reputation; defying the authority of supervision; or other displays of conduct that harm or injure the organization or jeopardize the successful operation of the organization.
- Theft, embezzlement, dishonesty, or falsification of organizational documents, records, timecards, or reports, including but not limited to employment applications or willful misrepresentation of facts.
- Violation of the organization's "Drug and Alcohol Policy."
- Carrying concealed weapons onto any Foundry Community property, or while engaged in work or duties on behalf of the organization.
- Violation of any local, state, or federal law on Foundry Community premises or at any other place if the violation interferes with regular attendance, individual safety, the safety of others, or reflects upon or injures the organization's reputation. Excessive tardiness or absences, or absence from work without notice.
- Refusal or failure to perform work assigned, or refusal or failure to follow the direction or instructions of management.
- Striking, threatening to strike, anyone on organization property, or engaging in any physical altercation with any employee. Provocation will be a violation of acceptable conduct. Any threats will be assumed to have been made to carry them out.
- Threatening, harassing, intimidating or abusive conduct toward a fellow employee, customer, vendor, or supplier, including but not limited to violating the organization's policy prohibiting unlawful workplace harassment and discrimination.
- Disclosing any confidential organization information. Failure to comply with the policies set forth under the terms of any Employee Confidentiality/ Non-Disclosure Agreement with the organization.
- Any other action deemed not in the best interest of the organization.

Fraudulent or Dishonest Conduct

Like all organizations, the Foundry Community is faced with risks from wrongdoing, misconduct, dishonesty, and fraud. As with all organizational exposure, we must be prepared to manage these risks and their potential impact in a professional manner.

The Foundry Community's goal is to establish and maintain an environment of fairness, ethics and honesty for the Foundry Community's employees, guests, suppliers, and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee every day. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal when appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

It is the responsibility of every employee, manager and executive to immediately report suspected misconduct or dishonesty to the Executive Director, or to the Board President if the Executive Director is involved. Any reprisal against any employee or other reporting individual because the individual, in good faith, reported a violation is strictly forbidden.

Anyone found to have engaged in fraudulent or dishonest conduct is subject to disciplinary action by the Foundry Community up to and including civil or criminal prosecution when warranted.

The Foundry Community will investigate any possible fraudulent or dishonest use or misuse of the Foundry Community's resources or property by management, staff, volunteers, or members.

The Executive Director has the primary responsibility for all investigations. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and agency procedures.

Care will be taken in the follow up of suspected misconduct and dishonesty to avoid acting on incorrect or unsupported accusations, to avoid alerting suspected individuals that follow up and investigation is underway, and to avoid making statements which could adversely affect the agency, an employee, or other parties.

Accordingly, the general procedures for follow up and investigation of reported incidents are as follows:

- Employees must immediately report all factual details to the Executive Director.
- The Executive Director has the responsibility for follow-up and, if appropriate, investigation of all reported incidents.
- All records related to the reported incident will be retained wherever they reside.
- Do not communicate with the suspected individuals or organizations about the matter under investigation.
- The Executive Director may also obtain the advice of an attorney at any time throughout the course of an investigation or other follow up activity on any matter related to the report, investigation steps, proposed disciplinary action or any anticipated litigation.
- Neither the existence nor the results of investigations or other follow-up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know to perform their duties and responsibilities effectively.
- All inquiries from an attorney or any other contacts from outside of the Foundry Community, including those from law enforcement agencies or from the employee under investigation, should be referred to the Executive Director.

Investigative or other follow up activity will be carried out without regard to the suspected individual's position, level, or relationship with the Foundry Community.

Workplace Violence

The Foundry Community has adopted a workplace violence policy to help provide you with a work environment that is free from intimidation, threats, or violence. This includes, but is not limited to intimidating, threatening or violent conduct, physical and/or verbal mistreatment, vandalism, destruction of property, arson, sabotage, use of weapons, carrying weapons onto Foundry Community property, or any other act that is inappropriate to the workplace.

Additionally, the organization will not tolerate bizarre or offensive comments regarding violent events or bizarre or offensive behaviors, even if made in jest. The use of Foundry Community property, including telephones, facsimile machines, computers, Internet access, e-mail, or any other electronic device in a threatening or inappropriate way is also prohibited.

The Foundry Community requests the support and cooperation of all employees in this effort to maintain a safe environment. If you feel that you have been subjected to any of the behaviors listed above, immediately report the incident to the Executive Director. If you observe or have knowledge of any violation of this policy, you should follow the same reporting procedure. All complaints will be promptly investigated. Based on the results of the investigation, appropriate action will be taken.

If it is deemed appropriate, disciplinary action may be taken, up to and including immediate termination of employment. Contact the proper law enforcement authorities by dialing 911 if you believe there is an immediate threat to your health and safety, the health and safety of others, or a threat to Foundry Community property.

The Foundry Community reserves the right to conduct at any time, without notice, searches, and inspections of your person, personal effects, or employer-provided materials. This may include but is not limited to lunch boxes/containers, lockers, boxes, purses, desks, thermoses, personal computer files, cabinets, file drawers, or packages.

If there is a reasonable belief that weapons are involved or are an imminent danger to employees, the organization may at its sole discretion, contact law enforcement authorities.

The organization reserves the right to immediately search if there is believed to be immediate danger involved. We will have law enforcement authorities conduct these searches when appropriate. Any illegal or unauthorized items discovered on organization property may be confiscated and turned over to law enforcement authorities.

If you refuse to submit to a search, you may be subject to disciplinary action, including immediate termination. Retaliation against an employee for making a complaint or for participating in the investigation of a complaint will not be tolerated.

Weapons And Concealed Handguns

The Foundry Community is concerned with the safety of our employees. Therefore, the organization strictly prohibits any employee, including individuals with permits to carry concealed handguns, from possessing and/or carrying any weapon or concealed handgun while on the organization's property, the property where the organization conducts business, or in the organization's vehicles. No exceptions will be made to this policy. Any violation may result in disciplinary action, including termination of employment.

Workplace Safety

The Foundry Community strives to maintain a safe working environment free from unsafe or dangerous activities. Employees are expected to report unsafe conditions promptly. The workplace safety of employees is of utmost concern. Employees should always act professionally, especially during customer contact.

Employees who violate safety standards, cause hazardous situations, or fail to report (or, where appropriate, remedy) such situations may be subject to disciplinary action, including termination. Where reports of unsafe situations are made honestly, employees should have no fear of possible reprisals if a violation is found or discipline against a violator occurs. The Foundry Community complies with state and

federal laws and regulations concerning the health and safety of its employees. Additionally, the Foundry Community believes that the individual employee is the best source of protection for the health and safety of the workforce.

Therefore, every employee is directly responsible for the proper care and use of the Foundry Community property and equipment placed in his or her charge, whether temporarily or regularly. If a perceived safety issue or hazard is either a reoccurrence or beyond the employee's scope of control, he or she should notify the Executive Director.

Employees should wear appropriate infection control/protective gear when performing potentially hazardous tasks. Failure to do so may lead to disciplinary action. Employees injured must notify the Executive Director and complete an incident report immediately. Failure to do so may jeopardize the employee's coverage under the Foundry Community's worker's compensation insurance policy.

Each employee should be aware of OSHA regulations about his or her position. The applicable rules and regulations are found on the OSHA website at www.OSHA.gov.

Unlawful Harassment

The Foundry Community is committed to maintaining a positive working environment where its employees are treated with courtesy, respect, and dignity. Therefore, harassment because of age, race, sex, color, religion, national origin, disability status, or other protected classes based on local, state, or federal laws is prohibited.

Unlawful harassment includes any verbal or physical conduct that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Prohibited behavior includes, but is not limited to, the following: Verbal harassment includes offensive or unwelcome comments 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 the 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, or sexual orientation.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work 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 manager's capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.

"Hostile work environment," where the harassment creates an offensive and unpleasant working environment. Anyone in the work environment can create a hostile work environment, whether it be

managers, 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; or
- 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 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 another form of communication that is sexual in nature and offensive; and
- 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.

The Foundry Community will not retaliate in any way against an employee who files or responds to a legitimate complaint of harassment; and/or participates in the investigation of a complaint. Violation of the Foundry Community's anti-harassment policy will result in discipline, up to and including termination of employment.

Complaint Procedure: Harassment, Discrimination, Or Retaliation

An employee who feels harassed, discriminated against, or retaliated against may initiate the complaint process by filing a written and signed, detailed complaint with the Foundry Community's Executive Director.

Upon receiving a complaint or being advised by a manager or other employee that a policy violation may occur, the Foundry Community's Executive Director will notify their HR consultant and review the complaint with The Foundry Community's legal counsel.

Within five (5) organization days of receiving the complaint, the Foundry Community's HR consultant will notify the person(s) charged with a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.

During the investigation, the Foundry Community's HR consultant and legal counsel or other management employees will interview the complaining employee, the person(s) charged, and any witnesses to determine whether the alleged conduct occurred.

Within 15 organization days of the complaint being filed (or the matter being referred to the Foundry Community's HR consultant), the Foundry Community's HR consultant or other person conducting the investigation will conclude the investigation and submit a written report of his or her findings to the Executive Director and Board President.

If it is determined that harassment, discrimination, or retaliation in violation of this policy has occurred, the Foundry Community's HR consultant 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 complaining employee; c) prior complaints made against the person(s) charged; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).

If the investigation is inconclusive or determines that there has been no policy violation, but potentially problematic conduct may have occurred, the Foundry Community's HR consultant may recommend appropriate preventive action.

Within five (5) organization days after the investigation is concluded, the Foundry Community's HR consultant will meet with the complaining employee and the person(s) charged separately, notify them of the investigation findings, and inform them of the action being recommended.

The complaining employee and the person(s) charged may submit statements to the Foundry Community's HR consultant challenging the factual basis of the findings. Any statement must be submitted no later than five (5) organization days after the meeting with The Foundry Community's HR consultant to discuss the investigation findings.

Within ten (10) organization days from the date the Foundry Community's HR consultant meets with the complainant and respondent, the Executive Director and Board President will review the investigative report and any statements submitted by the complaining employee or person(s) charged, discuss the results of the investigation, and decide what action, if any, will be taken. The Executive Director will report the Foundry Community's decision to the complaining employee, the person(s) charged, and the appropriate manager(s) assigned to the department(s) in which the parties work. The Foundry Community's decision will be in writing and 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.

The Foundry Community will treat any employee who invokes this complaint procedure respectfully, and The Foundry Community will handle all complaints promptly and confidentially to the extent possible. Making a complaint pursuant to this procedure will not be used against the employee or harm the employee's status with the Foundry Community. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation subject to discipline, up to and including termination of employment.

General Complaint Procedure

The Foundry Community promotes an atmosphere whereby employees can talk freely with members of the management staff and is committed to providing professional and productive working conditions for all employees. This commitment encourages an open and frank atmosphere where problems, concerns, and questions can be addressed and discussed. Therefore, when an issue is presented, employees are encouraged to openly discuss any problems with their manager so appropriate action may be taken. External Human Resources is available for consultation and guidance if the manager needs help to assist. The Foundry Community is interested in all our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

Drug And Alcohol Policy

The unlawful use, possession, manufacture, dispensation or distribution of controlled substances on Foundry Community property is strictly prohibited. The term "controlled substance" is defined in Schedules I through V of Section 202 of the Controlled Substances Act (21USC812).

Team members who unlawfully manufacture, distribute, dispense, possess or use a controlled substance will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements including but not limited to termination.

Team members must notify the Executive Director of any criminal conviction for a drug-statute violation occurring in the workplace or at a work site no later than five working days after such conviction. A team member who has been convicted will be required to, at the least, satisfactorily participate in a state-approved drug-abuse assistance or rehabilitation program as a condition of continued employment.

No team member will report for work or will work impaired by any unlawful substance. "Impaired" means under the influence of a substance such that the team member's motor senses (i.e., sight, hearing, balance, reaction or reflex) or judgment either are or may be reasonably presumed to be affected.

It is understood by the Foundry Community that moderate consumption of alcoholic beverages may take place by team members on work property. This consumption should be limited so as not to impair the team member's ability to do their job or result in disruption to other team members.

Reminder: Alcohol use at Foundry Community must adhere to all laws pertaining to it (consumption by minors, open container, taken off campus, etc.).

Violation of this policy is grounds for termination.

You're NEVER required to consume alcohol as part of your job with Foundry Community and you're under no obligation to offer or encourage the use of alcohol at organization meals or meetings.

Submission to drug or alcohol testing may be required, in the sole discretion of Foundry Community, if there is a reasonable suspicion that a team member is unable to perform job duties due to the misuse of alcohol, controlled substances or prescription drugs.

The Foundry Community is committed to providing a safe work environment. Thus, Foundry Community requires that the workplace be free from illicit drugs, or the effects displayed by a team member who is using drugs. To ensure safety and workplace integrity, we prohibit the illegal manufacture, possession,

distribution or use of controlled substances in the workplace by our team members or those who engage in or seek to engage in organization with us. By signing and dating the Foundry Community's Employee Handbook Acknowledgement Form, the team member certifies:

- They understand and will abide by the Drug & Alcohol policy.
- Has knowledge that disciplinary actions may be imposed for violations of the Drug & Alcohol policy, which may include termination of employment.
- Has the knowledge that the signed and dated Foundry Community Team Member Handbook Acknowledgement Form will be permanently maintained in the team member's personnel file.
- If a team member violates the Drug & Alcohol policy, disciplinary action may be imposed.
- If a team member is convicted of violating any criminal drug statute while at the workplace, he or she will be subject to discipline up to and including termination. Alternatively, Foundry Community may require the team member to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
- A team member is required to report, within five days, any criminal drug statute conviction occurring in the workplace.

Smoking Policy

No smoking is allowed in the building. Ever. This includes cigarettes and other forms of smoking tobacco but is also inclusive of e-cigarettes and vaporizers. Be sure to pick up after yourselves. As a courtesy to our guests and other team members, please stay clear of doors and entrances.

Disciplinary Action

When an employee's performance or conduct fails to meet the Foundry Community's standards and expectations, the Executive Director may take disciplinary action. In one case, an action against an individual employee does not establish a precedent for similar disciplinary action in other circumstances. Several disciplinary or corrective action types may be used to address employee performance or behavior issues. Although the Executive Director has the discretion to determine whichever type of disciplinary action is appropriate under the circumstances, the progressive discipline policy of the Foundry Community proceeds as follows:

1. **First Occurrence Warning:** Management will verbally advise the employee that his or her performance or conduct is unsatisfactory, why it is unsatisfactory, and that it must be corrected immediately to remain in satisfactory standing with the Foundry Community. A verbal warning may be documented in the employee's personnel file.
2. **Second Occurrence Warning:** If the employee's unsatisfactory performance or conduct persists, the Executive Director will meet with the employee to discuss the performance or conduct issues, advise the employee of the appropriate corrective action to take to remedy the performance or conduct, and make a written record of the issues and the meeting to be maintained in the employee's personnel file.
3. **Third Occurrence Warning:** If the employee continues to exhibit unsatisfactory performance or conduct, or the Executive Director determines that the offense is sufficiently severe, the employee will be placed on a final warning.

Termination of Employment: The Foundry Community may terminate the employment relationship if warranted by the employee's performance or conduct. The following acts are examples of misconduct that may lead to immediate termination without notice. Discharge is not limited to the situations described below, and egregious misconduct may be evaluated at the discretion of the Foundry Community.

- Absence without notification or reasonable cause for failure to notify
- Any act of fighting or physical abuse on The Foundry Community property
- Conviction of a felony
- Revocation of licenses or certifications required to perform job duties
- Falsifying personnel or pay records, including application for employment, falsifying time records or signing the timesheet for another employee
- Immoral or indecent conduct on the Foundry Community property or leased space or conduct that brings discredit to the organization
- Inexcusable neglect of duties, insubordination, or disobedience
- Stealing from co-workers, clients, or others on the Foundry Community's property or leased space
- Theft, misappropriation of funds, and/or unauthorized use or removal of the Foundry Community property
- Possession of firearms, or other weapons and ammunition
- Unauthorized release of confidential or official information
- Reporting to work under the influence of intoxication, including alcohol, non-prescribed drugs, or illicit drugs
- Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages during the employee's work period, on The Foundry Community property, or leased space.

Although this is not an all-inclusive list, the following are examples of offenses for which progressive disciplinary actions may be appropriate and may result in discharge.

- Absenteeism
- Failure to record work time accurately
- Failure to report an accident or injury to a patient, co-worker, or self
- Failure to report to work on time
- Neglect of duty or inattention to duty
- Negligence in the performance of duty or productivity not up to standards
- Failure to disclose a conflict of interest or failure to eliminate a conflict of interest when so directed
- Failure to maintain satisfactory interpersonal relationships with co-workers and leaders
- Inappropriate behavior in the workplace, including, but not limited to, horseplay and threatening, intimidating, coercing, or interfering with co-workers
- Inappropriate behavior toward, or discourteous treatment of, clients, visitors, or co-workers, including the use of profanity and other harassing statements
- Sexual harassment (See also separate policy)
- Violation of policies or procedures

The Executive Director may proceed with each step of the progressive discipline process or skip steps as necessary at their discretion. This policy in no way modifies an employee's at-will status with the Foundry Community.

Return of Organization Property: Upon termination of employment, team members are responsible for returning all Foundry Community property, including the following:

- Office building keys and/or access cards.
- Garage Parking Passes.
- Organization credit/debit cards.
- Organization equipment, materials and written information.
- Software licensed materials, tapes, disks.
- Any printed copy of the Foundry Community Employee/Team Member Handbook.
- Foundry Community proprietary and/or confidential information.

All Foundry Community property must be returned by team members to their manager or other designated representative on or before their last day of employment.

Dress Code

The Foundry Community has professional dress code expectations for in-person work for all team members:

1. Basic professional judgment on dress code. Examples include: clean & professional dress, clothing without offensive language or inappropriate designs, awareness that professional clothing should error on being not too revealing; avoid inappropriate logos, be consistent with the culture of nonprofits and purpose-driven organizations served, etc.
2. It is expected that Foundry team members pay attention to their work schedule to professionally align with the demands of position/work that day. For example, for a public meeting/presentation, professional business dress may be most appropriate. For Friday internal meetings, a Foundry T-shirt may be an appropriate choice, etc.

Foundry team members are encouraged to apply good professional judgment to wardrobe decision-making and when in doubt, seek input from the Executive Director.

INTERNET and MEDIA

Internet and Email Usage Policy

The Foundry Community provides voice messaging, e-mail, Internet access, facsimiles, cellular phones, and computers (“information systems”) to the extent appropriate and necessary to assist employees in the rapid, efficient, and effective completion of their job responsibilities. Such equipment and services should be used primarily for work purposes. The following sets forth the employees’ rights and obligations when using the Foundry Community information systems.

Ownership

The Foundry Community’s information systems are intended to carry out work-related responsibilities. Accordingly, the organization considers the information systems and any information contained therein to be Foundry Community assets and the organization’s property.

Similarly, any macros, algorithms, designs, systems specifications, documentation, training materials or software applications developed as part of a work assignment, during work hours, and/or using the Foundry Community information systems are the exclusive property of the Foundry Community and may not be provided to any outside party without written approval of the Executive Director.

Information contained on the Foundry Community's information systems, including but not limited to e-mail messages, voice mail messages, information contained on computer hard drives or flash drives, and printouts are Foundry Community property, which the organization is entitled to monitor, review, archive, copy, disclose or delete at any time without notice.

The Foundry Community purchases and licenses the use of various computer software for work-related purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the organization does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Foundry Community prohibits the illegal duplication of software and its related documentation.

No Expectation of Privacy

Although employees may use log-on identifications, passwords, encryption, and user-specific mailboxes, these passwords and other security devices are for the protection of the organization, not the user.

Users do not have a reasonable expectation that information sent, received, created, edited, downloaded, or stored (temporarily or permanently) using the Foundry Community information systems is private or confidential. The organization reserves the right to monitor any such information. Any information a user wishes to remain private should not be downloaded, accessed, transmitted, displayed, or stored on the Foundry Community's information systems.

As part of our commitment to provide excellent customer service, the Foundry Community may monitor and/or record work-related phone conversations. Monitored/recorded calls will be used for training purposes and will be used to assess whether employees are adhering to policies and procedures and to evaluate how employees conduct themselves when using the telephone. If, during phone monitoring or recording, the call is determined to be of a personal nature, the monitoring and/or recording will cease.

Personal Use

The Foundry Community's information systems should primarily be used for work-related purposes. Personal use of the Foundry Community's information systems should not be excessive as it generally interferes with productivity and may lead to damage or destruction of data or otherwise negatively impact on the work environment. If used for personal purposes, it should only be so used during non working time.

Again, if an employee uses the organization's information systems for personal organization, he or she has no reasonable expectation of privacy. Furthermore, any personal use must be appropriate, in good taste and not interfere with the employee's productivity or the productivity of others or otherwise interfere with the work environment. Websites for personal use established on the organization's information systems are not permitted. The use of information systems for such personal business may result in corrective action.

If you are still determining whether you have permission to use the information systems for a particular person's use, you should request permission from the Executive Director before doing so. Be aware that if the organization's information system is used inappropriately, it could result in a liability to the Foundry Community.

Work Email Addresses and Use

Employees and Foundry service team members are assigned work email addresses for work purposes and organization-related communications. Employees are expected to check their work email regularly to ensure communications are handled appropriately. It is the employee's responsibility to log in and check their work email. Work email can be accessed anywhere the internet is accessible, including from phones, laptops, and organization computers. Employees should NOT use personal email addresses for work purposes.

Confidential Information and Non-Disclosure

As a result of an employee's or Foundry service team member's access to the Foundry Community's information systems, an employee can potentially access confidential information, including but not necessarily limited to marketing and operational plans, marketing programs, market studies, profitability statistics, customer lists, pricing information, preferential purchase and service contracts, corporate strategies, financial information, patient information, and other proprietary information or organizational trade secrets.

As a condition of receiving access to the organization's information systems, the employee or service team member acknowledges and agrees he/she will take all steps necessary to preserve the confidential nature of such information, avoid disclosures of confidential information to unauthorized persons, and report disclosure of confidential information to unauthorized persons to the Executive Director immediately.

Additionally, the contents of the organization's records or information otherwise obtained regarding organization may not be disclosed to anyone except where required for a work-related purpose. Employees must not disclose confidential information, purposefully or inadvertently, through casual conversation to any unauthorized person inside or outside the organization. Upon separation of employment, the employee agrees to return all confidential information in his/her possession and to take all steps necessary to protect the confidential nature of such information and avoid disclosure to unauthorized persons.

Prohibited Use

Systems may not be used for any illegal, unlawful, unethical, destructive, wasteful, or otherwise inappropriate purposes. The following are examples of prohibited uses of the organization's information systems.

- Inappropriate jokes
- Chain letters
- Job searching

Excessive personal use of the organization's information systems interferes with an employee or service team member's productivity or the productivity of others.

- Viewing, sending (uploading), or receiving (downloading) materials, information, or documents that would violate the organization's policies, including but not limited to its Harassment,

Workplace Violence, or any other policy. This prohibition expressly includes but is not limited to, pornographic or offensive websites or materials.

- Accessing, transmitting, downloading, uploading, or otherwise misappropriating trade secrets, proprietary information, or confidential information belonging to the organization or any other organizational entity.
- Accessing, transmitting, or downloading copyrighted materials, financial information, or other similar materials belonging to the organization or any other organization entity without prior authorization.
- Transmitting or downloading information or materials that are defamatory, libelous, slanderous, or otherwise may place an employee or the Foundry Community in a false light.
- Tampering, intercepting, accessing, copying, reading, or deleting messages or work products of a co-worker without management authorization and for purposes other than the enforcement of this policy.
- Downloading or installation of any application software from the internet without permission by the Executive Director.

Upon separation of employment, an employee must promptly cease using all information systems and return all Foundry Community's information systems, software, files, documents, and data in his/her possession to the organization.

Social Media Policy

At the Foundry Community, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers worldwide. However, using social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use. This policy applies to all employees of the organization.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Foundry Community, as well as any other form of electronic communication.

The same principles and guidelines in our Code of Conduct policies and three basic beliefs apply to your online activities. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Remember that any of your conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects members, customers, suppliers, or people who work on behalf of the organization's legitimate interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, Code of Conduct policy, the Information Policy, and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of the organization. Also, remember that you are more likely to resolve work-related complaints by speaking directly with your co-workers or utilizing our Open-Door Policy than by posting complaints to a social media outlet.

Nevertheless, if you post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, disparaging customers, members, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or organization policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news and correct it quickly if you make a mistake. Be open about any previous posts you have altered. Remember, the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Foundry Community, fellow employees, providers, customers, suppliers, people working on behalf of the Foundry Community.

Post Only Appropriate Content

Maintain the confidentiality of Foundry Community trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal organization- related confidential communications. At no time is video or audio recording from an employee permissible in the workplace without prior written authorization from the Executive Director.

Do not create a link from your blog, website, or other social networking site to a website without identifying yourself as a Foundry Community employee. Express only your personal opinions. Never represent yourself as a spokesperson for the organization. If the Foundry Community is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the organization, fellow employees, providers, customers, suppliers, or people working on behalf of the Foundry Community.

Prohibited Conduct

- A. You are prohibited from sharing information that is copyrighted, confidential or proprietary to the Foundry Community. This includes sales forecasts, finances, bonus structures, pay plans, number of team members, units sold, upcoming promotions or anything else that hasn't been publicly released by the Foundry Community. Foundry Community logos, or the likeness thereof, must not be used without written permission from the Foundry Community.
- B. You are prohibited from posting commentary, content, videos or images that is defamatory, derogatory, dishonest, false, harassing, pornographic, slanderous or libelous, toward the Foundry Community, or its products, team members, partners, clients or competitors; which creates a hostile working environment; which is maliciously motivated; or which is egregiously disloyal.

Violation of this policy may result in disciplinary action up to and including termination of employment. If you are asked to remove or edit any commentary, post, image or video which violates this policy, you must do so as soon as possible. A failure to do so will be considered insubordination and may result in disciplinary action up to and including termination of employment. Nothing in this policy shall be construed to prohibit you from engaging in or making public communications that occur in the context of and are directly related to concerted or collective action. If you become aware of violations of this policy, you are encouraged to report such violations to the Executive Director.

EMPLOYEE BENEFITS

Paid Time Off (PTO)

Our team works hard, and we recognize this time and effort. We hope that with this added flexibility, eligible team members can feel fully engaged in both their professional and personal life. Hourly team members - part-time, student coordinators, interns, etc. are not eligible to participate in the Flexible PTO Policy. For part-time managers, a PTO policy that identifies holiday, personal, and vacation time has been created and applies to their employment.

Full-time Manager and Americorps Service Team

Note: the following policy is adopted from Firespring.

At the Foundry Community, we pride ourselves on a flexible, high-performance culture – one of mutual trust and empowerment. We believe our staff should take personal accountability for managing their time, while supporting and collaborating with their co-workers to best serve the organization and our members. Flexible Paid Time Off (“Flexible PTO”) affords management and above, in addition to AmeriCorps stipend employees, the flexibility to balance work and personal life and take time off when they need it. This includes time off for illness, medical needs, vacation, and personal time. The amount of time a team member can take off is not specified (except as set forth below). Rather, time off is available when necessary for team members to operate at their BEST, so long as the needs of members, customers, the organization, and co-workers are met.

Here's how it works:

Flexible PTO is available for full-time managers and above, and AmeriCorps stipend members, only. Team members are expected and encouraged to take time away from work for vacation and personal needs. While time away shall not be excessive and must remain within the limits set forth below, we recognize the importance of rest and relaxation and encourage team members to take breaks from work to recharge and perform at their best.

Team members must manage time away from the office responsibility to ensure their work is accomplished most effectively to meet all organizational, member, and customer needs.

Planned absences: For planned absences the team member must communicate this information to his/her/their supervisor and potentially to others in his/her/their group, as needed, to ensure work or service is completed and members, customers, and organizational needs are covered. Please provide as much advance notice to your supervisor and group as possible. The key is communication and a collaborative effort to ensure necessary work gets completed in a timely fashion. The team member must also log the planned absence on their timesheet.

Unplanned absences: (partial or whole-day absences). Unplanned absences should be reserved for instances where team members are unable to provide advance notice and request time away from work or service (i.e. illness, sick family members, emergencies, last-minute medical appointments, etc.). For unplanned absences, of either a whole day or less, the team members must communicate this information to his/her/their supervisor and potentially others in his/her/their group, as needed, to ensure work is completed and member, customer, and organizational needs are covered. The team member must also log the unplanned absence on his/her/their timesheet.

The Foundry Community reserves the right to request medical or other documentation or certification for any time off due to illness or injury lasting for 3+ consecutive workdays.

Flexible PTO may not be utilized for absences that exceed 10 consecutive organization days that are due to an injury, illness, etc. unless otherwise covered by another established Foundry policy (i.e. maternity leave, etc.) or otherwise determined by the Executive Director and approved by the Board of Directors. If team members' job performance declines due to excessive use of Flexible PTO, or if the Foundry suffers due to the team member's absence, the Foundry reserves the right to deny, limit and/or review time away from work or service.

Team members who violate or abuse the Flexible PTO policy will be subject to disciplinary action, up to and including termination of employment.

Team Members are responsible for:

- Appropriately requesting time off as outlined above, communicating with their supervisor and group as appropriate to ensure that member, customer, and organizational needs are met, logging their time out of the office on their timesheet.
- Ensuring their supervisor and other team members in their group are aware when they plan to be out of the office.
- Being productive. We trust team members to manage time wisely and expect supervisor results in return.
- Complying with any established Foundry Community policies regarding leaves-of-absence when appropriate and providing appropriate documentation when requested.

Keep in mind:

- Foundry Community team members are encouraged not to incur any trip expenses (i.e. booking flights, hotel, etc.) for personal travel before discussing the absence with their supervisor. We don't want you to incur expenses and then not get the Flexible PTO approved because of circumstances beyond everyone's control. Let's plan ahead!
- Flexible PTO may not exceed 10 consecutive organization days.
- Where leave greater than consecutive organization days is needed, eligible team members (Managers and AmeriCorps stipend team) may request leave. Leave will be provided in accordance with organizational needs and policies, as well as any applicable laws, although it may be unpaid if not covered by this policy or other established Foundry policies that apply.
- Team members do not "bank" or accrue Flexible PTO hours under this Flexible Paid Time Off policy. Rather, the Foundry Community allows eligible team members to manage their schedule in a way that benefits both the Foundry Community and the team member. Accordingly, team members will not be compensated for "unused" Flexible PTO time upon termination, position transition, or retirement.

Bereavement Leave

Bereavement leave is available to all full-time team members after the loss of an immediate family member. An eligible team member may take up to three (3) days of paid leave for a death in the immediate family. The immediate family is defined as: spouse, parents, stepparents, child, stepchild, grandchild, siblings, and grandparent. Time off requests of up to three (3) days may be approved for mother-in-law and father-in-law or son and daughter-in-law. Any other time off requests for non-family member funeral services may be requested and approval may be granted at the discretion of the Executive Director.

Parental Leave

Note: the following policy is adopted from Firespring.

The Foundry Community will provide up to two weeks of paid parental leave to team members following the birth of a team member's child or the placement of a child with a team member in connection with adoption or foster care. The purpose of paid parental leave is to enable the team member to care for and bond with a newborn or a newly adopted or newly placed child.

To be eligible for parental leave, team members must meet the following criteria:

- Have been employed with the Foundry Community for at least 6 months.
- Be a full-time, regular team member (temporary team members, part-time team members, and interns are not eligible for this benefit).

In addition, team members must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child

(in either case, the child must be age 17 or younger). The adoption of a child by a new spouse due to marriage is excluded from this policy.

Eligible team members will receive up to two weeks of paid parental leave per birth, adoption or placement of a child/children. A multiple birth, adoption or placement (e.g., the birth of twins or adoption of siblings) does not increase the two-week total amount of paid parental leave granted for that event.

Each week of paid parental leave is compensated at 100 percent of the team member's regular, straight-time weekly pay. Paid parental leave will be paid on regularly scheduled pay dates. Approved paid parental leave may be taken at any time during the three-month period immediately following the birth, adoption or placement of a child with the team member. Paid parental leave may not be used or extended beyond this three-month time frame. Team members may take paid parental leave in one continuous period of leave or in two separate 1-week increments. All paid parental leave must be used during the three-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the three-month time frame. Upon termination of the team member's employment at the Foundry Community, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

The Foundry Community will maintain all benefits for team members during the paid parental leave period just as if they were taking any other paid leave such as paid vacation time. If a holiday occurs while the team member is on paid parental leave, such holiday will not extend the total paid parental leave entitlement.

Maternity Disability Leave

Note: the following policy is adopted from Firespring.

The Foundry Community recognizes that female team members who have given birth need time for medical recovery. Thus, in addition to the two weeks of paid parental leave, female team members will also receive six weeks of paid maternity disability leave following childbirth, without the use of any available PTO. Maternity disability leave runs consecutively with the Foundry Communities parental leave.

Eligible team members must meet the following criteria:

- Have been employed with the Foundry Community for at least 6 months.
- Be a full-time, regular team member (temporary team members, part-time team members, and interns are not eligible for this benefit).
- Have given birth to a child.

Each week of maternity disability leave is compensated at 100 percent of the team member's regular, straight-time weekly pay, and will be paid on regularly scheduled pay dates. Maternity disability leave will begin immediately following the birth of the child and needs to be used in one continuous period of leave.

The Foundry Community will maintain all benefits for team members during the maternity disability leave period just as if they were taking any other paid leave such as PTO. If a holiday occurs while the team member is on maternity disability leave, such holiday pay will not extend the total maternity disability leave entitlement.

Part-time Employees (½ time Managers)

The Foundry Community part-time managers employees will receive a total of 40.00 hours of paid time off (PTO) to utilize throughout the year, within the specified period from July 1 to June 30. Any remaining hours at the end of the year will not be eligible for carryover to the next year. This policy aims to foster employee well-being and flexibility while maintaining a professional work environment.

Additionally, employees will receive paid holidays on specific dates, during which they would typically be working. These paid holidays include:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving
- Football Friday
- Christmas Eve
- Christmas Day

**Employees can negotiate with the Executive Director about alternative arrangements for paid time off if they do not observe certain holidays.*

On these designated holidays, employees will collaborate with the Executive Director to determine whether they would receive 4 hours or 8 hours of paid time off, depending on their regular work

schedule. This flexibility ensures that employees can align their time off with their anticipated hours of work.

The Executive Director's approval of PTO depends on position demands and organization needs. It is important for employees to utilize their PTO hours before making any adjustments to their regular working hours (known as flex hours) to accommodate their time off, unless otherwise approved by the Executive Director. Once PTO has been utilized, employees may adjust their hours within the weeks leading up to their planned time off, providing them with the necessary flexibility to manage their workload effectively.

Please understand that the Foundry Community reserves the right to change, alter, amend, or eliminate this policy at any time. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

PAYROLL & SCHEDULING

Office Hours/Schedules

The Foundry Communities office is at 211 N 14th St. Lincoln, NE 68508. The Foundry Community residents, members, staff and team members have 24/7 access to the office through either a bluetooth app and/or a proxy card. This office is open for business hours to the general public Monday-Friday 8:00 a.m.-5:00 p.m. The office is generally closed to the public on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veterans Day
- Thanksgiving
- Football Friday
- Christmas Eve
- Christmas Day

**Employees can negotiate with the Executive Director about alternative arrangements for paid time off if they do not observe certain holidays.*

Team members are welcome to work whenever they want, but we encourage you to take these days off to spend time with your family and friends. Any time a holiday falls on a Saturday, the Foundry Community will acknowledge it on the preceding Friday and if the holiday falls on a Sunday, we will acknowledge it on the following Monday.

Unless you're scheduled to be available to team members or clients during certain hours, you're allowed to come and go from work on whatever schedule works best for you and your program team. Of course, we love to have you present in the office as much as possible! Just be sure you've communicated your schedule with the Executive Director and program team so that your schedule is not causing headaches for others. We expect all full time team members to work an average of 40 hours per week. It's up to you, as approved by the Executive Director and depending on your job duties, to decide if you want to

work those hours on weekdays, evenings or weekends. Don't forget to take breaks throughout the day and give yourself enough time for lunch.

Even though we offer flexible scheduling at the Foundry Community, there are a few meetings and events that are very important to us that you'll want to attend:

- Weekly Staff Meetings
- Team Meetings within your program
- One-on-one Check-In Meetings with the Executive Director
- In person visibility and service are required as stipulated by your job description and duties. Remote work must be communicated, and approved, by the Executive Director.

Pay Periods & Timesheets

Pay periods are semi-monthly. You will be paid on the 10th and 25th of every month. The 1st through the 15th of the month is paid on the 25th and the 16th through the end of the month is paid on the 10th of the following calendar month. If those dates fall on a weekend or holiday, you'll be paid on the previous business day. Timesheets must be turned in to the Executive Director by the 15th and last day of the month to ensure accurate and timely payment.

Working Remotely

While the Foundry Community prides itself on providing employee and service member flexibility, generally a minimum of half of employee or service member's working hours are required in-person. Partial work duties, outside of required in-person meetings, may be done remotely, as approved by the Executive Director based on position duties and description.

SAFETY POLICIES & PROCEDURES

Note: the following policy is adopted from Firespring.

In Case of a Fire

1. Upon discovery of smoke, fire or flames, activate the fire alarm at the nearest pull station. Go to the nearest phone and call 9-1-1 to report the fire, giving information requested by the operator.
2. In the event that the emergency fire alarm is activated, all team members are required to evacuate the building and gather at their designated meeting location using the map as a guide.
3. Team managers will be responsible for the exit of each team member in their outlined portion of the building. Managers of First Impressions will be responsible for the exit of guests or team members in the conference rooms and large break room.
4. Do not re-enter the building until emergency fire personnel give approval.

In Case of a Tornado

1. If notified by management, or if civil defense sirens are heard, all team members should move to a designated safe area inside the building.
2. Take shelter immediately. Do not go outdoors.
3. Seek refuge in a small room with no windows (e.g., bathroom), a central room in the building or take cover in a hallway, away from doors or windows. Sit with your back against the wall, with your knees drawn to your chest.

All of these precautions should remain in effect until the area has been determined safe. Any requests for medical aid should be directed to the management team. Do not take any unnecessary personal risks during a weather event.

Medical and First Aid

If a serious injury or illness occurs in the building:

1. Immediately dial 9-1-1, give your name and describe the nature and severity of the medical problem and the location of the victim.
2. Keep the victim still and comfortable. DO NOT move the victim.
3. Check breathing. If necessary, begin CPR, if certified to do so.
4. Control serious bleeding by direct pressure to the wound.
5. Continue to assist the victim until help arrives.
6. Look for an Emergency Medical ID. Question any witness(es) and give all information to the emergency responder.

In case of minor injury or illness, only trained personnel should provide first aid care. (i.e., first aid and CPR). Use only sterile first aid materials which are located at the front desk.

Dangerous/Emergency Situations

Team members who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Team members should remain calm, make constant eye contact and talk to the individual. If a manager can safely be notified of the need for emergency assistance without endangering the safety of the team member or others, such notice should be given.

EMPLOYEE ACKNOWLEDGMENT

AT WILL EMPLOYMENT

I acknowledge that I have read and understand the policies outlined in the Foundry Community’s Personnel Policies. I understand these policies provide only a general reference and are not a full statement of the Foundry Community’s procedures nor are they a contract of employment with the Foundry Community.

Employee Print Name:

Employee Signature:

Date:
