



Employee Handbook 2022

RAP Foundation

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General Employment Policies

Introductory Statement

Welcome! As an employee of **the Regional Access Project** – (RAP) Foundation (the "Foundation"), you are an important member of a team effort. We hope that you will find your position with the Foundation rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Foundation.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between RAP Foundation and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

*In addition to the policies covered in this handbook, RAP also maintains and incorporates by reference, separate policies and procedures addressing COVID-19 in the workplace.

Please take the time to review the policies in this handbook, as well as RAP's COVID-19 policies and procedures. Your supervisor or manager will be happy to answer any questions you may have. Again, welcome!

Right to Revise

This employee handbook contains the employment policies and practices of RAP Foundation in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

RAP Foundation reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the president of RAP Foundation.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and RAP Foundation as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

At-Will Employment Status

RAP Foundation personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Foundation. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of the Foundation has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the CEO of RAP Foundation has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Diversity, Equity and Inclusion Policy

RAP is committed to fostering a diverse workforce, and maintaining a workplace that is equitable, inclusive and safe for all employees. From recruiting practices, to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We not only recognize that you, our employees, comprise a wide range of backgrounds and characteristics, but we believe those differences should be celebrated and valued. Whether it's race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable asset to the Company.

RAP is committed and determined that there is access, opportunity and advancement for all individuals. We are always looking for ways in which we can cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development.

It is our intention that all our employees, regardless of any particular background or characteristic, are always treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors and other team members with the same dignity and respect at all times.

Disrespect, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, up to and including termination.

If you feel you have been mistreated, harassed, or discriminated or retaliated against in violation of the Company's *Harassment, Discrimination and Retaliation Prevention* policy, please contact your supervisor or the HR Consultant at greeargroup@gmail.com

Harassment, Discrimination and Sexual Harassment Policy

Regional Access Project (RAP) is an equal opportunity employer. RAP is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race which includes traits historically associated with race, including but not limited to, hair texture and protective hair styles (including, but not limited to, braids, locks, and twists) discrimination based on hair style and hair texture is explicitly prohibited.
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- National origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law [Vehicle Code section 12801.9])
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation

RAP also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the Foundation prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Foundation policy.

Harassment Prevention

The Foundation's policy prohibiting harassment applies to all persons involved in the operation of the Foundation. The Foundation prohibits harassment, disrespectful or unprofessional conduct by any employee of the Foundation, including supervisors, managers and co-workers. The Foundation's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by Foundation policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

The Foundation is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Foundation operations. The Foundation prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Foundation, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, RAP is not obligated to disclose the wages of other employees.

Anti-Retaliation

The Foundation will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Foundation will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Foundation representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The Foundation will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a Foundation representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Foundation will make the accommodation.

The Foundation will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor or to any other Foundation supervisor, the HR Consultant at greeargroup@gmail.com or the CEO as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the personnel manager. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

The Foundation encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the CEO of the Foundation so the Foundation can try to resolve the complaint.

When the Foundation receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Foundation will reach reasonable conclusions based on the evidence collected.

The Foundation will maintain confidentiality to the extent possible. However, the Foundation cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the Foundation determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Foundation also will take appropriate action to deter future misconduct.

Any employee determined by the Foundation to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Hiring

Bridging of Time

RAP Foundation will give credit to employees previously employed by the Foundation, provided the break in service does not exceed 365 days. The break in service time will be deducted from the employee's original service date for purposes of the following:

- Seniority date
- Paid Time Off (PTO)
- Retirement

Employees whose break in service is less than the 60-day waiting period for health benefits will be reinstated into the health benefit plan in which they were enrolled prior to their termination.

Full-Time Employees

Regular full-time employees are those who are scheduled for and do work 40 hours per week. Following the completion of the introductory period, regular full-time employees are eligible for most employee benefits described in this handbook.

Part-Time Employees

Part-time employees are those who are scheduled for less than 40 hours per week.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or RAP Foundation. Your cooperation and assistance in performing such additional work is expected.

RAP Foundation reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

New Hires

Completion of the introductory period does not entitle you to remain employed by RAP Foundation for any definite period of time. Your status as an at-will employee does not change, the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Foundation.

The first 90 DAYS of continuous employment at RAP Foundation is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with fellow employees and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance.

Time Off and Leaves of Absence

Bereavement Leave

RAP Foundation grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay, based on the normal work schedule and with approval from the CEO.

California Family Rights Act

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the Company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply); and
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave*.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
 - Spouse;
 - Parent;
 - Child of any age;
 - Registered domestic partner;
 - Grandparent;
 - Grandchild;
 - Sibling;
 - Parent-in-law;
- The birth of your child, or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See *Qualifying Exigencies Related to Active Duty* below.)

Please note that incapacity due to pregnancy, prenatal medical care or childbirth is not an eligible reason for CFRA leave. (See the *Pregnancy Disability Leave Policy* for more information).

For additional information about eligibility for CFRA leave, contact the CEO.

Qualifying Exigencies Related to Active Duty

- Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, RAP uses a calendar year.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See *Pregnancy Disability Leave* policy for more information.)

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to CFRA leave:

- Please contact the CEO as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider or the health care provider of your family member.
- If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.
- If the CFRA request is made because of your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.

- If the second opinion differs from the first opinion, the Company may require you, at the Company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Company.

Certification

RAP requires you to provide certification. You will have 15 calendar days from the Company's request for certification to provide it to the Company, unless it is not practical to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. *(For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.)* If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are taking CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if you had

continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover premiums paid to maintain health coverage if you fail to return to work following CFRA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due on the same schedule as payments that are made under COBRA, at the end of each month.

Substitution of Paid Leave

Generally, CFRA leave is unpaid. The Company may require, or you may choose, to use accrued paid leave while taking CFRA leave. In order to use paid leave for CFRA leave, you must comply with the Company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the CEO.

Reinstatement

Under most circumstances, upon return from CFRA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of CFRA leave will not result in the loss of any employment benefit that the employee earned before using CFRA leave.

Time Accrual

Please contact the CEO with any questions regarding accrual of other Company provided paid leave benefits PTO during unpaid CFRA leave.

Carryover

Leave granted under any of the reasons provided by CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding* above.

Crime or Abuse Victims' Leave and Accommodation

If you are the victim of crime or abuse, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You are considered a victim of crime or abuse who is eligible for unpaid leave if you are:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury;
- A person whose immediate family member is deceased as a result of a crime;
 - "Immediate family member " includes:
 - Regardless of age, your biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
 - Your biological, adoptive, or foster parent, stepparent, or legal guardian or that of your spouse or registered domestic partner, or a person who stood in loco parentis when you or your spouse or registered domestic partner was a minor child;
 - Your legal spouse or registered domestic partner;
 - Your Parent-in-law
 - Your biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
 - Any other individual whose close association with you is the equivalent of a family relationship described in any of the bullets above.
- Any person against whom any crime has been committed (only for purposes of taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding).

You may request leave if you are involved in a legal action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave, unless advance notice is not feasible. Contact the CEO.

If you need a reasonable accommodation for your safety at work, contact the CEO and to discuss the need for an accommodation. If you are requesting a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of crime and abuse. The Company may request recertification every six months. Please notify the Company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

RAP will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Extended Medical Leave

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Foundation's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, RAP Foundation will pay you PTO pay for the period of time equivalent to your accumulated PTO pay earned. You also may use any paid time off (PTO) previously accrued.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. RAP Foundation makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee that needs reasonable accommodations should contact a Foundation representative with day-to-day personnel responsibilities and discuss the need for an accommodation.

Jury Duty and Witness Leave

RAP Foundation encourages employees to serve on jury duty when called. Non-exempt employees who have completed their introductory periods will receive full pay while serving up to all days of jury duty. Full-time exempt employees will receive full salary unless they are absent for a full week and perform no work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You will be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Fees Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

Kin Care

Under California's kin care law, employees are allowed to use one-half of their annual PTO entitlement to care for a family member.

California's kin care law allows employees to use kin care for the same purposes specified by the Paid Sick Leave (PSL) law and defines "family member" under the kin care law the same as under PSL. Refer to the Paid Time Off Policy in this handbook.

Military Leave

Employees who wish to serve in the military and take military leave should contact the CEO for information about their rights before and after such leave. Employees are entitled to reinstatement to previous position, if still available, or a comparable position upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides partial pay for up to eight (8) weeks when an employee needs to take leave from work to:

- care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child.
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Paid Time Off - Effective July 1, 2015

Employees are entitled to Paid Time Off based upon their years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. The Foundation shall provide PTO upon the oral or written request of an employee for

PTO may be taken for employees own personal wellbeing commonly referred to as vacation.

PTO for sick leave can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.
- Preventive care for an employee or an employee's covered family member. Preventive care may include self-quarantine as a result of potential exposure to COVID-19 if quarantine is recommended by civil authorities, or other situations, such as where there has been exposure to COVID-19 or where an employee has traveled to a high risk area.

For purposes of PTO for sick leave a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- Parent in law (spouse or domestic partners parent)

If the need to take PTO is foreseeable, you must give reasonable prior notice. The Foundation appreciates as much prior notice as possible. We request where possible that you submit written requests for PTO through email/or text message. When you take PTO, you must take a minimum of one (1) hours at a time.

- PTO begins accruing at time of hire employees must successfully complete the 90 day introductory period before using accrued PTO.
- The amount of PTO used should be commensurate with the normal work day. For example: If an employee who normally works an eight hour day goes home sick after working three hours, five hours of PTO would be used. If the employee misses the entire day due to illness, eight hours must be used.
- The minimum amount of PTO that can be used for any one absence is one (1) hour.
- PTO may be used for all absences defined as vacation, sickness, personal emergency and personal appointments of one (1) hour in length or greater. An employee may not take unpaid time away from work greater than one (1) hour if PTO is available.
- When an employee takes one week of PTO, PTO will be used based on employees normal work schedule.

- Employees on unpaid leave do not accrue Paid Time Off.
- PTO hours reach a cap a 1 ½ times the annual accrual rate; for example 120 hours annually would cap at 180 hours. Once that level of accrued PTO is earned but not taken, PTO no longer accrues until some of the previously accrued time is taken. Once time is taken, PTO again begins to accrue at the usual rate.
- PTO is paid out at time of termination. If your employment terminates and you are re-hired within one year from the date of separation, based on California law PTO will begin accruing on your date of re-hire, any time paid out **will not be** reinstated and you will be eligible to use it immediately.
- Employees are allowed to cash in no greater than 100 hours of PTO every fiscal year. However, the remaining balance may not be less than 24 hours.

For employees hired before 12/31/2014 PTO benefits including caps

Length of Service	PTO Hours Accrued Per Bi-weekly Monthly Pay Period	PTO Hours /Cap
Date of hire through 4 th anniversary	4.61 hours	120 hours/180 hours
5 – 9 years	5.84 hours	152 hours/228 hours
10 th year and greater	6.46 hours	168 hours/252 hours

For employees hired 1/1/2015 or after PTO benefits including caps.

Length of Service	PTO Hours Accrued Per Bi-weekly Pay Period	PTO Hours / Cap
Date of hire through 4 th anniversary	3.07 hours	80 hours /120 hours
5 – 10 years	4.61 hours	120 hours /184 hours
After ten years	6.15 hours	160 hours /240 hours

In the event an employee’s earned but unused PTO benefit reaches the maximum accrual that is allowed, PTO benefits will cease to accrue until the employee takes enough PTO to fall below the maximum. PTO benefit accruals will then resume until it again reaches the maximum.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of the CEO or Board of Directors for the CEO. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Pregnancy Disability Leave

Any female employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- RAP Foundation will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- The Foundation will continue to pay the Foundation sponsored premium portion of the health/medical benefits while the employee is on pregnancy-related leave.
- Employees who need to take pregnancy disability must inform RAP Foundation when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Foundation. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide RAP Foundation with a written certification from a health care provider for need of Pregnancy Disability Leave, (PDL), reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:
 - A statement that the employee needs to take pregnancy disability leave because they are disabled by pregnancy, childbirth or related medical condition.
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of

pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be allowed, but not required to use accrued PTO (if otherwise eligible to take the time) during a pregnancy disability leave.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 1 hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than their regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to their same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover from an employee premium paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the personnel department for more information.

School Appearances Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. In agreement with *California Labor Code Section 230.7*, no discriminatory action will be taken against an employee who takes time off for this purpose.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their supervisor at least two days' notice.

Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if they are the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact a Foundation representative with day-to-day personnel responsibilities.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

Benefits

Benefits Overview

Regional Access Project Foundation provides a comprehensive medical insurance plan for eligible employees including medical and limited vision, dental and life insurance coverage for the full and part time, permanent employee only. Each employee may choose from available health care plans with the Foundation determined by the CEO and approved by the Board of Directors. Employees are given a reimbursement maximum amount of \$1,100 per month to cover insurance premiums costs. This benefit can be used to cover that employee and eligible family member. ~~The amount will be increased to cover the insurance premium for a RAP employee.~~ RAP requires employees to apply for Medi Care once eligible.

- Effective November 1, 2019 employees who are eligible to be covered under their spouse/significant other or parents medical coverage must provide written proof on a monthly basis of that coverage and will may be reimbursed 80% of the cost not to exceed \$1100 monthly \$880 monthly which is taxable.
- All employees are eligible for medical insurance at their hiring date. In the event of an increase in medical insurance premium rates that exceeds the cap placed on premiums annually by the Board of Directors, all employees may be required to contribute to the cost of increased premiums to retain coverage or will be provided with information required by the Affordable care Act (ACA) regarding the Health Marketplace.

Holidays

For the 2022 calendar year, RAP Foundation observes the following paid eleven (11) holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Cesar Chavez Day
- Memorial Day-
- ~~Juneteenth (June 19, observed 6/20/22)~~
- July 4th (Independence Day)
- Labor Day
- Veterans Day
- Thanksgiving Day and the Friday after
- Christmas Day

RAP offices are closed from December 26 through January 1 for the holiday season, which is 3 days for the year 2022-

When a holiday falls on a Saturday or Sunday it is usually observed on the preceding Friday or the following Monday. However, Regional Access Project Foundation may close on another day. Holiday observance will be announced in advance.

Each non-exempt employee's eligibility for holiday pay begins after completion of their Introductory Period. An eligible employee regularly scheduled to work on the day on which the holiday is observed and the office is closed, may elect to use that holiday as a floating holiday within the following 12 months. Floating holidays not taken within the specified 12-month period, will be

forfeited. The employee must notify payroll, in writing two weeks before the holiday that their intention is to bank that day as a floating holiday. To be eligible you must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law. If you are required to work on a paid scheduled holiday you will receive straight time.

Religious Holiday Accommodation

In order to reasonably accommodate the religious needs of employees, time off for religious observances that are not Foundation observed may be taken, without pay, under the following conditions:

- Employees must give reasonable advance notice to their manager in order to ensure adequate staffing. Reasonable notice is considered to be a minimum of 14 consecutive calendar days.
- Each regularly scheduled workday that is requested as a religious observance holiday will require individual review and prior approval by the employee's manager.

At the employee's option, unused PTO, if available, may be taken for religious holiday absences.

Holiday Time

When a Foundation-paid holiday falls on a day when employees have a flex scheduled day off, employees may elect to use that holiday as a floating holiday within the following 12 months. Floating holidays not taken within the specified 12 month period, will be forfeited. The employee must notify payroll, in writing two weeks before the holiday that their intention is to bank that day as a floating holiday. Paid holidays will be paid at the rate of a normally scheduled workday.

Unemployment Compensation

Regional Access Project Foundation contributes thousands of dollars each year to the California Unemployment Insurance Fund on behalf of its employees.

Retirement Plan

Regional Access Project Foundation provides a Simple 401 (K) plan for eligible employees in order to assist in planning for their retirement. For information regarding eligibility, contributions, benefits, and tax status, contact the Controller/Accountant. All eligible participants will receive a summary plan description. The Foundation contributes up to 5% of the employee contribution.

Social Security

Social Security is a part of every employee's retirement benefit. Regional Access Project Foundation pays a matching contribution to each employee's Social Security taxes.

Training / Conferences

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the RAP Foundation or the individual employees. Attendance at such activities, whether required by the Foundation or requested by individual employees, requires the written approval of the CEO. To obtain approval, any employee wishing to attend an activity must provide a written request detailing all relevant information, including the date(s), hours, location, any cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by the Foundation, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, hotel accommodations and parking. Reimbursement policies regarding these expenses should be discussed with the CEO in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While the RAP Foundation generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Salaried Exempt Employees

The Regional Access Project Foundation, Inc., upon approval by the Board of Directors, on a case by case basis, shall permit time off from work to attend classes, and, either pay at the start of courses, or by reimbursement, full (100%) education and approved associated costs for exempt employees provided that:

- 1.) The course is job related
- 2.) The course is satisfactorily completed
- 3.) The course has been approved by the Board of Directors
- 4.) Employee is employed for the duration of the course
- 5.) Completion of the course benefits the Foundation
- 6.) The employee has been an employee for a minimum of one year
- 7.) The employee shall (a) agree to continue as an employee of the Foundation for one year past completion of the course or reimburse the Foundation for course costs;

OR

(b) The employee shall increase revenue into the Foundation in excess of the total amount paid by the Foundation for course and associated costs.

Office and Clerical Employees - The Regional Access Project

Foundation, Inc., upon approval by the Chief Executive Officer and the Board of Directors, on a case by case basis, shall permit time off from work to attend classes, and, either pay at the start of courses, or by reimbursement, for education and approved associated costs for office and clerical employees provided that:

- 1.) The course is job related
- 2.) The course is satisfactorily completed
- 3.) The course has been approved by the Executive Director
- 5.) Employee is employed for the duration of the course
- 6.) Completion of the course benefits the Foundation
- 7.) The employee has been an employee for a minimum of one year
- 8.) The employee shall (a) agree to continue as a employee of the Foundation for one year past completion of the course or reimburse the Foundation for course costs;

OR

(b) The employee shall increase revenue into the Foundation in excess of the total amount paid by the Foundation for course and associated costs.

Employees that enroll in college to earn a degree in course work that will benefit RAP are eligible for \$ 350 per class upon earning a Satisfactory Grade (C or better) for a maximum of \$1500 per fiscal year. Employees will be allowed to flex their work schedule to accommodate class attendance, but will be required to work the 40 hours per week or take PTO.

Workers Compensation

RAP, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;

- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to the CEO; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act.

The law requires RAP to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

COVID-19 may be a work-related injury. If you test positive for COVID-19, please notify the Company immediately so we may notify our workers' compensation carrier as required by law.

Company-Provided Physician

RAP provides medical treatment for work-related injuries through a medical provider network,] which the company has chosen to provide medical care to injured employees because of their experience in treating work-related injuries.

Workers' Compensation and CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and/or federal law California Family Rights Act (CFRA), will be placed on CFRA during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

Management

Disciplinary Process

To ensure proper employee conduct in the workplace, violations of Foundation policies or standards will result in corrective action appropriate to the employee's conduct. Nothing in this Employee Handbook or management's discretionary use of corrective action creates any expressed or implied contract modifying an at-will employment relationship. Furthermore, no one has the authority to change this at-will relationship by any actions, practices, course of conduct, length of service, awards, transfers, promotions, promises, or statements. The at-will relationship can only be modified by an individual written employment agreement signed by the CEO and by the employee. Without modifying this mutual at-will relationship in any way, the Foundation may choose to utilize corrective action as described in this policy.

Corrective action procedures may include a verbal counseling, written warnings, suspension, and discharge. The Foundation may use any form of corrective action deemed appropriate to the situation. The use of any corrective action is completely within the sole discretion of management. Giving corrective action warnings in one instance does not require the Foundation to use such warnings in any other instances, nor does it modify the at-will employment relationship in any way. Accordingly, the Foundation reserves the right to utilize any corrective action, including discharge on a "first time" basis.

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of RAP Foundation property, possession of dangerous weapons or firearms, or abuse of the Foundation's drug and alcohol policy.

Employment of Relatives

Relatives of employees may be eligible for employment with RAP Foundation only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. The Foundation defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Names and Addresses Policy

RAP Foundation is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Foundation in the event of a name or address change.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by CEO. Your first performance evaluation will take place after an introductory period of 90 days. Subsequent performance evaluations will be conducted annually at end of fiscal year. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of RAP Foundation and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Off-Duty Conduct

While RAP Foundation does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Foundation's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Foundation's or their own integrity, reputation or credibility.

Off-duty conduct by an employee that directly conflicts with the Foundation's essential business interests and disrupts business operations will not be tolerated.

Open-Door Policy

Suggestions for improving RAP Foundation are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the Foundation. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation.
- If the problem persists, you may present it to the CEO, who will investigate and provide a solution or explanation. While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the CEO. We encourage you to bring the matter to the CEO as soon as possible after you believe that your immediate supervisor has failed to resolve it.
- If the problem is not resolved, you may present the problem to the Board Chair RAP Foundation, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and the Foundation, cannot guarantee that every problem will be resolved to your satisfaction. However, RAP Foundation values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that RAP Foundation maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the CEO. You can

obtain a form for making such a written request from the CEO.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. RAP Foundation may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date RAP Foundation receives your written request to inspect or copy your personnel records (unless you/your representative and RAP Foundation mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, RAP Foundation will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Political Activity

Many employees participate in political activities on their own time. Foundation time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. RAP Foundation will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by RAP Foundation announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that RAP Foundation officially endorses or opposes any candidates for political office that RAP Foundation itself has not publicly announced. Foundation employees are entitled to their own personal position.

The Foundation will not discriminate against employees based on their lawful political activity engaged in outside of work.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Foundation's objectives. The following conduct is prohibited and will not be tolerated by RAP Foundation. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Foundation operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other Foundation records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;

- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Foundation property, or the property of any employee or customer;
- Removing or borrowing Foundation property without prior authorization;
- Unauthorized use or misuse of Foundation equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Foundation property;
- Participating in horseplay or practical jokes on Foundation time or on Foundation premises;
- Carrying firearms or any other dangerous weapons on Foundation premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Foundation property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on Foundation premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of 3 days
 - Failing to obtain permission to leave work for any reason during normal working hours; not including meal periods
 - Failing to observe working schedules, including rest and lunch periods;
 - Failing to provide a physician's certificate when requested or required to do so;
 - Sleeping or malingering on the job;
 - Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
 - Working overtime without authorization or refusing to work assigned overtime;
 - Violation of dress standards;
 - Violating any safety, health, security or Foundation policy, rule, procedure or violation of the Foundation's drug and alcohol policy;
 - Committing a fraudulent act or a breach of trust under any circumstances;
 - Committing of or involvement in any act of unlawful harassment of another individual; including using social media
 - Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Foundation's policy of at-will employment. Either you or RAP Foundation remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Punctuality and Attendance

As an employee of RAP Foundation, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When

you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Foundation business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call the Executive Assistant and the CEO at least 1 hour before shift begins before the time you are scheduled to begin working for that day. If you call less than 1 hour before shift begins before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Excessive absenteeism or tardiness will not be tolerated. RAP Foundation defines excessive absenteeism as more than 10 days absence in a 3 month period.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of 3 days RAP Foundation will consider that you have voluntarily abandoned or quit your employment.

Absences protected by state and federal law do not count as a violation of this policy.

Foundation Property

Electronic and Social Media

This policy is intended to protect the Foundation's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers.

RAP also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, smart phones, writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files. The following general policies apply:

- Computers and all data transmitted through RAP servers are Company property owned by the Company for the purpose of conducting Company business. These items must be maintained according to RAP rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Company property may be removed from the premises.
- All electronic communications also remain the sole property of RAP and are to be used for Company business. For example, email messages are considered Company records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of RAP and remains the property of RAP.
- Information stored in RAP computers and file servers, including without limitation [e.g., customer lists, vendor lists, research data] is the property of the Company and may not be distributed outside the Company in any form whatsoever without the written permission of the CEO.
- Violation of any of the provisions of this policy, whether intentional or not, will subject RAP employees to disciplinary action, up to and including termination.

Monitoring of Company Property

RAP reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. RAP computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The Company reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Company policy or any law occurs. E-mail may be monitored by the Company and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the Company's ownership of the electronic information or ability to monitor the information. The Company may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by RAP management.

Prohibited Use

All existing Company policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Company assets or resources. It is a violation of RAP policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against RAP policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Company computer is a violation of the Company's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of RAP to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

Computer and Internet Use

RAP provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Generally, these Company resources and property should be used only for business related purposes; however, there are a few exceptions:

- To send and receive necessary and occasional personal communications;
- To use the telephone system, cell phones or smart phones for brief and necessary personal calls or messages; and
- To access the Internet for brief personal searches and inquiries during meal times or other break, provided that employees adhere to all other usage policies.

This policy is not intended to limit the ability of employees to use Company email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

Any personal usage of Company property must not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or tie up printers or other shared resources, or violate any Company policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information. All policies relating to monitoring usage of Company property apply.

Social Media

Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the Company deems to be social media, consult with the CEO. The Company recognizes that occasional personal use of social media using Company resources may occur during working hours. The Company allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or tie up printers or other shared resources, or violate any Company policy, including policies against

harassment, discrimination and disclosure of confidential or trade secret information. All policies relating to monitoring usage of Company property apply. RAP reserves the right to adjust this policy on a case by case basis as it deems appropriate.

Employees can use their own personal devices to engage in social media during breaks and meal periods; however, all other company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information, apply.

Nothing in the Company's social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Employee-owned Devices

RAP recognizes that occasional use of the employee's own computers (including hand held devices) and electronic communications may occur during working time. The Company allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time or violate any Company policy. All other company policies, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace apply. RAP reserves the right to adjust this policy on a case by case basis as it deems appropriate.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

The refrigerator will be cleaned out the last Wednesday of every month. Items not clearly marked will be thrown away.

Employees must also follow all COVID-19 Policies and Procedures at all times.

Lactation Policy

RAP recognizes lactating employees' rights to request lactation accommodation, and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. RAP will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, RAP will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as

lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the CEO to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

RAP not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of RAP. Employees may not use parking areas specifically designated for customers, vendors, Foundation vehicles, or reserved for managers. RAP Foundation is not responsible for any loss or damage to employee vehicles or contents while parked on Foundation property.

Smoking

Smoking is not allowed in any enclosed area of the facility. The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

Employee Conduct

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with RAP Foundation because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the CEO in advance.

Conducting Personal Business

Employees are to conduct only RAP Foundation business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding RAP's business (such as financial data, research and development, marketing, business plans or strategies, suppliers, business partners or customers). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law

Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Foundation.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of RAP Foundation, which impairs an employee's ability to exercise good judgment on behalf of the Foundation, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, RAP Foundation may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Dress Codes and Other Personal Standards

Purpose - This dress code is intended to specify acceptable practices that support a high standard of excellence and professionalism.

Policy - The appearance of employees is important to the total operation and effectiveness of RAP. A well-groomed and professional appearance helps create favorable impressions, whereas appearance that distracts customers, visitors and fellow employees does not reflect the type of impression that is appropriate to the environment. Exceptions can be made only with prior approval of management.

Standards of Dress -The formality of dress may reflect the employee's duties and degree of public contact. The following is the minimum level of formality expected for particular types of duties:

- Manual labor: jeans, polo shirt, boots or athletic shoes.
- Community Work: khaki pants, polo shirt, closed toe shoes.
- Business Presentations: business attire such as a men's suit, skirted suit, pant suit, dress with jacket, appropriate hosiery and shoes.
- Business casual: chino pants, Capri pants, polo shirt, dress shoes.

Employee dress should be professional at all times, but may vary to suit contemporary standards in consideration of the environment.

Regardless of formality, male and female attire shall be neat, clean, modest, without tears, holes or fraying, and free from offending odors and shall meet the highest professional standard of good taste.

Clothing- Clothing can be any color, pattern, and fabric which is in fashion and appropriate for business wear.

Female Attire

- Acceptable attire includes: dresses, culottes, jumpers, blouses, sweaters, skirts, pants-trousers, and jackets, sleeveless shell/blouses or dress.
- Acceptable hemline lengths range from 2" above the knee to mid-calf.
- Slits in skirts and dresses should be conservative and in good taste.
- Unacceptable attire includes: stretch pants, leggings, tank tops, T-shirts, sweat shirts, sweat pants, leather pants, low necklines, obvious bralessness, very sheer fabric, bare midriffs and shoulders, and excessively tight clothing. Also see specific sections below pertaining to jeans and shoes.

Male Attire

- Acceptable attire includes: suits, jackets, trousers, shirts with collars, sweaters, and polo shirts.
- Trousers should skim the top of the shoe.
- Shirts should be buttoned conservatively and in good taste.
- Shirt with tails should be tucked in trousers.
- Unacceptable attire includes tank tops, T-shirts, sweat shirts, sweat pants, leather pants, low necklines, bare shoulders, and excessively tight clothing. Also see specific sections below pertaining to jeans and shoes.

Shoes- Shoes should be appropriate to the style of dress and safe for work activities. The following are not permitted: athletic shoes, thongs, clogs, house slippers, shoes without a flexible sole, and boots not intended for business wear (except when necessary for manual labor). Tennis shoes may be worn only during field assignments.

Jeans- Jeans and overalls of denim material are only acceptable for manual labor or casual Fridays and should be clean, neat, un-faded, and un-frayed.

Hair/Make-Up

- Hair must be clean, neat and styled for business wear.
- Sideburns, mustaches, beards and goatees must be neat, clean, and properly trimmed.
- Makeup should be soft and complimentary in keeping with appropriate business appearance.
- Hands and nails should be clean. Nails should be of a length that does not interfere with work duties.

Miscellaneous

- For your personal safety, only jewelry that is modest and conservative in design is permitted. Heavy chains, dangling, ear rings, and excessively ornate rings can create a safety hazard and are not allowed.
- Buttons provided as part of a RAP advertising or communications program are permissible. Any other type of button such as political campaign buttons, religious statements, and miscellaneous slogans are not permitted.
- Sunglasses, unless they contain photosensitive prescription lenses or are medically required, should not be worn indoors.
- Shirts with printed messages offensive to the reasonable person are considered to be unacceptable attire.

Management and supervisors are responsible for employee behavior and performance. Accordingly, management and supervisors will set the tone for department appearance. Management and supervisors will counsel anyone whose dress and general personal appearance does not reflect the spirit of these guidelines. The first unacceptable violation will result in a written notice, and for subsequent incidents the violator may be requested to return home on their own time to change into more appropriate attire.

Summer Casual Dress

Alternative A

Business casual wear is a style of dress. It is not play wear, leisurewear,

or beachwear. Clothing and footwear should be clean and in good repair – i.e., not faded, torn or frayed. Listed below are some guidelines of what APPROPRIATE and INAPPROPRIATE attire may include when determining business casual attire.

	Appropriate	Inappropriate
<i>TOPS</i>		
Polo-type shirts (with RAP logo)	x	
Collared shirts open at the collar	x	
Short-sleeved or sleeveless dresses, shirts or tops	x	
Dresses or tops with spaghetti straps		x
Low front or low back dresses, blouses or shirts		x
Tank tops		x
Tee shirts		x
<i>BOTTOMS</i>		
Casual pants (khaki or "dockers")	x	
Casual skirts or culottes	x	
Jeans (denim and colored)		x
Shorts, skorts, dresses or jumpsuits that look like shorts		x
Gym or sweat pants or workout wear		x
Leggings		x
<i>FOOTWEAR</i>		
Loafers	x	
Flat shoes	x	
Dress Sandals	x	
Sneakers, tennis shoes		x
Casual Sandals, thons or flip-flops		x

Alternative B

As an alternative to the guidelines for "Tops" described in Alternative A, Employees may wish to consider wearing a RAP polo shirt with our logo. Professional image and quality service go hand-in-hand to promote a total positive image to our public. Many contemporary companies and corporations have successfully endorsed logo attire as an option that promotes a sense of team, corporate identity, and a neat option for casual attire. This would provide a means to promote our own form of pride and "brand" recognition for RAP.

Implementing a business casual dress policy for the summer months will be well received by employees and will assist in their productivity and comfort with warmer temperatures in the area.

Summer period is from June 1st to September 30th.

Employees whose "religious dress practice" consists of wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance by an

employee of his or her religious creed and/or employees whose "Religious grooming practice" includes head, facial, and/or body hair that are part of the observance by an employee of his or her religious creed, will be reasonably accommodated, so long as the accommodation does not create and/or present an Undue Hardship on RAP's Foundation's business operations or finances.

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state or local law. For more information, see the *Harassment, Discrimination and Retaliation Prevention* policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a Foundation representative with day-to-day personnel responsibility and discuss the need for accommodation.

Telecommuting

Working remotely, also referred to as "telecommuting," provides employees with an opportunity to work from an alternative work environment rather than the physical location of the Company. Working remotely must be pre-approved by your supervisor and cannot be initiated without a *Telecommuting Agreement*.

RAP retains the right in its sole discretion to designate positions that are appropriate for remote work and approve employees for working remotely. Working remotely must be approved by your supervisor. Working remotely does not change the conditions of employment or required compliance with all Company policies and procedures. **The Company reserves the right to change or terminate the *Telecommuting Agreement* at any time, without cause or advance notice. Your ability to work under a telecommuting agreement rests in the sole discretion of the Company.** Working remotely is a privilege and may not be appropriate for all employees. If you wish to request to work remotely, please contact your supervisor and ask for a *Telecommuting Request* form.

Work Schedule

Unless otherwise agreed in the *Telecommuting Agreement*, your hours and days of work will not change. Employees must apply themselves during work hours and remain available for remote team meetings or conferences as needed.

Nonexempt employees must not work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor.

Generally speaking, working remotely is not intended as a substitute for child care or to care for another adult.

If you need to make special arrangements or changes to your work schedule due to the need to care for a child or another adult, please contact your supervisor.

Work Standards and Performance

As a telecommuting employee, you must:

- Remain accessible during your telecommute schedule;
- Regularly communicate with your supervisor/manager to stay current on assigned/relevant tasks, projects and any other work-related issues;

- Be available for and attend any video/teleconferences, scheduled on an as-needed basis;
- Be available to physically attend scheduled work meetings as requested or required by the Company;
- If you are nonexempt (hourly), properly record all hours worked each day in compliance with the Company policies and practices;
- If you are nonexempt (hourly), obtain supervisor approval in advance of working any overtime hours;
- Take rest and meal breaks in full compliance with all applicable policies of the Company; and
- Request supervisor approval to use vacation, sick or other leave in the same manner as when working at a physical work location.

It is critical that telecommuting employees comply with all Company rules, policies, practices and instructions that would apply if they were working at the Company's physical work location(s), including but not limited to, policies governing telecommuting/remote work, use of technology, confidentiality, harassment and discrimination, and workplace safety.

Your Telecommuting Agreement will be evaluated on an ongoing basis to ensure that your work quality, efficiency and productivity are not compromised by the telecommuting arrangements.

Equipment and Information Security

Your *Telecommuting Agreement* will specify the equipment provided to you for purposes of telecommuting.

As a telecommuting employee, you will be subject to the following requirements:

- Your equipment must not be used by anyone other than yourself, and only for business-related work.
- You are responsible for immediately reporting any problems with Company equipment.
- You must protect Company-owned equipment, records and materials from unauthorized or accidental access, use, modification, destruction, disclosure or theft. You must follow all policies, practices and instructions regarding the safety and security of any confidential and/or proprietary information.
- You must report to your supervisor any incidents of loss, damage or unauthorized access at your earliest reasonable opportunity.
- All equipment, records and materials provided by the Company will remain property of the Company.
- At the termination of the *Telecommuting Agreement*, or upon the Company's request, you agree to immediately return any and/or all Company equipment.

Telecommuting Safety

Telecommuting employees are solely responsible for ensuring the safety of their alternative work environment. Telecommuting employees should ensure their work space is safe and free from hazards and provides adequate protection and security of Company property.

Telecommuting employees who need assistance in maintaining a safe work space should contact CEO.

Telecommuting employees are protected by the Company's workers' compensation insurance. As such, telecommuting employees are required to immediately report any injuries that occur while working.

A telecommuting employee is liable for any injuries that occur to third parties at or around the telecommuting employee's alternative work environment.

Telecommuting employees must maintain a safe, secure and ergonomic work environment; comply with all applicable workplace safety rules, policies and instructions; and report work-related injuries to the Company immediately. Please let the CEO know if you require specific equipment.

Telecommuting employees should also complete the Company's *Telecommuting Safety Checklist* to certify the work area is safe in accordance with all workplace safety rules and policies.

Telecommuting Agreement and Plan

All telecommuting employees are required to sign a *Telecommuting Agreement* with their supervisor that outlines the telecommuting employee's work days and work hours (as applicable); equipment the telecommuting employee will need; how the telecommuting employee will communicate with the Company; use of support or secretarial staff; and other appropriate information.

Your *Telecommuting Agreement* will be evaluated on an ongoing basis to ensure that your work quality, efficiency and productivity are not compromised by the telecommuting arrangements. **The Company may, at its sole discretion, change any of the conditions under which the employee is permitted to telecommute under the *Telecommuting Agreement* at any time, and may require the employee to report to the employee's physical workplace at any time and for any reason.**

Expense Reimbursement

The Company will cover all necessary expenditures related to telecommuting, which will be specified in the *Telecommuting Agreement*. Employees should submit any expense reimbursement requests in accordance with the Company's policy and practice.

Wages

Advances

RAP Foundation does not give advances on wages.

Alternative Workweek

RAP has implemented an alternative workweek schedule for all employees.

Work Schedule

The work schedule consists of eight (8), eight (8) hour days and one (1) eight (8) hour day. RAP will notify new employees at the time of hire of the days they will work. For current employees, this work schedule is the work schedule presented at the meeting on September 25, 2019 and approved by a vote of at least 2/3 of the affected work unit(s) by secret ballot on September 25, 2019. The workday will begin at the time designated by your Supervisor. A meal break of 30 minutes, unpaid, will be taken unless another option is approved in writing by a supervisor. Two 10-minute paid breaks will be taken during the day and your supervisor will notify you of the time you should take your break. Workweeks are defined as:

- Nine eighty 9/80 workweek

Holiday Time

When a Foundation-paid holiday falls on a Monday, all employees will work Tuesday through Friday for that week. When a holiday falls on a Friday, all employees will work Monday through Thursday for that week. Paid holidays will be paid at the rate of pay the employee is scheduled to work for that day.

Overtime

For employees on alternative workweek schedules, overtime worked on any regularly scheduled workday will be paid at the rate of:

- Time-and-one-half for all hours over 10 and less than 12, which were not regularly scheduled
- Time-and-one-half for all work performed beyond 40 hours per week.
- Double time for hours after 12 in one day

Overtime will be paid for hours worked on a day that is not a regularly scheduled workday in any workweek, including any seventh consecutive workday, at the rate of:

- Time-and-one-half for the first eight hours in a day
- Double time after eight hours in a day
- Unauthorized Overtime is not allowed and will lead to corrective action by the CEO.

Sick and Vacation Time

For employees working a nine (9)-hour day, when absent for a full day, accrued sick or vacation time will be deducted in nine (9) -hour increments. Otherwise, sick and vacation time may be taken in 30-minute increments.

Deductions for Exempt Employees

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to RAP Foundation benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted their leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment;

Partial day deductions from available accrued PTO balances will also be made by the Foundation when applicable.

It is Foundation policy to comply with these salary basis requirements. Therefore, RAP Foundation prohibits all Foundation managers from making any improper deductions from the salaries of exempt employees. The Foundation wants employees to be aware of this policy and know that the Foundation does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor, or to CEO

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Expense Accounts

RAP Foundation reimburses employees for business expenses on the Last day of the month of each month. Employees who have expense accounts or who have incurred business expenses must submit required receipts and the Expense report check request to accounting no later than the 25th of each month.

If you have any questions about the Foundation's expense reimbursement policy, contact the CEO. Personal and/or vacation travel may be combined with business travel provided there is no additional cost to RAP Foundation, and it meets with the approval of the CEO. RAP Foundation

credit cards are not to be used for personal expenses.

Makeup Time

RAP allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your supervisor, with your signature, on the Foundation-provided form. Requests will be considered for approval based on the legitimate business needs of the Foundation at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

If you request time off that you will make up later in the week, you must submit your request at least one week if possible but not less than 24 hours in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. The foundation does not encourage, discourage, or solicit the use of makeup time.

Mileage reimbursement

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by their automobile insurance Foundation for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the current IRS mileage rate.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out.. You are expected to return to work promptly at the end of any rest break.

You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four hour work period.

There may be practical considerations that make this general timing infeasible and that require RAP Foundation to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

Your rest break will be scheduled by Individual employees

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. **You must clock out for your meal period.** You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Your meal period will be scheduled by individual employee

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the

first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work. For example, if you begin work at 8:00 a.m., you must start your second meal period by 5:59 p.m. (which is before the end of your tenth hour of work).

Your second meal period will be scheduled by the CEO.

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify CEO.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to Office Manager and document the reason for the missed meal period or time worked.

There are no exceptions to the rest break and meal period rules. No supervisor or department chair may request or require an employee not to take a meal or rest break. Employees should consult with Human Resources if any supervisor requests or instructs the employee not to take rest or meal periods as outlined in this policy.

Please also refer to the RAP Foundation Timekeeping Policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. RAP Foundation will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. RAP Foundation provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess 40 hours in one workweek will be treated as overtime. A workday begins at 00:01:01 hours and ends at midnight 24 hours later. Workweeks begin each Sunday at 00:01:01 hours and end at 0000 hours on Sunday;
- Compensation for hours in excess of 40 for the workweek, and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and

- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

RAP Foundation will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;
- The employee who is required to attend such meetings lectures or training programs will be notified of the necessity for such attendance by their supervisor;
- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and
- Any hours in excess of 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Payment of Wages

Paychecks are normally available at the RAP Office. If you observe an error on your check, please report it immediately to your supervisor.

All employees of RAP Foundation are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the workday before the holiday.

RAP Foundation offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

Reporting-Time Pay

RAP Foundation will comply with all applicable regulations regarding reporting-time pay for nonexempt employees.

RAP Foundation will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

RAP Foundation will not pay employees who report to work but are unable to work under the

following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the Foundation's power to control.

Timekeeping Requirements

All employees regardless of classification are required effective 1/1/2021 to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Employees must record their own time at the start and at the end of each work period. A T-sheet is due, at the latest, each Friday by noon, prior to the start of the next week. Employees must clock out for their meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." Working off the clock violates Foundation policy.

Employees will be required to certify that their time record is accurate.

Any handwritten marks or changes on the timecard must be initialed by a supervisor. Changing another employee's timecard, allowing another employee to change your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to your supervisor.

Please also refer to RAP Foundation's Meal and Rest Break Policy.

Workweek

The Foundation's seven-day workweek is Sunday 00:01:01 hours to 00:00:00 hours Sunday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

Safety and Health

COVID Policy Recommended by HR

This company policy provides general guidance regarding what actions RAP is actively taking to mitigate the spread of coronavirus. Employees are required to follow all these COVID prevention measure diligently, to sustain a healthy and safe workplace in this unique environment.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, RAP will update you as soon as possible in the manner with which the company normally communicates (email, posting etc.). This policy applies to all employees who physically work in the office.

Symptoms

Employees experiencing any symptoms of COVID such as but not limited to cough, headache, sudden loss of taste and smell without another explanation, sneezing, runny nose or fever are required to stay home, We strongly recommend you test for COVID within 3-5 days of experiencing symptoms. Please refer to our Injury Illness and Prevention Plan (IIPP) addendum for further information regarding testing, quarantine and isolation.

General Safety Measures

All employees are required regardless of vaccination status to wear masks when social distancing is not possible. Employees who are unvaccinated must wear a mask at all times unless they are alone or eating/drinking.

All employees are required to disinfect common areas after use, and are encouraged to disinfect their workspace at least twice daily or after visitors have left.

Injury Illness and Prevention Program

RAP has developed an addendum to the IIPP in accordance with the CLA OSHA ETS updated 12/28/2021. This program contains at a minimum the following information:

- Communicates to employees about the employer's COVID-19 prevention procedures.
- How RAP will identify, evaluate and correct COVID-19 hazards.
- Requires and provides face coverings and respirators in the manner and in the circumstances specified in the ETS.
- Advises employees they can wear face coverings at work, regardless of their vaccination status, without fear of retaliation by the employer.

- Use engineering controls, administrative controls and personal protective equipment under certain circumstances.
- The procedures RAP will follow to investigate and respond to COVID-19 cases in the workplace.
- RAP Provides COVID-19 training links in the IIPPP addendum to employees that must be completed with 14 days of the rollout of the program, or within 14 days of hire.
- RAP will make testing available at no cost to employees who have had a “close contact” (as defined in the ETS) with a person with COVID-19, and in the case of multiple infections or a major outbreak, make testing available at no cost on a regular basis for employees in the exposed work areas. This requirement does not apply to exposed employees who are fully vaccinated and have no symptoms, except during major outbreaks.
- RAP will exclude COVID-19 cases and exposed employees from the workplace until they are no longer an infection risk. Exposed employees who are fully vaccinated and have no symptoms do not need to be excluded.
- RAP follows return to work criteria.
- RAP will maintain records of COVID-19 cases and report serious illnesses to Cal/OSHA and to the local health department when required.

COVID Vaccination Policy (voluntary)

In accordance with RAP’s duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

Scope

All employees are encouraged to receive vaccinations as determined by the California Department of Public Health (CDPH) and the Center for Disease Control (CDC)

Procedures

Employees must notify the CEO and arrange where possible for their vaccinations to occur during normal scheduled working hours. All employees will be paid for time taken to receive vaccinations.

COVID Policy as requested by Board 1.19.21

This company policy includes the measures RAP is actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible in the manner with which we normally communicate. This policy applies to all employees who physically work in the office. We encourage remote workers to read through this as we collectively and uniformly respond to this challenge.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines, including but limited to Federal, State and Local governments. If so, RAP will update you as soon as possible in the manner with which the company normally communicates (email, posting etc.). This policy applies to all employees who physically work in the office.

Drug (including marijuana) and Alcohol Abuse

RAP is concerned about the use of alcohol, marijuana, illegal drugs or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and seriously impair Foundation operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Foundation to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees while on Foundation property, at work, or working on Foundation business. The following are strictly prohibited by Foundation policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol or marijuana while on the job.

Violation of these rules and standards of conduct will not be tolerated. RAP also may bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, RAP reserves the right to conduct searches of Foundation property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Foundation property will not be tolerated because such conduct, even though off duty, reflects adversely on **RAP**. In addition, the Foundation must keep people who sell or possess controlled substances off Foundation premises in order to keep the controlled substances themselves off the premises.

RAP will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Foundation is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Foundation's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Employees Who Are Requested to Drive

Employees who are required to drive a Foundation vehicle or their own vehicles on Foundation business will be required to show proof of current valid driving licenses and current effective insurance coverage before the first day of employment.

RAP Foundation participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job.

RAP Foundation retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Foundation's policy.

Employees who drive their own vehicles on Foundation business will be reimbursed at the most current IRS approved reimbursement rate. The mileage is determined to be from the lesser of the distance from the work related destination to the RAP office or employee's home, depending on which is more convenient for the employee.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the CEO may comment to news reporters on RAP Foundation policy or events relevant to RAP Foundation.

This policy does not limit an employee's right to discuss the terms and conditions of their employment, or to try and improve these conditions.

Prohibited Use of Foundation Cell Phone While Driving

In the interest of the safety of our employees and other drivers, RAP Foundation employees are prohibited from using cell phones (including all smart phones) while driving on Foundation business and/or Foundation time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Foundation business and/or Foundation time. The Foundation recommends preprogramming frequently used numbers into your phone rather than looking up numbers before dialing them. Violating this policy is a violation of law and a violation of Foundation rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving.

Violating this policy is a violation of law and a violation of Foundation rules.

Employees Under Age 18

A person under the age of 18 years is prohibited from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. The prohibition would not apply to such a person using a wireless telephone or a mobile service device for emergency purposes. Violating this policy is a violation of law and a violation of Foundation rules.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on a wireless device or cell phone while driving is also prohibited under this policy. Violating this policy is a violation of law and a violation of Foundation rules.

You must safely pull off the road before conducting Foundation business on cell phone.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. You are required to report all work-related injuries or illnesses immediately to your supervisor or to the CEO. In compliance with California law, and to promote the concept of a safe workplace, RAP Foundation maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the CEO's office.

RAP also maintains a written COVID-19 Prevention Program in compliance with California law, which is available for review by employees and/or authorized representatives.

In compliance with Proposition 65, RAP Foundation will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Inclement weather: Conditions that excuse absence from work may include but are not limited to: sand storms, road closure, earthquake, severe heat. If weather conditions prevent you from safely traveling to work, you must notify Executive Assistant or CEO by phone, if

telephone service is functional, or by any other available means. Absences will be unpaid or will be deducted from accumulated vacation time.

- In the event of a natural disaster, the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact the office immediately, if possible or contact the CEO or Executive Assistant.

Recreational Activities and Programs

RAP Foundation or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

RAP Foundation has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

The Foundation's workplace security program is described in detail in the Foundation's Illness and Injury Prevention Program (IIPP).

Workplace Violence

RAP Foundation has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Foundation has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work related weapons on Foundation premises and at Foundation-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Foundation property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

The Foundation's workplace violence program is described in detail in the Foundation's Illness and Injury Prevention Program (IIPP).

Termination

Employee References

All requests for references must be directed to the CEO. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, RAP Foundation discloses only the dates of employment and the title of the last position held of former employees.

Involuntary Termination

Employees of RAP are employed on an at-will basis, and the Foundation retains the right to terminate an employee at any time.

Reductions in Force

Under some circumstances, RAP Foundation may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Foundation will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, RAP Foundation will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at RAP Foundation, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor. All Foundation-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Confirmation of Receipt

Confirmation of Receipt

I have received my copy of the Foundation's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at RAP Foundation is employment at-will; employment may be terminated at the will of either the Foundation or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between RAP Foundation and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with RAP Foundation.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Foundation. RAP Foundation reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the CEO no manager, or supervisor, has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; unless such agreement is in writing, signed by the CEO and employee.

Employee's Signature _____

Employee's Printed Name _____

Date _____