
Breastfeeding Family Friendly Communities

EMPLOYEE HANDBOOK



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Breastfeeding Family Friendly Communities Culture

Breastfeeding Family Friendly Communities was incorporated as a 501(c)3 non-profit on the 26th of May 2020.

Our Vision

Breastfeeding Family Friendly Communities(BFFC) vision is a world in which communities make a commitment to equitable policies and practices to protect and promote the rights of all breastfeeding, chestfeeding, and human milk feeding families; and to support all families to meet their breastfeeding, chestfeeding, and human milk feeding goals.

Our Mission

The mission of BFFC is to foster community-led breastfeeding family friendly communities globally by advocating for practices that support breastfeeding, chestfeeding, and human milk feeding, using a Ten Steps approach that complements and broadens the scope of the World Health Organization (WHO) and UNICEF **guidelines**. BFFC envisions support for all breastfeeding, chestfeeding, and human milk feeding families, inclusive of, but not limited to, their race, ethnicity, immigration status, national origin, creed, age, sexual orientation, gender identity, family structure, primary language, ability, or socio-economic status.

Our Values

Breastfeeding Family Friendly Communities is deeply committed to equity within the organization and in our work in communities. We bring together stakeholders from diverse backgrounds, organizations, agencies, and institutions. The initiative began with the belief that chest/breastfeeding is “the great equalizer.” Originally defined by JP Grant (former Executive Director of UNICEF) as “[going] a long way toward canceling out health difference between being born into poverty or being born into affluence”, we extended that definition to affirm that chest/breastfeeding positively impacts health equity outcomes at all ages and stages of life. Our goal is to support communities to build Health Equity into the foundation of their community work -- racial, ethnic, socioeconomic, geographic, academic/professional -- with stakeholders that include community members from different backgrounds, races, ethnicities, social experiences, religious affiliations, gender identities, sexual orientations, ages, physical needs, political beliefs, personalities, opinions, heritages, and life experiences including families that were unable to meet their planned chest/breastfeeding and human milk feeding goals.

Breastfeeding Family Friendly Communities seeks to provide equitable, welcoming access to breastfeeding, chestfeeding, and human milk support for families in our communities, as well as to advocate for policies that protect the rights of lactating families, so that families are welcomed to meet their infant feeding goals. We do this by:

- Encouraging families to hold healthcare providers accountable for top quality health care; helping families find excellent prenatal and postpartum care that meets the needs of the families; and teaching families why breast/chestfeeding matters.
- Supporting national and international efforts focused on equity, including but not limited to paid family leave, workplace lactation support, and maternal health;
- Supporting employers and helping families find businesses and organizations that welcome lactation.
- Supporting communities to make beneficial changes in government, healthcare, business, education, and all aspects of community life (e.g., parks, food banks, faith based programs, childcare), so that every family that wants to breastfeed, chestfeed, and provide human milk for their children will be able to do so for as long as the family chooses.

Within the organization, we are striving for diverse board and staff representation to better inform and guide the development of strategies and resources to support communities. We are a volunteer driven organization, yet volunteering is a barrier to equity. We are mindful that a volunteer working board limits equitable participation, as it is a privilege to be able to volunteer time and energy to the organization while maintaining other responsibilities and meeting other needs. We depend on our paid employees for the success of our organization. We chose a shared leadership approach to encourage and support the dedication, passion, and skills of our staff members, while recognizing that staff members come with different challenges and needs and will be able to support the work within those parameters. The shared leadership model allows for equity of leadership and for all voices to be heard. It provides opportunities to lead specific tasks, and all staff members are able to lead within their comfort and knowledge areas.

We are committed to equity, diversity, and inclusion, and we also know that we need to continue to learn and listen to the voices and experiences of families and communities. We hope that shared leadership will help staff members to grow in awareness of our values and biases, both as individual members and as a professional, and to support our efforts to model cultural humility in our policies and practices and as the foundation for all our interactions within our staff and our communities. Our goal is to realize a world in which communities welcome and support families to meet their chest/breastfeeding and human milk feeding goals.

1. Introductory statement

This employee handbook is designed to acquaint you with Breastfeeding Family Friendly Communities (hereafter also referred to as “the organization”, or BFFC) and to provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the organization to benefit its employees. We have done our best to correctly explain the organization’s guidelines, procedures, and benefits in this handbook. However, if this handbook inadvertently contains any information that conflicts with any formal employee benefit plans (including any summary plan description); legal documents; or federal, state or local laws or regulations, those formal documents and laws will govern. In addition, should any provision of this handbook be found to be invalid or unenforceable, the remaining provisions of this handbook will continue in effect.

No employee handbook can anticipate every circumstance or question. Therefore, the organization reserves the right to revise, supplement or rescind any policies or portions of the handbook from time to time, as deemed appropriate, in its sole and absolute discretion. This handbook supersedes and replaces all prior policies, handbooks, manuals, and notices regarding the subject matter of this handbook.

Although employees are expected to follow the provisions of this handbook, the policies and procedures contained herein are not intended to create and do not create a contract of employment for a specific time or term for any employee. Any employee who violates any of the policies and procedures in this handbook will be subject to disciplinary action up to and including termination of employment.

Each employee has the responsibility to read and understand the information contained in this handbook and should feel free to ask questions or consult with their immediate supervisor or the HR representative concerning these policies at any time.

1.1. Volunteers in the workplace

BFFC is founded upon volunteerism and values the contributions made by individuals who give their time to work with us as volunteers. Volunteers are vital parts of our operations, but they are not employees of the organization. Therefore, the specific policies of this handbook do not apply to volunteers. However, because volunteers are individuals within the workplace, general workplace policies (regarding safety, nondiscrimination, harassment, confidentiality, etc.) and expectations outlined in this handbook do apply.

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2. Code of conduct and workplace policies

2.1. Equal Employment Opportunity policy

Breastfeeding Family Friendly Communities is committed to administering all employment-related matters in accordance with the principle of equal opportunity. Employees and applicants for employment will not be discriminated against on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation or identity, age, medical condition, physical or mental disability, pregnancy, veteran status, genetic information or any other category protected by law in any employment-related decision, including recruitment, hiring, compensation, training, promotion, demotion, transfer, layoff, termination and all other terms and conditions of employment. In this regard, our organization will abide by all applicable laws and regulations. BFFC also expects each employee to abide by these principles.

Employees who believe they are being unlawfully harassed or treated unfairly are encouraged to follow the procedures described in this handbook for reporting and dealing with discriminatory employment practices.

2.2 Nature of employment—at will

It is the policy of Breastfeeding Family Friendly Communities that all employees who do not have a written employment contract for a specific fixed term of employment are employed at the will of the organization for an indefinite period. Employees employed at the will of the organization are subject to termination at any time, for any reason, with or without cause or prior notice. At the same time, these employees may terminate their employment at any time and for any reason.

No representative of Breastfeeding Family Friendly Communities is authorized to modify this policy for any employee or enter into any agreement, oral or written, that changes the at-will relationship. No statements made in pre-hire interviews or discussions alter the at-will nature of employment or imply that discharge will occur only for cause. The at-will relationship may not be modified by any statements contained within this handbook or any other employee manuals, applications, memoranda, or other materials provided to applicants or employees in connection with their employment. None of these documents, whether singly or combined, create an expressed or implied contract of employment related to terms, length or conditions of employment.

Breastfeeding Family Friendly Communities policies and practices, with respect to any matter, should not be considered as creating any contractual obligation on the organization's part. BFFC policies and practices also should not be considered as stating, in any way, that termination will occur only “for cause.” Statements of specific grounds for termination that are set forth in this handbook or in any other BFFC documents are examples only, not an all-inclusive list. These statements and examples are not intended to restrict BFFC right to terminate at-will.

2.3. Anti-harassment policy

Breastfeeding Family Friendly Communities expects all staff members and volunteers to behave in a way that reinforces the founding principles of the organization. All staff members should be accorded respect and consideration and feel that BFFC provides a safe and productive workplace.

2.3.1. Prohibition Against Harassment

Breastfeeding Family Friendly Communities is committed to providing a workplace free of unlawful harassment, which includes harassment based on race, color, creed, religion, ancestry, sex, gender, sexual orientation or identity, national origin, age, physical or mental disability, pregnancy, veteran status, genetic information and any other basis of discrimination covered by applicable federal, state or local law. BFFC will provide a workplace free of harassment and discrimination based on any membership of the military, including the armed forces or National Guard, and/or individual for taking time off work based on the individual's status as a victim of either domestic violence or sexual assault.

BFFC strongly disapproves of and will not tolerate unlawful harassment of staff members by directors, supervisors or co-workers. Similarly, BFFC will not tolerate unlawful harassment of its staff members by non-staff members with whom the staff members have a business, service or professional relationship. The organization's policy is that any form of unlawful harassment (including but not limited to verbal, physical and visual harassment) is unacceptable and will not be tolerated. Any staff member who harasses another staff member or volunteer will be subject to disciplinary action up to and including termination of employment. It is the obligation of all directors, supervisors and staff members of BFFC to provide a work environment free of unlawful harassment. As part of this obligation, all staff members are encouraged to report incidents of harassment using the complaint procedure below. Any staff member who makes a complaint of harassment or provides information related to such a complaint or incident of harassment will be protected against retaliation. The purpose of this policy is not to regulate our staff members' personal morality but to ensure that unlawful harassment does not occur in the workplace.

2.3.2. Definition of Harassment

Harassment includes verbal, physical or visual conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance. Additionally, sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment or continued employment. Harassment also includes offensive sexual, racial or ethnic slurs, jokes or other similar conduct. Examples of inappropriate and prohibited workplace behavior include:

- Any conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment.
- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made a term or condition of employment or service or is used as the basis for decisions affecting an individual's employment or service.
- Displaying or distributing sexually suggestive objects, pictures, magazines, cartoons or posters.
- Offensive comments, jokes, innuendoes, gestures or other conduct regarding an individual's sex, gender, age, ancestry, genetic information, race, color, creed, religion, physical or mental disability, sexual orientation or identity, citizenship status, national origin, marital status, veteran status, or any other characteristic protected by applicable federal, state or local law.
- Inappropriate written communication, such as offensive letters, posters, notes, through email or otherwise.
- Inappropriate or unwelcome physical conduct, such as unwanted touching, grabbing or groping, leering, or sexual gestures.

These examples are not intended to be exhaustive or meant to exemplify what may or may not be deemed illegal or discriminatory conduct. Rather, they are examples of types of conduct Breastfeeding Family Friendly Communities deems inappropriate for the workplace and will not tolerate.

2.3.3. Scope of Policy

This policy covers all Breastfeeding Family Friendly Communities staff members, volunteers and other individuals with whom staff members have business, service or professional contact through their employment with BFFC. BFFC supervisors also are covered by this policy and prohibited from engaging in any form of harassing conduct as defined in this policy. Further, no supervisor has the authority to suggest to any other staff member that any staff member's employment, continued employment, future advancement, or other term or condition of employment will be affected in any way by any staff member's acceptance of a hostile or offensive work environment as described in this policy or by any staff member's entering into (or refusing to enter into) any

form of personal relationship with a supervisor or member of management. Such conduct on the part of any member of management is a direct violation of this policy.

2.3.4. Complaint Procedure

It is the desire of Breastfeeding Family Friendly Communities to maintain an atmosphere of mutual respect. Therefore, you have the responsibility and opportunity to explain to your fellow staff members that you find a particular language or action offensive or to report any such behavior that you might have witnessed.

BFFC cannot correct harassment problems of which it is unaware. Therefore, if you believe you have been harassed by a coworker, supervisor, member of management or other individual at the workplace, regardless of whether that person is employed by BFFC, or if you believe your employment is being adversely affected by such conduct, you should immediately report such concerns, in writing, to your immediate supervisor. If they are unavailable or the situation involves your supervisor, you should contact our Human Resources (HR) Representative, a Management Team Member, the Executive Director or the Chair of the Board of Directors.

The complaint of harassment should be made in writing. A copy of your complaint will be signed by the person to whom the complaint is made.

After a complaint of harassment is received, Breastfeeding Family Friendly Communities will conduct a prompt and impartial investigation. The investigation of any harassment complaint may include interviews of individuals believed to have information regarding the alleged harassment. All complaints of harassment will be handled in a discreet manner, and information will be limited to those personnel with a need to know.

During and following the investigation, Breastfeeding Family Friendly Communities will take appropriate steps to ensure that the employee making the complaint is provided with a work environment free of discrimination or harassment. This may include assigning the employee to a comparable work assignment on a temporary or permanent basis. The results of the investigation will be communicated to the complaining staff member, to the alleged harasser and, if appropriate, to others directly concerned promptly after BFFC determination.

Breastfeeding Family Friendly Communities will maintain confidentiality to the extent it is possible but does not promise the investigation will be completely confidential. If a complaint of harassment is found to have merit, prompt and appropriate disciplinary action calculated to end the problem and prevent its recurrence will be taken, up to and including termination of the harasser. Appropriate action will be taken to remedy the injury, if any, to the staff member subjected to the harassment. Supervisors who receive complaints or observe harassing conduct are required to inform the Executive Director, no matter how insignificant it seems. It is the obligation of all staff members to cooperate fully in the investigation process. In addition, disciplinary action will be taken against any staff member who attempts to discourage or prevent any harassment victim from using BFFC complaint procedure to report harassing conduct.

2.3.5. Prohibition Against Retaliation

No one will be subject to, and Breastfeeding Family Friendly Communities prohibits any form of, discipline, reprisal, intimidation or retaliation for good-faith reporting of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations. BFFC will not tolerate retaliation against any staff member for cooperating in an investigation or for making a good-faith complaint of harassment. If you believe you have been retaliated against for reporting harassment, for making a complaint of harassment, or for participating in an investigation related to harassment, you should immediately report the alleged retaliatory action to either the HR representative, the Executive Director or Chair of the Board of Directors.

2.4. Anti-retaliation policy

Breastfeeding Family Friendly Communities strictly prohibits and does not tolerate unlawful retaliation against any employee, by any employee. All forms of unlawful retaliation are prohibited, including any form of

discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law. If you believe you have been retaliated against for participating in any activity protected by law, you should immediately report the alleged retaliatory action to either the HR representative, the Executive Director or Chair of the Board of Directors.

2.5. Workplace violence

Breastfeeding Family Friendly Communities will not tolerate any type of violence committed by or against anyone in the workplace. Any acts of violence or threats of violence, verbal or implied, are strictly prohibited. Anyone who ignores these policies is subject to disciplinary action, up to and including termination of employment or service.

This list of behaviors, while not exhaustive, provides examples of prohibited conduct:

- Causing physical injury to another person.
- Making threatening or harassing remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging BFFC property or the property of another co-worker.
- Possession of a firearm or any other weapon while on Breastfeeding Family Friendly Communities property or while on Breastfeeding Family Friendly Communities business is prohibited.
- Committing acts motivated by or related to harassment.

Any potentially dangerous situation should be immediately reported to your immediate supervisor and the Executive Director.

2.6. Restrictions on disclosure of confidential information

Employees and volunteers have access to highly confidential and proprietary information and trade secrets not only of Breastfeeding Family Friendly Communities but also of the donors it serves. The unauthorized disclosure or use of such information would have a material adverse impact on BFFC; on our donors; and on our relationships with them. BFFC follows a policy intended to fully protect the confidential and proprietary information and trade secrets of the organization and its affiliates and clients. No matter what the job, disclosure of confidential information should not be made. Ask your immediate supervisor for clarification if you have any questions about what information is confidential or who is authorized to have access to that information.

At BFFC request, employees and volunteers must promptly make all disclosures and execute all documents appropriate to preserve the confidentiality of any confidential or proprietary information and trade secrets, including surrendering to Breastfeeding Family Friendly Communities, upon termination of employment or service, all documents and computer files (and all notes and memoranda made by the employee or volunteer) relating to or containing confidential or proprietary information or trade secrets.

Consistent with this expectation of information security by individuals working at the office and individuals who are working remotely will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

2.7. Equipment, property and proprietary information

The continued success of Breastfeeding Family Friendly Communities requires the commitment of all employees and volunteers to the proper allocation and use of resources. Such resources, including work time, material, equipment and information, are provided for organization business use. Nonetheless, occasional personal use of certain resources may occur without adversely affecting the interests of the organization.

Many workers are entrusted with specific proprietary information. Proprietary information, not to be confused with federal government classified information, is information not known to others that gives its owner a competitive advantage. Proprietary information can be ideas, designs, engineering and manufacturing processes, drawings, formulas, and procedures. It also includes business and strategic plans, capital spending plans, pricing data, procurement plans, financial information, employee records, new ideas, inventions and patent applications, and trade secrets. Outside requests for any information should be handled only by authorized people. Donor requests for information should be handled only by an authorized management team member. If the disclosure of proprietary information becomes necessary, that information must be disclosed only in strict compliance with agreements in place before the information is disseminated. A management team member should be consulted whenever there is a question concerning disclosure of proprietary information. Anyone who becomes aware of any unauthorized use of BFFC proprietary information must immediately notify a member of the management team. The organization can only protect its rights if violations are brought to its attention.

Never accept unsolicited ideas or otherwise use proprietary information of others (whether transmitted in writing, orally or visually) unless you receive prior written authorization. This guidance is necessary to protect Breastfeeding Family Friendly Communities from a claim by others that we misused their information.

Software and firmware, including computer programs, databases and documentation, should never be acquired or used without an appropriate licensing agreement. Do not copy or otherwise distribute software except in strict compliance with software licenses. This is often referred to as pirating of software. It is a violation of copyright law and can subject employees, volunteers and/or Breastfeeding Family Friendly Communities to severe penalties and expensive litigation.

2.8. Ethical considerations

It is the policy of Breastfeeding Family Friendly Communities that its business be conducted according to the highest ethical standards and in compliance with all applicable laws and regulations. Employees of BFFC must conduct its affairs with uncompromising integrity and honesty. People at every level are expected to adhere to high standards of business ethics. Each employee is a custodian of BFFC reputation.

2.8.1. Compliance with the Law

Observance of the law and the legal system is a fundamental principle for Breastfeeding Family Friendly Communities. Every employee shall obey the applicable laws and regulations of any government, government agency or regulatory body while engaging in work on behalf of BFFC. Employees must avoid violating the law in all circumstances while engaging in work on behalf of BFFC, particularly violations punishable by imprisonment, fines or other financial penalties.

2.8.2. Honesty and Fair Dealing

Basic principles of business ethics rest upon honesty and fair dealing. Employees should guide themselves accordingly in fulfilling their responsibilities to be honest and fair in dealings with donors, vendors, suppliers and other employees. By conducting business in this manner, Breastfeeding Family Friendly Communities will be able to maintain and preserve its reputation as an organization of the highest integrity. For example, Breastfeeding Family Friendly Communities is fair in its choice of suppliers, and employees are expected to engage in ethical buying practices and make purchasing decisions based on price, quality, quantity, delivery and/or services.

2.8.3. Conflicts of Interest

Every employee should avoid engaging in any personal activity, interest or association that would interfere, or appear to interfere, with the independent exercise of his or her judgment in situations involving an employee's personal interest. Here are some guidelines and rules to be followed:

2.8.3.1 AVOIDING IMPROPRIETY

Employees must avoid even the appearance of impropriety. Employees who use Breastfeeding Family Friendly Communities suppliers or contractors for personal business are expected to personally pay full market value for services rendered and/or materials provided.

2.8.3.2 OUTSIDE FINANCIAL INTERESTS AND EMPLOYMENT/CONFLICT OF INTEREST

No employee may serve as an employee of any competitor, vendor, supplier, or donor without written permission from the Executive Director or the Board of Directors. Employees must give prior notice to their immediate supervisor if they intend to serve on an outside board of directors. In addition, each employee is expected to refrain from engaging in any outside activity that could present a conflict of interest with BFFC.

Full-time employees are discouraged from accepting outside employment in addition to their work at Breastfeeding Family Friendly Communities; however, if outside employment is necessary, then prior notice to the immediate supervisor is required. Any outside employment which creates an actual or potential conflict of interest is discouraged and must be disclosed.

No employee or member of his or her immediate family may have an ownership interest or other significant financial interest in any competitor, vendor, supplier, or contractor with whom you interact in your job without prior full disclosure and written clearance from the Executive Director or the Board of Directors. If an employee is about to enter into a business relationship that could present a conflict of interest, the employee should contact his or her supervisor immediately.

Breastfeeding Family Friendly Communities does not allow staff members to receive any income or material gain from individuals or organizations outside of Breastfeeding Family Friendly Communities for services rendered or materials produced by Breastfeeding Family Friendly Communities staff in the course of their employment with Breastfeeding Family Friendly Communities. This prohibition would include, but is not limited to, honoraria, constructed objects and graphic design work, etc.

2.9. Bribery and kickbacks

Employees may not give anything of value, directly or indirectly, to any donor or potential donor, vendor or potential vendor, supplier or potential supplier as an inducement to obtain business or favorable treatment or, in the case of public officials, as an inducement to have a law or regulation enacted, defeated or violated or for the award of business or a contract. Similarly, employees may not accept anything of value in return for favorable treatment from donors or potential donors, vendors or potential vendors, suppliers or potential suppliers, either for themselves or others. All contacts and dealings with donors, vendors and/or suppliers shall be conducted so as to avoid even the appearance of impropriety or violation of any applicable law, regulation or these policies.

2.10. Unfair and deceptive practices

Breastfeeding Family Friendly Communities expects its workers to compete in a legitimate and ethical manner and avoid all actions that may be construed as being anti-competitive, monopolistic or otherwise contrary to competitive practices in the marketplace. For example, Breastfeeding Family Friendly Communities does not participate in unfair competition, price-fixing, bid-rigging arrangements, unacceptable exclusive dealings or any other illegal marketplace practice.

2.11. Use of federal funds for political activities

Breastfeeding Family Friendly Communities may not use any federally appropriated funds to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the award of any federal contract; making of any federal grant; making of any federal loan; entering into of any cooperative agreement; and extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

Employees whose salaries are paid from federal funds may not engage in the foregoing activities.

2.12. Lobbying and political activities

As a nonprofit organization with tax-exempt status, Breastfeeding Family Friendly Communities is prohibited from:

- Using any assets to endorse political candidates.
- Mobilizing supporters to elect or defeat candidates.
- Aligning itself with political parties.

Employees are prohibited from engaging in any such political campaign activities in their capacity as Breastfeeding Family Friendly Communities employees. Notwithstanding the above, communication with government officials and the general public about positions on legislation is permissible in consultation with the Executive Director, so long as government funds are not used.

Employee personal political activity and contributions are outside the scope of this policy as long as Breastfeeding Family Friendly Communities time and/or resources are not used.

2.13. Records and reports

All Breastfeeding Family Friendly Communities records must be kept so that an accurate, auditable record of all transactions is maintained in accordance with generally accepted accounting principles. No entries may be made to intentionally hide or disguise the true nature of any transaction or to create funds to be used for other purposes.

Information that you record and submit to other parties, whether inside or outside Breastfeeding Family Friendly Communities, must be accurate, timely and complete. Reports cannot be used to mislead those who receive them or to conceal anything. This accuracy requirement applies to both financial and nonfinancial records such as workers' compensation claims, safety statistics and other reports.

Records must be maintained in accordance with any applicable records management policy and/or records retention schedule.

2.14. Environmental compliance

Breastfeeding Family Friendly Communities is committed to full compliance with both the spirit and the letter of all federal, state and local environmental statutes and regulations applicable to our business. Employees and volunteers are expected to be aware of the role environmental issues play in the industry and to report any suspected environmental issues to their immediate supervisor.

2.15. Sexual exploitation and abuse

Breastfeeding Family Friendly Communities will not tolerate any type of sexual exploitation or abuse in the workplace or in reference to disaster response situations, or humanitarian crises. Any act of sexual exploitation or

abuse is strictly prohibited. Anyone who ignores these policies is subject to disciplinary action, up to and including termination of employment or service.

This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited:

- Sexual activity by an employee and a beneficiary who is a child (person under the age of 18), regardless of the age of majority, age of consent locally or mistaken belief in the age of the child, unless the employee is legally married to a person under the age of 18.
- Exchange of money, employment, goods or services (including assistance that is due to beneficiaries) for sex, sexual favors or other forms of humiliating, degrading or exploitative behaviors.

In addition, employees shall create and maintain an environment that prevents sexual exploitation and abuse. Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged, since they are based on inherently unequal power dynamics. Also, where an employee develops concerns or suspicions regarding sexual abuse or exploitation by a fellow employee, he or she must report such concerns to the Executive Director, or the Chair of the Board of Directors if the Executive Director is involved.

2.16. Problem resolution

If you experience a problem related to your employment, Breastfeeding Family Friendly Communities encourages you to discuss it with your immediate supervisor. If the nature of your problem is such that you do not feel you can discuss it with your immediate supervisor, or if your discussion is not successful, you may discuss the situation with his or her supervisor, HR representative or a member of management, who will make every effort to work with you toward a resolution of your situation.

Breastfeeding Family Friendly Communities is committed to providing a work environment where discussion of problems is encouraged within departments and open lines of communication are maintained throughout Breastfeeding Family Friendly Communities.

2.17. Questions regarding the code of conduct

If employees have questions regarding the applicability or interpretation of the code of conduct, they should direct their questions to:

- Their supervisor.
- HR designee.
- Another member of the management team.
- Executive Director.
- A member of the Board of Directors.

2.18. Reporting violations

If employees know of a violation or possible violation of the code of conduct, they shall immediately report it to any one or more of the following people:

- Their supervisor.
- HR designee.

- Another member of the management team.
- Executive Director.
- A member of the Board of Directors.

2.18.1. Compliance and ethics line

If a staff member or any other person in the workplace should ever feel that he or she cannot follow traditional protocols to report any improper conduct, violations of policy or code of conduct, or other concern, he or she should make an anonymous report to the Breastfeeding Family Friendly Communities Board of Directors via mail at 203 Oak Glen Place, Chapel Hill, NC 27516. Staff or any other person in the workplace may reach out to the Board to report any workplace issue that concerns them, including but not limited to: fraud, theft, substance abuse, sexual abuse, sexual exploitation, harassment, discrimination, unsafe work conditions, ethics violations or threats of violence. The Board of Directors will review the report for follow-up and resolution. Please note: The Board will have no way to determine the identity of the person making the report unless that person chooses to identify himself or herself.

2.19. Investigations of violations

All reported violations of the code of conduct will be promptly reviewed and investigated, as appropriate. Such reported violations will be treated confidentially to the extent possible and consistent with BFFC legal obligations. Employees are expected to cooperate in the investigation of an alleged violation of the code of conduct. If the result of the investigation indicates that corrective action is required, Breastfeeding Family Friendly Communities will decide what steps it should take, including legal proceedings when appropriate, to rectify the problem and avoid the likelihood of its recurrence.

2.20. Disciplinary and employee conduct policies

Corrective action, which can range from a verbal warning to immediate dismissal from Breastfeeding Family Friendly Communities, may be initiated for various reasons. The severity of the action will generally depend on the nature of the violation or problem and the employee's work record.

The following list contains some serious examples. It is not all-inclusive:

- Theft or attempted theft from Breastfeeding Family Friendly Communities, another employee, donor or other person doing business with Breastfeeding Family Friendly Communities.
- Dishonesty; misappropriation of Breastfeeding Family Friendly Communities or donor funds; unauthorized use of Breastfeeding Family Friendly Communities or donor funds; falsifying Breastfeeding Family Friendly Communities or donor records, reports, time records, medical forms, employment applications or other documents.
- Fraudulent statements or actions involving Breastfeeding Family Friendly Communities records or business activities.
- Willful or careless destruction of or damage to material, equipment or property owned by Breastfeeding Family Friendly Communities, another employee, or a donor.
- Violation of noncompetition, non-solicitation or confidentiality obligations to Breastfeeding Family Friendly Communities.
- Use, possession, manufacture, distribution, dispensation, sale, purchase or being under the influence of alcohol or illegal drugs or abuse of prescription drugs while on or in Breastfeeding Family Friendly

Communities premises or property during working hours or while on Breastfeeding Family Friendly Communities business.

- Insubordination; refusal to do assigned work; refusal to accept a transfer; failure to carry out reasonable orders; use of obscene or vulgar language and/or gestures; or threatening, intimidating or disrespectful behavior toward a supervisor, co-worker, or donor.
- Physical and/or verbal violence, threats, intimidation or harassment of another employee, a donor, or another person doing business with Breastfeeding Family Friendly Communities, or any other act that may interfere with the safe and efficient operation of Breastfeeding Family Friendly Communities.
- Conviction of a felony or misdemeanor or other violations of federal, state or local law, except for minor motor vehicle violations, when such violation occurs on the job, relates to work performance or adversely affects Breastfeeding Family Friendly Communities.
- Possession of a firearm or weapon on Breastfeeding Family Friendly Communities premises, or donor premises, or while on Breastfeeding Family Friendly Communities business other than in the employee's personal vehicle.
- Violation of the anti-harassment, anti-retaliation or equal employment opportunity policies set forth in this handbook.
- Extreme carelessness with or willful misuse of Breastfeeding Family Friendly Communities property (including, but not limited to, computer hardware, software, vehicles or office equipment), regardless of whether such carelessness leads to a loss to Breastfeeding Family Friendly Communities.
- Any other violation of Breastfeeding Family Friendly Communities rules and guidelines, including those contained in this Handbook.

Where, in the sole judgment of Breastfeeding Family Friendly Communities management, the violation or problem does not warrant immediate dismissal and where management has determined that the employee should be given the opportunity to correct the violation or improve his or her performance to an acceptable level, corrective action may be taken.

Some examples of actions that may lead to the corrective action process include, but are not limited to:

- Failure to meet job requirements or performance standards.
- Unexcused absence or lateness, excessive absenteeism or lateness, unauthorized absence from work, interfering with the work of others.

2.21. Acknowledgment

Breastfeeding Family Friendly Communities requires that all employees, contractors and agents regularly working at Breastfeeding Family Friendly Communities sign an acknowledgment confirming that he or she has received and read the handbook and code of conduct, understands them, and is complying with them. Accordingly, please sign and date the Acknowledgement of Receipt of Employee's Handbook and return it to your immediate supervisor.

3. Workplace policies

3.1. Immigration law compliance

All offers of employment are contingent on verification of your right to work in the United States. On or before your first day of work, you will be asked to provide original documents verifying your identity and right to work and, as required by federal law, to complete Federal Form I-9, Employment Eligibility Verification Form. If you do not have these documents on the first day, you must present them within three business days of your first day of work, or your employment must be terminated.

3.2. Background checks

Breastfeeding Family Friendly Communities reserves the right to conduct background checks, including but not limited to sex offender registry checks, on all applicants for employment or volunteer service, all employees, board members, staff members, key volunteers and those who may have unsupervised contact with a child, the elderly or people with disabilities. Additionally, to ensure that individuals who join Breastfeeding Family Friendly Communities are well qualified and have a strong potential to be productive assets to the organization, it is the policy of Breastfeeding Family Friendly Communities to complete a background check, including credit, motor vehicle and Workers Compensation history reports. All new hire applicants must complete a drug screen prior to the first day of employment. Employment references of applicants may be used to verify employment history and other credentials.

3.3. Anti-nepotism policy

Breastfeeding Family Friendly Communities makes decisions on applications for employment or volunteer service based on qualifications. Breastfeeding Family Friendly Communities permits qualified relatives to work at Breastfeeding Family Friendly Communities. Breastfeeding Family Friendly Communities will not, however, consider or accept employment applications or applications for volunteer service from relatives whose employment or service would result in a:

- Supervisor/subordinate relationship.
- Position where opportunities exist to make decisions that affect their own relatives (e.g., salary setting, hires, promotions, time off).
- Position where opportunities exist to approve financial transactions (e.g., purchases, travel advances, reimbursement of relatives).

For purposes of this policy, relatives are defined as parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step-relative, or any person with whom the applicant has a close personal relationship, such as a domestic partner, romantic partner or co-habitant.

3.4. Romantic or sexual relationships

Consenting "romantic" or sexual relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned - the employee, the supervisor/manager and Breastfeeding Family Friendly Communities. Any such relationship may, therefore, be contrary to the best interests of Breastfeeding Family Friendly Communities.

Accordingly, Breastfeeding Family Friendly Communities strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, Breastfeeding Family Friendly Communities does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to his/her supervisor. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

Breastfeeding Family Friendly Communities recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic." It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The higher-level employee's supervisor shall inform the Executive Director and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

Upon being informed or learning of the existence of such a relationship, the Executive Director may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and in order for Breastfeeding Family Friendly Communities to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the Executive Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

3.5. Drug and alcohol policy

This notice is written pursuant to the Drug Free Workplace Act, 41, USC § 701 and the implementing regulations at 24 CFR 24.

Drug and alcohol use are highly detrimental to the safety and productivity of staff members in the workplace. You may not be under the influence of alcohol or any illicit drug while on duty or while operating a vehicle or equipment owned or leased by Breastfeeding Family Friendly Communities.

Breastfeeding Family Friendly Communities is a drug and alcohol free workplace. The unlawful manufacture, possession, distribution, dispensation, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or a controlled substance while on Breastfeeding Family Friendly Communities workplace and program, while attending to business-related activities, while on duty, or while operating a vehicle or machine leased or owned by Breastfeeding Family Friendly Communities is strictly prohibited. Drug abuse violations in the workplace will result in immediate suspension or termination as determined by the employee's supervisor and the HR designee. The duration of the suspension will be determined upon review by the Executive Director in consultation with your supervisor and the HR designee.

The company reserves the right to require a current employee to submit to a screening test in any case where: there is reasonable suspicion or sufficient cause to suspect that the employee may be in violation of this policy, when an employee is involved in an accident which results in substantial property damage or injury requiring medical treatment, or when as a result of an accident, the employee causes or suffers a work-related or on-the-job injury which requires medical treatment away from the company. A split sample sufficient for testing shall be retained and made available to the employee within 48 hours of a positive test.

The company will have all such tests performed by a certified laboratory. In case of a positive result, the prospective or current employee will be advised. Before the test, the prospective or current employee will be provided an opportunity to list all medication that could affect test results. The sample will be obtained in a manner which takes into consideration the employee's privacy and the need to ensure the integrity of the sampling process. The prospective or current employee will cooperate in the testing process and complete and execute all documents required by the business responsible for obtaining samples. A prospective or current employee who tests positive for the presence of any illegal drug or controlled substance, or the presence of alcohol above the blood alcohol level limit of .02, will be considered "under the influence" for purposes of this policy.

Breastfeeding Family Friendly Communities will assist, by referral, any employee seeking drug counseling or programs of rehabilitation. Breastfeeding Family Friendly Communities will not be liable to pay for any counseling or rehabilitation. You may use physician-prescribed medications, provided that the use of such drugs does not adversely affect your job performance or your safety or the safety of other individuals in the workplace.

As a condition of employment at Breastfeeding Family Friendly Communities, all employees will abide by the conditions of this policy and also will notify Breastfeeding Family Friendly Communities in writing of his/her conviction for a violation of a criminal drug statute (including a DUI), occurring in the workplace, no later than 5 (five) calendar days after such conviction. The Executive Director will, in turn, notify the Board of Directors within 10 (ten) calendar days after the conviction. Employment with Breastfeeding Family Friendly Communities will be immediately terminated upon conviction.

3.5.1 Over-the-counter and prescription drug use

Any employee or volunteer using prescription or over-the-counter drugs that may impair performance during working hours must notify his or her supervisor before commencing or resuming work so that Breastfeeding Family Friendly Communities may determine whether the drugs will create a health or safety risk or interfere with the individual's ability to perform the essential functions of the job.

3.6. No smoking, vaping, or tobacco policy

Breastfeeding Family Friendly Communities also provides a smoke-free, tobacco-free work environment. Smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) inside any Breastfeeding Family Friendly Communities facilities, including owned or leased vehicles, is prohibited. Tobacco use is permitted in exterior designated smoking areas only during designated breaks. Smokers and tobacco users have a special obligation to keep outside smoking areas free of litter and to dispose of all smoking materials in proper receptacles.

For purposes of this policy, smoking includes lighting, smoking, or carrying a lighted cigarette, cigar or pipe and the use of any electronic smoking device (vaping). This list is illustrative only and not exhaustive.

3.7. Disability accommodations

The Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act and state law prohibit discrimination on the basis of disability. These statutes also require that covered employers provide qualified applicants and employees who have disabilities with reasonable accommodations that do not impose undue hardships on the employer. It is the policy of Breastfeeding Family Friendly Communities to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with

regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the organization's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

3.7.1. Procedure

If you are an individual with a disability and require accommodations in order to perform the essential tasks of your job, please advise the HR Representative of your disability and the nature of the accommodation you require. Breastfeeding Family Friendly Communities will hold an interactive dialogue with you to try to work with you to find a reasonable accommodation in order to perform the essential functions of a job unless doing so causes a direct threat or creates an undue hardship for Breastfeeding Family Friendly Communities.

3.7.2 Reasonable Accommodations

Reasonable accommodations may include, but are not limited to: any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

3.7.3. Confidentiality

Any information regarding a disability or handicap will be kept confidential and will not be disclosed except on a need-to-know basis and as may be required by law.

3.7.4. Retaliation

Employees will not be retaliated against for requesting an accommodation in good faith. Breastfeeding Family Friendly Communities expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith.

3.8. Injury at work/safety

If you are injured at work, no matter how slightly, you must immediately report the accident or injury to your supervisor and provide a completed Incident Report to the Executive Director. We may recommend that you seek medical attention.

If you are injured on the job, you may be entitled to workers' compensation benefits such as medical expenses and payment of a portion of lost wages.

Breastfeeding Family Friendly Communities is committed to providing each employee with a safe and healthy work environment. All employees must work together to ensure that the safety and health of fellow employees, volunteers, receive prime consideration and are reflected in all jobs and assignments.

At a minimum, employees and volunteers should adhere to the following safety rules at all times on all work locations:

- Report unsafe conditions to your supervisor at once.
- Promptly report all injuries or illnesses to your supervisor.
- Keep work areas neat and free of hazards at all times.

- Follow all Breastfeeding Family Friendly Communities safety rules.
- Comply with all federal, state and local safety regulations.
- No horseplay.
- Become familiar with the availability and location of fire extinguishers and first-aid kits.

3.8.1. Blood Borne Pathogens

In the event an injury results in the release of blood or other bodily fluids which would contain pathogens, i.e., HIV or HBV (hepatitis), immediately take steps to ensure the injured party is given first aid.

Spilled fluids are not to be cleaned up without the proper protective equipment and materials. The spilled bodily fluids must be cleaned up according to the following procedure:

1. Notify the appropriate supervisor as to the identity of the person(s) doing the cleaning and the circumstances surrounding the injury.
2. Put on protective gloves which are kept in first aid kits.
3. Spread absorbent material on the spilled fluids. Place contaminated material in a leak-proof plastic bag.
4. Sanitize the area with a bleach solution of one (1) part bleach to nine (9) parts water.
5. Follow up with cleaning the affected area with hot, soapy water.
6. Remove your gloves and place in the bag with the contaminated material.
7. Discard the bag in the trash containment area.
8. Wash your hands thoroughly in hot, soapy water.

After the cleanup is completed and checked by the supervisor, the supervisor should complete an incident report and provide it to a supervisor or HR designee for retention.

3.9. Lactation support policy

Breastfeeding Family Friendly Communities provides a supportive environment to allow chest/breastfeeding employees to express their milk during work hours or to nurse their children at Breastfeeding Family Friendly Communities.

Breastfeeding employees are welcome to continue providing milk for their infants after returning to work and shall be given reasonable time to breastfeed or express their milk, as needed. Employees may remain “clocked in” while expressing milk or nursing.

The lactating employee shall have access to a private room (not a toilet stall or bathroom) to chest/breastfeed or express their milk. The location will be private, sanitary, and located near a sink and will have an electrical outlet. In all locations, it is the responsibility of the lactating employee to clean and sanitize the lactation area after each session. If the infant can be brought to Breastfeeding Family Friendly Communities by the caregiver, the employee also is welcome to nurse during work hours.

Breastfeeding Family Friendly Communities Board of Directors and supervisors will support the Breastfeeding Family Friendly Communities worksite lactation program and negotiate practices that will help facilitate each employee's infant feeding goals.

3.10. Vehicle safety

When driving on Breastfeeding Family Friendly Communities business, you are expected to obey all traffic rules, drive defensively, wear seat belts, and use hands-free systems when on a cellphone. All vehicle accidents must be reported to your supervisor immediately. We strictly prohibit texting while driving an organization vehicle or personal vehicle for Breastfeeding Family Friendly Communities business use.

3.11. Business travel

Your position may require you to travel on business for Breastfeeding Family Friendly Communities. Please familiarize yourself with the following policies so that you will understand the processes required for business travel.

3.11.1. Use of Equipment and Vehicles

USE OF PERSONAL VEHICLES

The use of your vehicle for Breastfeeding Family Friendly Communities business is not recommended for trips over 300 miles (600 miles round-trip). Within this limitation, reimbursement for the use of your vehicle for Breastfeeding Family Friendly Communities business will be made at the mileage rate in effect at the time of use. You also will be reimbursed for all toll and parking charges incurred during business travel. This is the only reimbursement you are eligible to receive for the use of your own vehicle. Mileage reimbursement does not apply to travel between your home and primary location of employment, even in the case of working remotely.

If you are involved in an accident, your car is damaged, or your car suffers a mechanical breakdown while you are using your personal vehicle on Breastfeeding Family Friendly Communities business, Breastfeeding Family Friendly Communities will not be liable to you for the cost of such an accident, damage or repair. Employees are required to carry at least the minimum insurance coverage required by applicable law.

USE OF RENTAL VEHICLES

It is generally more cost-effective to rent a vehicle for long trips than to reimburse for mileage. To ensure proper stewardship of Breastfeeding Family Friendly Communities funds, employees are expected to rent a vehicle when traveling on Breastfeeding Family Friendly Communities business for trips over 300 miles (600 miles round-trip).

USE OF BREASTFEEDING FAMILY FRIENDLY COMMUNITIES -OWNED VEHICLES

To maximize the use of BFFC vehicles and to help minimize operating, maintenance and insurance costs, the following vehicle use policy is provided.

You must be at least 18 years of age and have a clean driving record with at least one (1) year of driving experience to drive a Breastfeeding Family Friendly Communities vehicle. Spouses or other family members not employed by BFFC may not drive an organization's vehicle. To ensure that vehicles are available for business use and to provide better stewardship and risk management, Breastfeeding Family Friendly Communities vehicles may not be used for private use at any time.

DRIVING RECORD AND RESTRICTIONS

It is further a matter of good stewardship, not only of our financial resources but also of our fellow employees, to make sure that anyone who is entrusted with driving on Breastfeeding Family Friendly Communities business is a safe and careful driver. Therefore, the following guidelines have been put in place.

You may not drive a BFFC car, rent a car for Breastfeeding Family Friendly Communities business or use your own car on Breastfeeding Family Friendly Communities business if you have had any of the following:

- had your license suspended or revoked in the last three (3) years
- more than three (3) moving violations in the past two (2) years
- more than three (3) accidents in the past two (2) years
- more than two (2) moving violations in the past year
- more than two (2) accidents in the past year

For the purpose of this policy, an accident will not count against you if you can demonstrate that you were clearly not at fault in any material way. Such proof would include a copy of a police report or court judgment.

If you have had a "major conviction" within the last five (5) years, you may not drive a Breastfeeding Family Friendly Communities vehicle or rent a vehicle for Breastfeeding Family Friendly Communities business. This includes, but is not limited to:

- Driving while intoxicated
- Driving under the influence of drugs
- License suspension for refusing a breathalyzer test within the past 3 years
- Leaving the scene of an accident
- Attempting to elude a police officer
- Operating a motor vehicle during a period of suspension or revocation of privileges
- Negligent homicide arising from the use of a motor vehicle (gross negligence)
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner permission/authority (grand theft)
- Permitting an unlicensed person to drive a motor vehicle
- Reckless driving/Careless driving
- Speed Contest
- Hit and Run (Bodily Injury or Property Damage) driving

Employees are prohibited from using a hand-held phone while driving on company business, whether or not in a company vehicle.

3.11.2. Travel Allowance — Travel, Food and Lodging

If you are traveling on Breastfeeding Family Friendly Communities business, you must observe the following guidelines:

- In general, if your destination can be reached in less than five hours by car, ground transportation is preferred. If you need to travel by plane, plan ahead if possible to allow time to qualify for discounts.
- Breastfeeding Family Friendly Communities does not pay per diem amounts. Breastfeeding Family Friendly Communities will not reimburse for any expenses that you do not actually incur.
- You will be reimbursed only for food purchases that are verified by a receipt. Meals provided by Breastfeeding Family Friendly Communities or volunteer organizations are subtracted on the reimbursement form. Breastfeeding Family Friendly Communities does not reimburse for alcoholic beverages. In addition, you will not be reimbursed for any food expenses in excess of [\$5] for which you do not have a receipt.
- Travel advances are available. A check request form must be completed and approved by your immediate supervisor.
- Breastfeeding Family Friendly Communities will not reimburse for any expenses for which you do not present a valid receipt.
- Any advances not verified by valid receipts may be deducted from a future payroll.

3.12 Communications standards

3.12.1 Solicitations, distributions and use of bulletin boards

Employees may not solicit any other employee during working time, nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time. Persons not employed by Breastfeeding Family Friendly Communities may not solicit Breastfeeding Family Friendly Communities employees for any purposes on Company premises.

Bulletin boards maintained by Breastfeeding Family Friendly Communities are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning the organization's business;
- Announcements of a business nature which are equally applicable and of interest to employees.

All posted material must have authorization from your supervisor, Executive Director, or Board Member. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

3.12.3 U.S. Mail usage

There may be times when, for convenience, employees may decide to use the US Mail service for the sending of personal letters or the receipt of personal packages from the US Mail or other carriers. At no time would it be allowable for employees to use Breastfeeding Family Friendly Communities postage for any personal out-going mail. If, at the discretion of the Executive Director, it is deemed excessive or disruptive to work operations, the receipt of personal packages may be prohibited.

3.13. Electronic communication tools

Electronic communication tools that may be provided by Breastfeeding Family Friendly Communities include, but are not limited to, email, voicemail, telephone, cellphones, modems, personal computers, tablets, laptop computers, fax machines and external video conferencing tools. These tools are important resources that enhance our competitive advantage. These tools are provided to BFFC employees to improve communications and relationships between employees, donors, vendors and suppliers, and to assist in gathering information from internal and external resources. Electronic communications are to be used in a manner consistent with BFFC philosophy and principles. In using electronic communications, each employee must use professionalism in all communications and comply with all laws and Breastfeeding Family Friendly Communities policies.

The internet is a business tool for Breastfeeding Family Friendly Communities. Unnecessary or unauthorized internet usage takes away from work time, consumes supplies and ties up printers. Unlawful internet usage also may expose Breastfeeding Family Friendly Communities to significant legal liabilities. In addition, Breastfeeding Family Friendly Communities insists that you respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings.

Electronic communication tools and their contents are Breastfeeding Family Friendly Communities property, including desktop computers and laptops assigned to and used by employees. Breastfeeding Family Friendly Communities reserves the right to monitor and inspect, without notice, all matters on or within all of BFFC systems, including, but not limited to, email, internet and intranet applications, to ensure their appropriate use. Employees have no expectation of privacy with respect to any use of these systems, including their office PCs, assigned laptops, email or voicemail. External communications should be viewed as open to the public domain and should not contain any confidential or proprietary information of Breastfeeding Family Friendly Communities, or its donors. Breastfeeding Family Friendly Communities reserves its right to monitor telephone calls made using the Breastfeeding Family Friendly Communities telephone system.

Employees are required to use an earpiece adapter or other hands-free car adapter when using the cellphone while driving. Employees must notify their supervisor immediately if they do not have an adapter or if it is in any way defective. Employees are prohibited from using a handheld telephone while driving or texting while driving.

Employees must report any theft, damage or malfunction of any of these resource tools to their supervisor within 24 hours, or the employee will be held responsible for the monetary value of the item. If the loss, damage or malfunction is due to employee negligence, the employee will be responsible for the damage or loss.

3.13.1. Acceptable Use of Electronic Communications

- Internal communication with other Breastfeeding Family Friendly Communities employees regarding BFFC business matters.
- External communications with volunteers, donors, vendors and suppliers regarding business matters.
- Accessing information resources for appropriate business, technical and/or research purposes.

3.13.2. Unacceptable Use Of Electronic Communications

Includes, but is not limited to:

- Misrepresenting oneself as another individual or organization.
- Revealing or transmitting proprietary or confidential information and/or copyrighted materials.
- Accessing, distributing, creating, downloading or storing materials that could be considered unethical, inappropriate, offensive, disrespectful or abusive to others, including but not limited to, pornographic or

obscene materials (including jokes); hate mail; discriminatory remarks; abusive, indecent or objectionable language; or threats of violence.

- Downloading music/video or configuring digital devices.
- Secretly or otherwise taping, filming, or electronically or mechanically recording any other employee, including, but not limited to supervisory or management personnel.
- Secretly or otherwise taping, filming or photographing BFFC's facilities, areas or operations.
- Conducting illegal activities.
- Representing personal opinions as those of Breastfeeding Family Friendly Communities, such as on social media sites.
- Using electronic communication for personal use without obtaining prior approval when additional service fees could be incurred by Breastfeeding Family Friendly Communities.
- Interfering with the performance of the employee's job or the jobs of other employees.
- Sending (uploading) or receiving (downloading) information in violation of its copyright.
- Excessive use of telephones for personal matters.
- The unauthorized transmission of information confidential or proprietary to Breastfeeding Family Friendly Communities.
- Using the internet for shopping or other nonbusiness-related activities.
- Downloading or uploading work produced at Breastfeeding Family Friendly Communities for personal or promotional use without prior written permission.
- Using the internet for excessive personal use.

3.14. Work space

Employees are responsible for maintaining any workspace assigned to them. Employees should keep in mind that their workspace is part of a professional environment that portrays Breastfeeding Family Friendly Communities' overall dedication to providing a quality, safe and efficient place to serve our mission.

3.15. Office equipment

Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, personal computer, printer and access to our central computers and servers. This equipment is the property of Breastfeeding Family Friendly Communities and cannot be removed from the office without prior approval from your supervisor. It is expected that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

In situations where employees are working from home and require office equipment, all equipment must be signed out and documented by the Executive Director.

Upon termination of employment, all office equipment must be returned to Breastfeeding Family Friendly Communities or the cost of such equipment will be withheld from any wages due the employee in full compliance with FLSA guidelines.

3.16. Personal property

Breastfeeding Family Friendly Communities assumes no responsibility for loss of or damage to the personal property of an employee either on or off Breastfeeding Family Friendly Communities premises. For your own protection, do not leave pocketbooks, wallets, money or other valuables in plain view.

Employees do not have an expectation of privacy in their workspace within Breastfeeding Family Friendly Communities. Breastfeeding Family Friendly Communities owns — and retains the right to access without prior notice to employees — furniture, including desks, files, cabinets, drawers and computers and any of the information on your assigned computer. Bags, files, boxes or other items that you may bring into Breastfeeding Family Friendly Communities or organization premises are subject to search.

3.17. Personal appearance and dress code

Breastfeeding Family Friendly Communities prides itself on providing you with a comfortable and relaxed place to work. Unless your job requires otherwise, Breastfeeding Family Friendly Communities maintains a casual dress code.

Breastfeeding Family Friendly Communities is confident that employees will use their best judgment in following this policy.

3.18. Cell phone policy

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and can be distracting to others. Employees are therefore asked to make any personal calls during non-work time when possible and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

The company will not be liable for the loss of personal cellular phones brought into the workplace.

3.19. Employment application and references

To ensure that individuals who join Breastfeeding Family Friendly Communities are well-qualified and have a strong potential to be productive and successful, it is the policy of Breastfeeding Family Friendly Communities to request that potential employees complete an employment application and provide Breastfeeding Family Friendly Communities with employment references. You may not see the contents of your references from a prior employer or other person without the express written permission of the prior employer or such person. If you fail to provide references or misrepresent your work history or other credentials, Breastfeeding Family Friendly Communities may withdraw an offer of employment or terminate your current employment.

3.19.1. affirmative action recordkeeping

As an equal opportunity employer, Breastfeeding Family Friendly Communities offers each job applicant the opportunity to complete an Affirmative Action Voluntary Information form. These forms are kept separate from employment application forms. The collected data is used to track applicant demographics and may be reported in aggregate form in federal grant applications and for federal program compliance reporting.

3.20. Personnel information and records

Breastfeeding Family Friendly Communities maintains personnel files for each employee. It is BFFC policy to acquire and retain only employee personal information that is required for effective operation of Breastfeeding Family Friendly Communities or that is required by law in the jurisdiction in which we operate. It is important that all files contain accurate and current information to ensure the appropriate taxes are deducted from your

paycheck and that you are properly enrolled in all benefit programs. It is your responsibility to inform the HR representative or their designee of any changes in your status, such as:

- Name change.
- Change of address or phone number.
- Change in marital status.
- Birth or adoption of a child.
- Change in dependent information.
- Change in emergency contact information.
- Beneficiary changes.

There is some information that is confidential in nature and kept in separate Confidential files in the same manner as general personnel files are kept within the management office or on the limited access HR server of Breastfeeding Family Friendly Communities. Access to such information will be restricted internally to those with a legitimate need to know. No personal information about an employee will be given to an outside source without the employee's consent, except as required by law or judicial or administrative process.

All employee records are the property of Breastfeeding Family Friendly Communities. Employees may review their personnel records upon request. Employees must contact the HR designee and schedule a time for inspection that is mutually convenient.

The employee may review his/her personnel file in the presence of the HR representative or designee and may not remove any items from the file. The name of the employee reviewing the file and the date of review will be noted on the folder or in an HR record and initiated by the persons involved. References obtained on a confidential basis will be removed from the file before it is viewed. If an employee wishes to obtain a copy of information contained in the employee's file, an appointment with the HR representative should be made and a Request for Records form must be completed and signed by the employee. The Request for Records form may be obtained from the HR representative. Breastfeeding Family Friendly Communities reserves the right to charge a per page fee for copying information requested by the employee.

All requests for employment references must be directed to the HR representative or designee. Employees may serve as personal references for other employees, but care must be taken to ensure that any information given is not represented in any way as being a Breastfeeding Family Friendly Communities employment reference.

Upon termination, the employee is no longer allowed access to the file and the information therein will not be released to any person, including the employee, or entity unless compelled by legal process.

3.21. Outside inquiries

All inquiries from outside parties about Breastfeeding Family Friendly Communities and/or regarding employment references should be forwarded to the HR representative or their designee.

3.22. Employees applying for open positions within the organization

Breastfeeding Family Friendly Communities supports employee development and growth through career advancement. When vacancies occur or new positions are created, current employees are encouraged to apply. Employees who are interested in applying for an open position are required to notify their direct supervisor and

the HR designee in writing. The HR designee will pass their information to the hiring supervisor. Selection will be based upon current performance, attendance, skills, experience and other relevant qualifications.

It is preferable that an employee be in their current position on a continuous basis for six months or more with Breastfeeding Family Friendly Communities before initiating a transfer. It is necessary to have the recommendation from the current supervisor considered. All qualified candidates will be interviewed. Upon selection, the current and hiring supervisor must agree on a mutually acceptable time for the transfer to take place.

3.23. Performance appraisal process

To help you perform your job to the best of your ability, it is important that you be recognized for good performance and receive appropriate suggestions for improvement, when necessary. Therefore, your supervisor will evaluate your performance on an ongoing basis and you will receive regular evaluations and a final overall annual assessment. For new employees, a 90-day review will be completed to assess performance.

Performance reviews will be based upon your progress towards reaching strategic plan goals and overall performance in relation to your job responsibilities, also taking into account other areas such as alignment with organizational virtues. A positive performance evaluation does not guarantee an increase in compensation or continued employment. In addition to the regular performance evaluations described above, your supervisor may conduct a written performance improvement plan at any time to advise you of performance or disciplinary problems.

The purpose of the appraisal is to review job duties and expectations, provide coaching, clarification and feedback, discuss job performance, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. In addition, this is also an opportunity to discuss future career growth and opportunities for professional and personal development.

If an employee experiences dissatisfaction with office policy or any other Breastfeeding Family Friendly Communities issue, the performance appraisal is not the time to discuss these issues. Problems should be addressed when they occur and not harbored by employees to the detriment of their work and well-being.

You are expected to sign any written performance review so that Breastfeeding Family Friendly Communities files reflect that the review took place and that the information was discussed with you. Signing does not necessarily mean that you agree with any or all of the review's contents. As a staff member, you have the right to respond to issues in your review that you disagree with or feel need further illumination. Any response received will be reviewed and placed in your personnel file.

It is important, particularly during the first three to six months of employment, that you clearly understand your role and job expectations. Do not hesitate to ask questions and to ask for further guidance if needed. If you have concerns or comments regarding your job assignment or your role within the department or organization, take the initiative to get the answers you need either from your immediate supervisor or the HR designee.

4. Compensation policies

4.1. Definitions of employment status

- Regular full-time employees: Employees who are regularly scheduled to work a minimum of 30 hours within the payroll week on an ongoing basis. Full-time employees are eligible for Breastfeeding Family Friendly Communities health benefits and other benefits to the extent provided by any benefit plan. Some exceptions do arise and are controlled by the HR designee and your direct supervisor.
- Regular part-time employees: Employees who are regularly scheduled to work less than 30 hours per week on an ongoing basis. Part-time employees will receive all legally mandated benefits such as

workers' compensation insurance and Social Security; however, they are not eligible for BFFC voluntary benefits.

- Temporary employees: Employees who are hired to work for a specified, limited duration of time, generally during:
 - Peak periods of the year when volume is higher than normal.
 - Short-term absences of regular staff members (10 to 90 days).
 - Vacancies in approved positions during the recruitment process.

Temporary staff may be interns, contractors or retained via a contract with a hiring agency. Temporary staff retain that status unless and until they are notified of a change in writing from their direct supervisor along with the approval of the HR designee. While temporary staff members receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for any benefit programs offered by Breastfeeding Family Friendly Communities.

- Exempt employees: Employees in bona fide executive, administrative, professional, outside sales and certain skilled computer professional positions, as defined by the FLSA and the Department of Labor regulations, are exempt from overtime.
- Nonexempt employees: Employees in positions determined to be nonexempt, as defined by the FLSA and the Department of Labor regulations, are eligible to receive overtime pay at the rate of 1½ times the regular hourly rate for all hours worked over 40 in a payroll week.

4.2. Initial employment period

Every new employee goes through an initial period of adjustment in order to learn about Breastfeeding Family Friendly Communities and about his/her job. During this time the employee will have an opportunity to find out if he/she is suited to, and likes, his/her new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. The initial employment period is 90 days.

During this time, the new employee will be provided with training and guidance from his/her Supervisor. He/she may be discharged at any time during this period if his/her Supervisor concludes that he/she is not progressing or performing satisfactorily. Under appropriate circumstances, the initial employment may be extended. Additionally, as is true at all times during an employee's employment with Breastfeeding Family Friendly Communities, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the initial employment period, the employee and his/her supervisor will discuss his/her performance and a 90-day review will be completed. Provided his/her job performance is "satisfactory" at the end of the initial employment period, he/she will continue in our employment as an at-will employee.

4.3. Hours of work

Breastfeeding Family Friendly Communities work week is defined as Sunday through Saturday. Overtime calculations will be based on a standard 40-hour work week. A work schedule, including expected start and end times, will be provided by your immediate supervisor.

All schedules are subject to change to accommodate organizational needs and are not guaranteed. Breastfeeding Family Friendly Communities is officially open between 8:00 am and 5:00 pm.

Employees are expected to arrive promptly in accordance with established working hours. Employees must report absences or delayed arrival to their supervisor as soon as possible.

Exempt employees are expected to work a minimum of four (4) hours per day.

4.4. Meal breaks and rest periods

Full-time employees will receive a minimum 30-minute unpaid meal period and two 15-minute paid break periods when they work a full day of more than seven hours.

Meal breaks and rest periods are intended to provide employees an opportunity away from work and employees are not permitted to perform any work during meal breaks and rest periods. Your supervisor will advise you of the times you are scheduled to take a meal break.

Rest periods are counted as time worked, you must not be absent from your worksite beyond the allotted break period time.

If you do not take one or both of your paid rest periods, you cannot leave 15 or 30 minutes early unless approved by your supervisor.

4.5. Time records

Employees must accurately record the time they begin and end work, along with the beginning and ending time of each meal period or any other time away from work.

Nonexempt employees will be required to complete timesheets to indicate hours worked and time used for meals and/or breaks. Upon the signing and submission of timesheets, employees are certifying the accuracy of all time recorded.

Employees may never sign in or out for another employee. Tampering, altering or falsifying time records is prohibited and may result in disciplinary action, including discharge. In addition, if you regularly fail to turn in your timesheet before the cutoff, you will be subject to Breastfeeding Family Friendly Communities disciplinary procedures.

4.6. Attendance

All employees are responsible for regular attendance and punctuality and any lateness should be explained to your supervisor on arrival. This means reporting to work at the prescribed time on each scheduled workday, unless illness or other unavoidable circumstances make it impossible to do so or unless prior permission to be absent has been given by your supervisor.

You should contact your supervisor before your workday is scheduled to begin, if you will be absent from your job or late for work. When appropriate, a date of expected return should be indicated. If the supervisor cannot be reached, follow your department reporting list until you have reached someone and they have acknowledged your situation.

4.7. Compensation administration

Base pay is the biweekly pay an employee receives on a regular basis. Adjustments to base pay can be applied based on merit or other employment action reasons such as promotion. Compensation outside of base pay is allotted for various reasons to include overtime and incentive/recognition awards.

4.7.1. Job Descriptions and base pay determination

Every position at Breastfeeding Family Friendly Communities has a job description summarizing the principal duties, responsibilities, qualifications and essential job functions of the role. Information in the job description is used to evaluate the position to determine its placement on a defined Compensation Structure, which identifies appropriate salary grade and exempt/non-exempt status. This Compensation Structure was developed using Breastfeeding Family Friendly Communities International's (Breastfeeding Family Friendly Communities) Annual U.S. Breastfeeding Family Friendly Communities Salary and Benefits Survey and will be reviewed regularly as updates to this survey are made public to ensure pay and benefits are competitive.

4.7.2. New Hire PAY Rates

A new employee's base pay will start at no less than the minimum of the market reference range for the position as defined by the Compensation Structure according to the salary grade of the position being filled. Hiring Managers will collaborate with the Executive Director or other HR representative, and using the predetermined Hiring Matrix will determine base pay taking into account the applicant's years of experience, level of education and additional and applicable skills commensurate with the employee's qualifications for the essential functions of the position.

4.8. Adjustments to base pay

All adjustments are subject to approval by the Executive Director, or another person appointed by the Executive Director as well as budget constraints.

4.8.1. Pay for performance/merit Increases

Guidelines for merit increases based on employee's performance will be provided on an annual basis from the HR representative or through collaboration of the Management Team. Merit increases are effective with the first full pay period of each year and merit increases outside of this annual merit cycle require Executive Director approval.

To be eligible for a merit increase, an employee must be employed with the organization and in the same position for at least six months of continuous service before the merit award date. Individuals who receive promotions, reclassifications, transfers or any other base salary adjustments on or after July 1 will not be eligible for an additional increase in that year's merit cycle without Executive Director approval.

4.8.1.1 BREASTFEEDING FAMILY FRIENDLY COMMUNITIES INCENTIVE PAY

For the purpose of rewarding employees for their performance and contribution to Breastfeeding Family Friendly Communities, increasing employee motivation and providing a clear correlation between strategic plan goals and the employee's ability to influence those measures, eligible Breastfeeding Family Friendly Communities employees may receive a payment of incentive compensation, in accordance with Breastfeeding Family Friendly Communities Incentive Pay Program.

This payment is not guaranteed and would not have a compounding effect on employees' pay. Breastfeeding Family Friendly Communities reserves the right to modify or terminate this incentive pay arrangement at any time.

4.8.2. Promotion

Promotion is defined as a regular employee moving to a position of greater responsibility or scope which is in a different pay grade based on the Compensation Structure. A promotion could be a result of an employee applying for an open position or having his/her current position's responsibilities restructured in such a manner that requires a reclassification to a higher pay range in the compensation structure.

Many factors should be considered when determining a promotional pay increase including the Hiring Matrix. Promotional pay increases should be determined by the Hiring Manager in collaboration with the Executive Director or another person appointed by the Executive Director.

4.8.3. Market Adjustment

Market adjustments are salary adjustments for an employee or group of employees that have fallen behind in base pay as compared to similar positions in the organization and/or in the market. Market adjustments do not occur in conjunction with a change in title, grade or FLSA status. Rationales for considering an equity adjustment are:

1. Consideration of a more appropriate alignment between the salaries of similarly situated employees performing work within the same pay grade, with similar levels of experience, background, and performance.

OR

2. Consideration of a more appropriate relationship between the salaries of existing employees and the relevant market. Any adjustment that is given to bring employees in line with the external market is subject to internal equity. Adjustments will not be made if differences are explainable based on qualifications, type or length of experience (both internal and external to Breastfeeding Family Friendly Communities), the work itself and/or performance and productivity.

4.9. Overtime

Breastfeeding Family Friendly Communities will comply with all federal, state and local regulations governing the payment of wages for time worked. The Fair Labor Standards Act, or FLSA, is the federal law that governs minimum wage and overtime pay. When operating requirements or other needs cannot be met during regular working hours, staff members may be required, at Breastfeeding Family Friendly Communities discretion, to complete overtime work assignments. If this occurs, Breastfeeding Family Friendly Communities will give you as much advance notice as possible. Overtime assignments will be distributed as equitably as practical to all staff members qualified to perform the required work.

4.9.3. Calculation of Hours Worked

Nonexempt employees will be compensated for all hours actually worked at their regular rate. Only those hours that are actually worked will be considered “hours worked” in computing whether overtime is due and, if so, how much. Time off for holidays, vacations, sick leave, personal leave, meal breaks and the like are not counted as hours worked.

4.9.4. Approval for Overtime

Overtime must be authorized and approved (in writing and in advance) by your supervisor. You may not simply decide to stay late or skip lunch, etc., and work overtime without the permission of your supervisor. If you repeatedly fail to get this permission in advance, you will be subject to Breastfeeding Family Friendly Communities disciplinary policies.

4.10. Travel pay for nonexempt employees

Nonexempt employees (regular or temporary) must be compensated for time spent traveling based on the following guidelines:

- Normal commute/travel time to the primary worksite is not compensated, unless the employee is working remotely and traveling from their remote worksite to their primary worksite.

- Single-day out-of-town travel is considered compensable time, excluding commute home-to-work travel time.
- Regular meal break time is not considered compensable time while traveling.

If an employee must commute/travel to a location outside of their normal place of work to fulfill work requirements, that actual travel time may or may not be compensated as outlined below:

- If the travel is within normal work hours it is compensated
- If the travel is outside of normal work hours and is on a common carrier or the employee is a passenger in a vehicle other than a common carrier, the travel time is compensated.
- If travel time is outside of normal working hours and the employee is required to drive, the time is compensated.

4.11. Training time for non-exempt employees

Time spent by non-exempt employees in training or preparing for training outside regular working hours shall be considered hours of work for the purpose of computing FLSA overtime if the training is required by Breastfeeding Family Friendly Communities or supervisor to:

1. Bring performance up to a fully successful, or equivalent level; or,
2. Provide knowledge or skills to perform new duties and responsibilities in the employee's current position

Time spent in training is not compensated if all four of the following criteria are met: (a) attendance is outside of the employee's regular working hours; (b) attendance is in fact voluntary; (c) the course, lecture, or meeting is not directly related to the employee's job; and (d) the employee does not perform any productive work during such attendance.

4.12. Pay procedures

4.12.1. Pay Cycle

Employees receive pay on a weekly basis. The payroll period begins on Sunday and ends on the Saturday following. Payroll is distributed by direct deposit to the financial institution on the Wednesday following the end of each pay period.

Pay advances are not allowed.

Breastfeeding Family Friendly Communities takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Breastfeeding Family Friendly Communities reserves the right to increase or decrease compensation in its sole and absolute discretion.

When a Federal holiday falls on a Wednesday payday, pay will be deposited on the business day prior to the normal pay date. Pay cycle calendars are provided to each employee at the time of hire and annually thereafter. Any changes to your rate of pay will begin on the first day of a payroll period.

4.12.2. Direct Deposit

Breastfeeding Family Friendly Communities employees receive their pay through direct deposit to the financial institution of their choice. If an employee does not have an option for direct deposit, they will have two weeks to establish a bank account. In the meantime, the employee will receive a paper paycheck.

4.12.3. Authorized Withholdings

Breastfeeding Family Friendly Communities is required by law to withhold Social Security, Medicare and state and federal income taxes. You may authorize additional deductions for other purposes in writing. A statement of deductions and earnings (Form W-2) for the preceding calendar year will be issued annually in January. If you terminate employment before January, your W-2 form will be mailed to your last address on record with Breastfeeding Family Friendly Communities.

As provided by law, Breastfeeding Family Friendly Communities is required to make deductions from an employee's salary if a court orders wage garnishment against that employee.

Any questions concerning why deductions were made from your paycheck or how they were calculated can be discussed with either your supervisor or the payroll representative. .

4.12.5. Administrative Errors

In the unlikely event an administrative error occurs in the processing of your pay, you are expected to bring such error to the attention of your supervisor immediately. Breastfeeding Family Friendly Communities will attempt to correct any such errors as soon as possible.

It is your responsibility to notify Breastfeeding Family Friendly Communities in the event of an overpayment of wages as soon as you are aware of the discrepancy. In the event of a payroll overpayment to an employee, the employee may be asked to enter into a written agreement to withhold or deduct the overpayment from wages. This agreement will be signed by both the employee and the company. No deduction will cause an employee's pay to fall below the FLSA minimum wage or salary level.

4.12.6. Expense Reimbursement

You must have your supervisor's authorization before incurring any expense on behalf of Breastfeeding Family Friendly Communities. To be reimbursed for any authorized expenses, you must submit an expense report or voucher, accompanied by receipts and it must be approved by your supervisor. You must submit your expense report or voucher each month as you incur authorized reimbursable expenses. In order for Breastfeeding Family Friendly Communities to keep accurate and current records, expense reports or vouchers more than 30 days old may not be honored.

To the extent an employee has been issued an organization credit card, the use of such credit card is limited to Breastfeeding Family Friendly Communities purchases that have been pre-approved and authorized. Receipts are required to be submitted related to all expenses. An employee may be required to reimburse Breastfeeding Family Friendly Communities for undocumented, unapproved or inappropriate expenses and disciplinary action may be taken.

5. Group benefits

Breastfeeding Family Friendly Communities reserves the right, in its discretion and without prior notice, to modify, add or discontinue benefits for eligible employees described in this handbook. Questions regarding these benefits should be directed to your supervisor or the Executive Director. Unless otherwise specified, employees may be eligible for benefits after the first day of the month following 45 day(s) of employment with Breastfeeding Family Friendly Communities. In the event of any conflict between the benefits set forth in this handbook and the descriptions contained in the summary plan description for such benefit, the terms of the summary plan description shall control.

5.1. Workers' compensation benefits

Breastfeeding Family Friendly Communities provides a comprehensive workers' compensation insurance plan for its staff members at no cost to them. This program covers you if you sustain an injury or illness during the course of your employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance may provide you with medical, rehabilitation and income benefits.

If you are injured on the job, you must immediately report the incident to your direct supervisor regardless of how insignificant the injury may appear. You will be asked to complete an accidental injury report and your supervisor is responsible to report the incident to the HR designee. This reporting is necessary to comply with Federal and State laws and to initiate insurance and worker's compensation benefits should they be needed immediately or in the future.

If you initially use time-off benefits and your injury is later determined to be work-related, your time-off benefits balance will be credited for the time-off benefits days used because of the injury and will be reallocated as days covered by workers' compensation, if appropriate.

Neither Breastfeeding Family Friendly Communities nor the insurance carrier will be liable for payment of workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Breastfeeding Family Friendly Communities.

Any questions regarding your eligibility for workers' compensation benefits should be referred to the HR designee or designee.

5.2. Social Security –Medicare

The Federal Social Security-Medicare package is our country's health insurance program and available to people 65 and older and people with disabilities. This program is funded through the FICA (Federal Insurance Contributions ACT) deduction that will be made from each paycheck as required by law. Breastfeeding Family Friendly Communities also pays an equal amount towards this tax.

5.3. Unemployment compensation

In the event that you should become unemployed, you may be entitled to weekly unemployment compensation until such time as you are gainfully employed. Breastfeeding Family Friendly Communities pays the necessary payroll tax to support this program which is administered by the State of North Carolina. Questions regarding eligibility for benefits should be directed to the appropriate state agency.

5.4. Employee Assistance Program

Breastfeeding Family Friendly Communities recognizes that an employee's personal life may affect their ability to do their best work when they're at work. Breastfeeding Family Friendly Communities provides, at no cost to the employee, a comprehensive Employee Assistance Program (EAP) to support them and their families with

addressing everyday challenges including stress management, childcare and financial literacy by providing confidential counseling, crisis management, referrals and awareness materials via a third party provider. Information about the program and referrals will be provided at orientation. Accessing these resources will be anonymous except in a situation where the employee receives a referral from their supervisor or HR representative to address performance concerns.

6. Time-off benefits

Days off for Paid Time Off (PTO) do not affect other types of leave currently available to employees, such as leave for bereavement or jury duty or leave due to a work-related injury. All employees must accurately report use of any form of time-off benefits on timesheets.

6.1. Paid Time Off (PTO)

Full-time employees earn Paid Time Off (PTO) based on length of service and the number of hours worked per pay period on average. PTO is considered earned when it is both accrued during the term of employment and actually used.

PTO is considered both protection of income for an employee's occasional absences due to illness and for management of personal needs, as well as for longer periods of respite or vacation from work.

By pooling PTO (sick and vacation) benefits, the employee may choose the reason for requesting scheduled time off and give them full responsibility for management of this time off. Employees are encouraged to plan ahead and maintain a PTO balance that will be sufficient to meet unexpected needs or absences (such as an illness).

6.1.1. Accrual Rates

New hires will begin accruing hours during the first full pay period following the date of hire.

Changes in accrual rates will begin the first day of the pay period following the employment anniversary date, based on length of service.

Employees may accumulate up to a maximum of 45 days (360 hours) PTO. Any PTO in excess of 45 days are forfeited.

Accrual of PTO may continue when an employee is on paid leave and ceases when an employee is on unpaid leave status (e.g. Short or Long Term Disability) and terminates on the last full day of work for which employee is compensated.

6.1.2. PTO Eligibility Schedule

Employees working 40 hours per pay period accrue PTO hours based on the schedule below:

Length of service	PTO days accrued per year	PTO hours accrued per pay period (40 hr/wk)
After 0 to 5 years of employment	20 days	6.15
6 to 10 years	25 days	7.69
11 years or more	30 days	9.23

Accrual rates will be provided to full-time employees scheduled for 30 to 39 hours per pay period. Accrual rates will be based on the regularly allotted hours worked per workweek.

6.1.3. Scheduling

New employees will be eligible to use any PTO hours accrued on the first day of the pay period following successful completion of their first 90 days of employment. PTO hours accrued after the completion of an employee's first 90 days are awarded as they are accrued and may be utilized, subject to scheduling requirements.

All time away from work, whether paid or unpaid, must be pre-approved by your immediate supervisor. When time away from work cannot be requested in advance due to short-term notice (emergency, illness, etc.), communication must take place as soon as possible with your immediate supervisor or designee.

PTO may be requested in no less than one (1) hour increments for non-exempt staff and no less than four (4) hour increments for exempt staff. PTO requests over two weeks must be approved by the immediate supervisor and the Executive Director.

PTO requests submitted five or more working days in advance will be considered "scheduled" absences. PTO requests submitted less than five working days and greater than 24 hours in advance may be considered scheduled when the request is to take advantage of a "low volume work period."

PTO requests submitted 24 hours or less in advance of the scheduled work shift start time will be considered "unscheduled" except in the case of a death of an immediate family member (as defined at Bereavement Leave section). In a period of illness, only the first day of the consecutive days of absence will be considered unscheduled. PTO days will be scheduled and approved in light of BFFC staffing needs. There may be occasions when a previously approved PTO day must be postponed to meet Breastfeeding Family Friendly Communities needs.

Because of the disruption to the work environment when absences are unscheduled, patterns of unscheduled time off and/or failure to notify your immediate supervisor in person of absence from a scheduled shift may be subject to disciplinary action, up to and including termination of employment.

6.1.4. Unused paid Time off

When employment with Breastfeeding Family Friendly Communities is terminated, employees who have completed at least 90 days of employment and give two weeks' notice will be paid for up to 10 days of accrued and awarded but unused PTO. Employees who are discharged from employment for cause or do not provide reasonable notice will not be eligible to be paid for unused PTO. Payment will be computed at the employee's rate of pay on the date of termination and paid with the deposit of final pay.

6.2. Holidays

Breastfeeding Family Friendly Communities provides paid time off to all active full-time employees in observance of the following holidays:

Holiday	Time of observance
New Year's Day	(Jan. 1)
Good Friday	(Friday before Easter)
Memorial Day	(Last Monday in May)
Juneteenth	(June 19)
Independence Day	(July 4)

Labor Day	(First Monday in September)
Thanksgiving — two days	(Fourth Thursday in November and the following day)
Christmas — two days	(Dec. 25 and additional day designated by the HR designee)

In the event that a holiday falls on a weekend or on a day with a special Breastfeeding Family Friendly Communities event, the HR designee will declare when the holiday will be observed. If a holiday falls during a scheduled PTO, the holiday will not be charged as PTO.

Part-time staff are eligible for holiday pay when a holiday is observed on a date they are regularly scheduled to work. They will be compensated for the number of hours they are regularly scheduled. For example, if a part-time Breastfeeding Family Friendly Communities Associate is regularly scheduled for five hours of work on Mondays, then they will receive five hours of holiday pay for any holidays observed on Mondays. When the number of scheduled hours varies, the compensation will be calculated based on the average number of hours worked per day over the previous four weeks.

In addition, an employee may request to use a PTO day or request a day off without pay in order to observe a religious holiday, not currently observed by Breastfeeding Family Friendly Communities. Unscheduled employee absences in a small organization place additional burden on co-workers. This additional burden is especially disruptive to the work environment during holiday observations due to the efforts made to schedule all employees for holiday time off. For this reason, consequences are associated with unscheduled absences around Holidays. Employees incurring an unscheduled absence on the workday immediately preceding or immediately following a paid holiday will automatically forfeit holiday pay unless the absence is due to death of an immediate family member or physician verified illness/hospitalization.

If you are an hourly employee and you are assigned to work on a holiday, you will receive holiday pay for the hours actually worked on the holiday at a rate equal to two times your straight-time rate of pay in lieu of scheduled time off.

Breastfeeding Family Friendly Communities will be closed to the public between the Christmas and New Year holidays. The specific dates will be determined by the HR designee each year. Program staff who wish to take time off during this closure must utilize their PTO during this closure.

6.3. Family and Medical Leave (FML)

The Family and Medical Leave Act, FMLA, is a federal law that provides eligible employees with up to 12 workweeks of unpaid, job-protected leave within a twelve month period. It also requires that their group health benefits be maintained during the leave. As an organization that does not employ 50 or more employees, Breastfeeding Family Friendly Communities is not required to provide FML; however, it is Breastfeeding Family Friendly Communities policy to follow FMLA procedures to provide Family and Medical Leave to eligible employees.

To be eligible for FML, you must meet all of the following conditions:

- Have been employed as an exempt or nonexempt employee for at least 12 months before the start of the leave.
- Have worked at least 1,250 hours during the 12-month period before the start of the leave.

Family and Medical leave applies to the following conditions:

- For the birth and care of the newborn child of an employee;

- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (i.e. spouse, child, or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition; or
- Additional provisions for military families as defined in section 6.7.1. Military Family Leave Per the FMLA.

FML will be initiated and authorized for qualifying situations at the time the event occurs and will run concurrently with any available paid leave (PTO) the employee may have. If the employee does not have PTO, the FMLA leave will be unpaid. PTO will not accrue during unpaid leaves of absence regardless of the purpose.

Group benefits will continue for the employee during FML, and the employee is responsible for continuing to make any normal contributions to the cost of health insurance premiums. An employee on unpaid FML must make arrangements with Breastfeeding Family Friendly Communities to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. If the employee's premium payment is more than 30 days late, the employee's coverage may be dropped unless other arrangements are made. Breastfeeding Family Friendly Communities will provide written notice to the employee that the payment has not been received and will allow at least 15 days after the date of the letter before coverage stops. Any amount of an employee's portion of the health insurance premium that goes unpaid will be withheld from any wages due the employee in full compliance with FLSA guidelines.

When an employee returns from FML, Breastfeeding Family Friendly Communities will use every reasonable effort to Breastfeeding Family Friendly Communities the employee to the same job or to an equivalent job that is virtually identical to the original job in terms of pay, benefits and other employment terms and conditions. All benefits an employee had accrued prior to FML will be Breastfeeding Family Friendly Communities d when they return from leave.

Breastfeeding Family Friendly Communities will adopt any policies related to Emergency FLMA or Emergency Paid Leave that are instituted by the US Department of Labor in response to world- or nation-wide emergencies including pandemics.

6.4. Pregnancy temporary disability and maternal leave

Breastfeeding Family Friendly Communities is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. BFFC ensures the protection and equal treatment of pregnant persons, individuals with pregnancy-related conditions, and new parents. We also believe in creating an inclusive environment for employees at every stage of their lives. We understand that welcoming a new child into a family requires time for recovery from childbirth or simply bonding with a baby, which is why we have established a Maternity Leave Policy for eligible employees.

- Eligibility and Duration: Full-time employees who have been employed by BFFC for more than six months are eligible to take up to 6 weeks of paid parental leave following the birth of a child or placement of a child for adoption or foster care. This leave must be taken within the first twelve months following birth or placement of the child.
- If the employee has paid leave available, she may use it in addition to the paid 6 weeks off or can opt to use unpaid time off up to 12 weeks. Holidays that fall during unpaid leave will not be paid, except through the use of the employee's accrued paid time off.

- Request Process: The employee should submit a request in writing to her immediate supervisor and the human resources department at least 6 weeks prior to expected childbirth. The request should include the date the leave is to begin and the date she will return to work. When making a request for leave, the employee must be prepared to submit proof of pregnancy or adoption if requested.
- The employee will receive a notification in writing of approval of her request after eligibility has been evaluated. The document will include the length of time granted (as designated by law), pay, and check-in dates if applicable.
- Benefits: The employee will maintain her health care benefits during the leave but is responsible for her portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.
- The Company reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by the Company on behalf of the employee while the employee was on a parental leave of absence. Paid time off, and award consideration will not be granted during the unpaid parental leave of absence.
- If an employee fails to return to work on the scheduled date of return, the employee will be considered to have abandoned their position and voluntarily terminated their employment.

6.5. Domestic violence leave

An employee is eligible for unpaid leave if the employee, or a family member of the employee, is a victim of domestic violence, stalking, sexual assault or kidnapping.

- Employees will be granted up to 15 calendar days of unpaid leave in any 12-month period if the employee or a family member of the employee is a victim of any of the abusive behavior described above. The leave must be used to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; obtain a protective order from a court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee (given that the employee is not the perpetrator of the abusive behavior against the family member).
- Procedure for Requesting Domestic Violence Leave: Except in cases of imminent danger to the health or safety of an employee, a request for domestic violence leave shall be made in writing to the immediate supervisor or the department head of the employee, as well as to the HR contact as soon as possible.
- Leave Administration: All available accrued sick leave, vacation leave and available personal days shall be used during the period of domestic violence leave. When all available paid accrued time has run out, the balance of the domestic violence leave will be unpaid.
- Supporting Documentation: An employee requesting domestic violence leave must provide to HR's contact showing that the employee or employee's family member has been a victim of abusive behavior and that the leave taken is consistent with the "domestic violence leave" policy. An employee is not required to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior.
- Employee Status After Domestic Violence Leave: At the conclusion of an approved leave, the employee must contact their supervisor and HR contact in order to be returned to the payroll.
- Confidentiality All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- Requested or consented to, in writing, by the employee.
- Ordered to be released by a court of competent jurisdiction; otherwise required by applicable federal or state law.
- Required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the attorney general.
- Necessary to protect the safety of the employee or others employed at the workplace.

6.6. Bereavement leave

In the case of death in the immediate family (spouse, child, sibling, parent, legal guardian, grandchild, grandparents, mother-in-law, father-in-law, spouse's child or sibling, son-in-law, or daughter-in-law), employees shall be granted a leave of absence of five working days with pay. Bereavement leave does not need to be taken as a block of continuous time and may include time to attend special memorials or ceremonies held at a later date. Additional days taken are chargeable against PTO accrued or are taken as unpaid leave, if no time has been accrued. Breastfeeding Family Friendly Communities reserves the right to require proof. There may be exceptions to what constitutes immediate family, but the HR designee or Executive Director must approve the exceptions and additional information may be required.

6.7. Military leave of absence

Breastfeeding Family Friendly Communities adheres to all state and federal laws and regulations regarding leaves of absence for military or reserve duty. When applicable, leaves of absence for military or Reserve duty are granted to full-time regular, part-time regular and temporary employees.

If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should notify your supervisor and submit copies of your military orders when you receive them. Employees must give the company advance notice of the need for military leave unless such notice is impossible or unreasonable or is prevented by military necessity.

You will be granted a military leave of absence for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off for required military training, as provided by federal and state law. Your eligibility for re-employment after your military duty or training is completed is determined in accordance with applicable federal and state laws.

6.7.1. Military Family Leave per the FMLA

The FMLA also provides for Military Family Leave as follows:

- a) **Qualifying Exigency:** an eligible employee is entitled to up to 12 weeks for any qualifying exigency, arising out of the fact that the spouse, child or parent of the employee is on active duty in a foreign country, or has been notified of an impending call to active duty status in a foreign country, in support of a contingency operation. This applies to members of the Regular Armed Forces, National Guard or Reserves.
- b) **Care for insured service member:** an eligible employee who is the spouse, child, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty in a foreign country, is entitled to up to 26 weeks of leave in a single 12-month period to care for that service member. This applies to members of the Regular Armed Forces, National Guard, Reserves and certain Veterans. (Eligible Veterans are those that are undergoing medical treatment for an injury or illness sustained or aggravated during active military service within five years of the date on which the veteran undergoes medical treatment.

6.8. Emergency Responder leave

Breastfeeding Family Friendly Communities will not terminate any employee because the employee misses work to perform duties as a volunteer firefighter, volunteer certified emergency medical service attendant, volunteer reserve law enforcement officer or volunteer part-time law enforcement officer. Employees who serve in those voluntary capacities are required to inform Breastfeeding Family Friendly Communities and his/her supervisor upon hire or when the employee becomes an emergency responder volunteer. Employees may use PTO or be approved for unpaid leave to fulfill these duties.

6.9. Jury duty

Breastfeeding Family Friendly Communities recognizes the responsibility of each citizen to participate in the jury process. Employees who must report for jury duty or who are subpoenaed as a witness must provide a copy of the summons to their supervisor within 48 hours of receipt of the summons. Serving on a jury or as a court-subpoenaed witness during normally scheduled working hours does not count as time worked for purposes of computing overtime.

A full-time staff member will be paid at normal compensation rates for the hours actually served as a juror or witness, but not overtime rates, for up to two weeks of jury or witness duty. After two weeks, the staff member will be on leave without pay. With the HR designee's approval, you may also use any available PTO for additional time off. Employees are expected to report to work whenever they are not required in court. The supervisor should be kept apprised of the employee's jury duty schedule.

In order to receive jury duty pay from Breastfeeding Family Friendly Communities, an employee must submit a statement verifying jury service and the payment received for jury duty to the payroll representative. Insurance benefits will remain in effect and unchanged for the full term of the jury duty absence. Accrual for benefits calculations, such as PTO or holiday benefits, will not be affected during jury duty leave.

If the length of your jury duty service extends past two weeks, the HR designee will be in contact with you to discuss any impacts that will occur to your payroll deductions (for health insurance premiums for example).

6.10. Voting Leave

Breastfeeding Family Friendly Communities believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections. In accordance with this philosophy, Breastfeeding Family Friendly Communities will grant its employees approved time off to vote if necessary due to work schedules and for periods of service as an election official.

6.10.1. Time off to Vote

Employees who are unable to vote in an election during non-working hours may be granted up to two hours of time off to vote in a local or national election. This time off will be with pay. Employees should request time off to vote at least two (2) working days before the election. Time off may be scheduled for the beginning or end of the work shift, whichever provides the least disruption to Breastfeeding Family Friendly Communities operations and should be reported and coded appropriately on payroll records.

6.10.2. Time off for Election Service

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. Employees who are chosen to act as election officials must notify their supervisor a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work. Employees may use PTO or be approved for unpaid leave to fulfill these duties.

6.11. Inclement weather

It is the intent of Breastfeeding Family Friendly Communities that all employees use their best judgment to determine when it is safe for them to travel to or from work, with the understanding that their decision may require them to use their accrued PTO.

Unless specific notification is received, BFFC will be open on all normally scheduled days, regardless of the weather, and employees will be expected to be present for all work related activities.

In the event that our facilities are closed, all exempt staff will receive regular pay for the day of closure. For hourly or non-exempt staff, you will be paid for the hours you were scheduled to work.

If Breastfeeding Family Friendly Communities remains open during adverse weather, employees who report to work will receive their normal pay for the day. exempt staff will receive their regular salary and hourly employees will be paid for hours worked.

If severe weather develops or is anticipated to develop during the workday, a decision will be made by Breastfeeding Family Friendly Communities as to whether or not closing early is necessary. If Breastfeeding Family Friendly Communities closes early, employees will be compensated as if they had worked to the end of their regularly scheduled shift for that day. If the employee elects to leave prior to the time Breastfeeding Family Friendly Communities closes, they will be required to use PTO or take unpaid leave in an amount equal to the number of hours between the time they left and the time the office closed.

6.12. Leave without pay

Requests for leave of absence without pay will be handled on a case-by-case basis. If you request an extended leave of absence without pay, your request must be approved by your immediate supervisor and the HR designee.

7. Additional Benefits

7.1. Educational and training opportunities

Breastfeeding Family Friendly Communities wishes to foster an efficient and professional work environment by offering staff members various educational and vocational opportunities.

Your direct supervisor may require that you attend certain training to help you perform your job better. In addition, you may request to attend a training event provided it is job-related. In order for your training event to be funded by Breastfeeding Family Friendly Communities, approval from your direct supervisor is required.

Breastfeeding Family Friendly Communities also offers periodic “in-house” training and educational opportunities in which invited staff members are expected to participate. You will be informed by your supervisor of required meetings and training events.

7.3. Breastfeeding Family Friendly Communities sponsored events

Throughout the year, Breastfeeding Family Friendly Communities may hold special events that have an admission price, in which staff may be asked to work. Employees working the event will be paid at their regular wage.

Employees, spouses or guests of employees who are not working or volunteering for a specific task and want to attend a Breastfeeding Family Friendly Communities event that has an admission price, will be required to purchase a ticket to the event as a guest. Communicate with your supervisor to clarify your role at specific Breastfeeding Family Friendly Communities sponsored events.

7.4. Shared Leave

Breastfeeding Family Friendly Communities recognizes that employees may have a catastrophic and/or life-threatening health issue or be affected by a major disaster, resulting in a need for additional time off in excess of their available paid time off. To address this need, all eligible employees will be allowed to donate accrued paid time off hours from their unused balance to their coworkers in need of additional paid time off, in accordance with the Voluntary Shared Leave Program. To donate or request time you will be asked to complete a form with the HR representative. Refer all questions to HR.

7.5. Remote Work

Employees may be eligible to temporarily or permanently work from a location other than the main office with prior approval from your supervisor and HR and if the job description identifies that the position is eligible for remote work. Not all positions are appropriate or feasible for remote work. Remote employees must follow all policies like their office-based colleagues. An employee and the remote location must meet certain criteria as defined in a Remote Work Agreement that will be signed by the employee, supervisor and HR prior to working away from the office. This agreement may be verbal in the case of government mandated stay-at-home orders.

7.6. Corporate Credit Card

Corporate credit cards may be issued to employees who purchase significant volumes of goods and services for use by Breastfeeding Family Friendly Communities in conducting their official duties. The Treasurer of the Board of Directors will authorize the issuance of all corporate credit cards.

Receipts are required to be turned in for all expenses in a timely manner. Confirmation statements, shipping receipts or similar reports may be used to document telephone, fax or online orders. A receipt of each transaction appearing on the statement shall be attached to the statement along with appropriate departmental codes, date and signature of authorized user.

Personal use of Breastfeeding Family Friendly Communities credit card is prohibited.

All corporate credit cards are the property of Breastfeeding Family Friendly Communities. Authorized users shall take the necessary precautions to ensure safekeeping.

The Finance Department will reconcile the receipts to the monthly credit card statements, identifying any variances or discrepancies. An employee may be required to reimburse Breastfeeding Family Friendly Communities for undocumented, unapproved or inappropriate expenses and disciplinary action may be taken.

8. Separation of employment

8.1. Separation

The last day the employee physically reports to work will be considered the last day of active employment. Time-off benefits cannot be used after this date and PTO will no longer accrue.

All employee benefits normally end with the termination of employment. Provisions for the continuation of medical benefits are briefly described below.

8.1.1. Resignation or voluntary termination

Employees who plan to leave the employ of Breastfeeding Family Friendly Communities are requested to give notice in writing at least two weeks in advance of the expected termination date. Four weeks' notice is requested of management employees. Such notice will facilitate the orderly transfer of work assignments. It would be expected that you would work during this time, unless Management approved other arrangements.

8.1.2. "NO CALL-NO SHOW" VOLUNTARY TERMINATION

Failure to report to work or call in for three or more consecutive days, except under extraordinary circumstances, will be treated as a voluntary termination of employment, as of the first day of the unapproved absence.

Failure to return to work upon the expiration of a vacation, leave of absence, jury duty, military leave or any other approved leave, without explanation or excuse approved by your supervisor, except in extraordinary circumstances, will be treated as a voluntary termination of employment as of the first day of the unapproved absence.

8.1.3. Discharge

Employment separation initiated by Breastfeeding Family Friendly Communities , typically related to employee performance.

8.1.4. Layoff

Employment separation initiated by Breastfeeding Family Friendly Communities for reasons other than employee performance, e.g. reduction of Breastfeeding Family Friendly Communities services.

8.1.5. Retirement

Voluntary retirement from active employment initiated by the staff member.

Although advance notice is not required, it is appreciated as a courtesy to ensure minimal staffing levels can be maintained and promised services provided to clients.

8.2. Exit Interviews

Exit interviews will be offered to all staff who are departing service from Breastfeeding Family Friendly Communities. The purpose of the exit interview process is to obtain information which can be used to help the organization operate more effectively and also to ensure the proper transition of Breastfeeding Family Friendly Communities property.

Staff who are leaving may have unique perspectives on skills needed to replace them, support needed in the department, policies and procedures that need to be reviewed by the organization and general feedback on their time within the organization. Information from your exit interview will be shared with your supervisor, unless you request that it be kept confidential.

The exit interview will be completed with HR, but the process is not limited to your conversation with the HR designee. Please feel free to schedule time with your immediate supervisor if you feel the need to discuss issues that impacted your tenure at Breastfeeding Family Friendly Communities.

8.3. Continuation of health insurance coverage

Federal COBRA law (Consolidated Omnibus Budget Reconciliation Act) gives eligible employees the opportunity to continue their existing health insurance coverage under BFFC health plan for a period after the termination of employment or other qualifying event.

Any questions regarding eligibility for continuation of health insurance benefits should be referred to your supervisor or the Executive Director.

8.4. Return of company property

Any Breastfeeding Family Friendly Communities property issued to an entrusted employee, such as BFFC forms and agreements, advertising, marketing or promotional materials, computer equipment, telephone, cellphone, software, key, and/or BFFC credit cards, must be returned to BFFC at the time of the termination of employment. If Breastfeeding Family Friendly Communities property is not returned the cost of such will be withheld from any wages due the employee in full compliance with FLSA guidelines.

8.5. Reference checks

Requests for employment references should be directed to the HR designee. Generally, references are limited to verification of an employee's position, job location and dates of employment with Breastfeeding Family Friendly Communities. No other data or information regarding any current or former employee, or his/her employment with Breastfeeding Family Friendly Communities, will be furnished unless the request is received in writing. Then Breastfeeding Family Friendly Communities can provide information by responding in writing, if the former employee has access to the information regarding 1) the written employee evaluations conducted prior to separation and 2) whether the employee was voluntarily or involuntarily separated from employment and the reason for the separation. Breastfeeding Family Friendly Communities is immune from liability in connection with the furnishing of this information as required by law.

Exact salary and/or other related information required for credit verification requests will be given only with the employee's written authorization.

In response to subpoenas or court orders, Breastfeeding Family Friendly Communities will provide such information as is required by law.

8.6. Re-employment

When an employee returns to employment with Breastfeeding Family Friendly Communities within 120 days that is not a part of a recall, his/her service time will be taken back to the original start date. Benefits, if applicable, will start according to the plan documents. If an employee returns after 120 days, the employee will be treated as a new hire.

9. Summary

We hope that you have a better sense of the policies and procedures, which will affect your work life while you are at Breastfeeding Family Friendly Communities. You should review the handbook periodically and any time problems may occur, so that you will have some guidance on the best way to proceed.

Please feel free to ask your supervisor or the HR designee for clarification if policies are not clear to you. The following acknowledgement form on the next page certifies that you have received a copy of this Handbook and that you accept responsibility for reading it, abiding by the expectations provided and/or asking for clarification as needed.

Acknowledgment of Receipt of Employee's Handbook

This handbook describes important information about Breastfeeding Family Friendly Communities and I understand that I should consult my immediate supervisor or HR designee regarding any questions not answered in this handbook. My signature below acknowledges that I have received a copy of the handbook and that I understand that it is my responsibility to read and comply with all company policies and procedures in the procedures manual and any revision made to it.

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

I have entered into my employment relationship with Breastfeeding Family Friendly Communities voluntarily and acknowledge that there is no specified length of employment. I acknowledge that my employment constitutes "at-will" employment. I acknowledge that this employment relationship may be terminated at any time, with or without cause, and with or without notice, at the option either of Breastfeeding Family Friendly Communities or myself. I understand that Breastfeeding Family Friendly Communities also reserves the right to change hours, wages and working conditions at any time. This at-will agreement supersedes any previous agreements, statements or understandings to the contrary.

I acknowledge that this handbook is neither a contract of employment, nor a legal document. I acknowledge that I have read and understood the Conflicts of Interest policy, section 2.8.3., and I am not in violation in any way that I have not disclosed to Breastfeeding Family Friendly Communities in writing.

I further acknowledge that I will not use any federally appropriated funds for purposes of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

I also state that:

- (i) I have not within the three preceding years been convicted of or had a civil judgment rendered against me for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (ii) I am not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (iii) I have not within the three preceding years had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (iv) I will notify Breastfeeding Family Friendly Communities within five (5) calendar days if I am convicted of violating the Drug Free Workplace Act (41 USC 701) and the implementing regulations (24 CFR 24).

Staff Member's Signature

Staff Member's Name (typed or printed)

Date received

Supervisor's Signature

Supervisor's Name (typed or printed)

Date received