



Personnel Policy Handbook

15 August 2018

(Version 1)

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Introduction

We are grateful that you have chosen to work at ChildFund Alliance where our success can be largely attributed to our Secretariat staff. We thrive on employees with a strong work ethic who are dependable and have a positive attitude. We strive to approach our work in a highly collaborative manner with energy and enthusiasm in an atmosphere of mutual respect and trust.

The Personnel Policies Handbook (the “Handbook”) is for all US-based employees and contains important information regarding employment with ChildFund Alliance. Employees are responsible for reading and understanding the information contained in this document so that they know what ChildFund expects from them and what they can expect from the organization; all aimed at forming a mutually successful working relationship.

This Handbook complies with the terms and conditions set out in the individual letters of agreement, which employees receive at time of hire and are subsequently modified at end-of-year check-in meetings or annual reviews. ChildFund may, at any time, at its sole discretion, modify or update anything stated in this Handbook and notify its employees accordingly.



Meg Gardinier
Secretary General

15 August 2018

Date for secondary review: 21 November 2018

What ChildFund Stands For

Descriptor

ChildFund Alliance is a global network of 11 child-focused development organizations. We work with more than 14 million children and their families in over 60 countries to overcome poverty and the underlying conditions that prevent children from achieving their full potential.

Our Vision

A world in which all children enjoy their rights and achieve their full potential.

Our Mission

Together with children, we create sustainable solutions that protect and advance their rights and well-being.

Our Core Values

- **Compassion and respect for all children and cultures**
We strive towards a world where all children, regardless of religion, race or gender, have the opportunity for a safe, healthy and happy childhood.
- **Commitment to delivering the highest quality standards of integrity and accountability**
We are committed to delivering the highest industry standards for the use of funds. We are financially accountable for all money we receive and use it only for the purpose for which it was raised.
- **Collaboration and knowledge-sharing**
We commit to working in partnership with our members, sharing knowledge and best practices in order to effectively reach the most children.

- **Advocates for child rights and the interests of all children**
We are committed to promoting and campaigning for the rights and interests of all the world's children.
- **Optimism**
We are devoted to our effort to provide children with hope and determination for a better life and a positive future.

Guiding Principles

ChildFund Alliance members agree to the following values regarding children.

Dignity and worth of every child: We facilitate the creation of a safe environment that promotes the dignity and worth of each child, regardless of ethnicity, race, color, language, religion, opinion, gender, origins, birth status, ability or membership in a particular group. We prohibit our representatives from discrimination.

Children's right to participate: We recognize that children are active and competent contributors to their development, with the right to participate in decisions affecting their lives.

Empowerment: We encourage the empowerment of children to develop capacities for self-protection and to advocate for issues that concern them.

Respect for children's rights: We respect the UN Convention on the Rights of the Child and promote the four core principles of the Convention: non-discrimination; the best interest of the child; the right to life, survival and development; and respect for the views of the child.

Contact Information:

ChildFund Alliance Secretariat is located at:

545 Fifth Avenue, 12th Floor, New York, New York 10017

The general telephone number is 212.697.0859

The website is www.childfundalliance.org

About ChildFund Alliance

ChildFund Alliance was set up in 2002 to provide members of child development organizations with the opportunity to join forces for maximizing impact, leveraging resources, accessing governments and donors and increasing efficiency to achieve greater results for children.

Our members are:



Headquarters: Sweden



Headquarters: Australia



Headquarters: Germany



Headquarters: United States



Headquarters: Ireland



Headquarters: Japan



Headquarters: Korea



Headquarters: New Zealand



Headquarters: Canada



Headquarters: Spain



Ensemble, construisons leur avenir !

Headquarters: France

ChildFund Alliance's operating budget comes from the dues of its members who invest in the Alliance to accomplish outcomes that they cannot perform alone. Additional funds may be sought from private foundations.

A Board of Directors governs ChildFund Alliance. Board members are appointed from the national boards of each member organization. The Board, which provides fiscal and programmatic oversight, meets twice a year.

The Secretary General reports to the Board Chair and works closely with the CEO Forum, composed of the chief executives of each member organization. The CEO Forum meets twice a year, often in conjunction with the Board. The CEO Forum works with and supports the Secretary General to drive the implementation of the ChildFund Alliance Strategic Plan, periodically reviews the plan, and makes recommendations for modifications, as required. It is the responsibility of the Secretariat to take all feedback and/or recommendations under advisement.

CEOs designate staff to serve on Alliance Committees and Task Forces designed to enhance the strategy and foster collaboration. There are currently Task Forces for Advocacy, Child-friendly Accountability, Child-Protection in Emergencies/DRR and Membership Growth. There is also an Alliance Program Committee and a Communications and Marketing Committee.

See the ChildFund Alliance Handbook for details of the Alliance structure and policies ([https://childfundalliance.org/zdocs/47b2fe64-3ed9-4697-9afc-e73230e822ab/CFA%20Handbook%202018%20CEOs%20&%20Board 07.2018.pdf](https://childfundalliance.org/zdocs/47b2fe64-3ed9-4697-9afc-e73230e822ab/CFA%20Handbook%202018%20CEOs%20&%20Board%2007.2018.pdf)).

The Secretariat is based in New York City and Brussels, with a combined team of eight professionals. In 2017, the Secretariat was expanded to include the European Union Office (EUO) in Brussels, Belgium. The EUO is composed of a Director and Grants Manager. In New York City, the Secretariat is composed of the Advocacy and Policy Advisor, Child Protection in Emergencies Advisor, Communications and Digital Strategist, Program Administrative Assistant, Secretary General and United Nations Representative. The EUO has their own

policies specific to Belgian law and as specified in the introduction, this Handbook applies to the Secretariat based in the U.S.

The current work plan and activities of the Secretariat in New York are largely guided by three strategic priorities in *Toward a Safe World for Children: Five-Year Strategic Plan, 2016-2021* (<https://childfundalliance.org/images/zdocs/CFA-StratPlan-long--rev2017-WEB.pdf>).

The Secretariat has three distinct primary roles, which it applies in implementing strategic priorities: (1) to lead, (2) to orchestrate and (3) to convene. In the case of Advocacy, the Secretariat will lead, while in the case of Emergency Response, the Secretariat will convene and in the case of Membership Growth, the Secretariat will orchestrate actions.

General Recruitment, Hiring and Terms of Employment

Equal Employment Opportunity (EEO)

ChildFund Alliance provides equal employment opportunity to all individuals without regard to race, color, religion, sex, gender, national origin, age, ancestry, citizenship status, marital status, sexual orientation, medical condition, pregnancy, disability, status as a disabled veteran or other veteran status, or any other characteristic or category protected by applicable laws and ordinances.

Reasonable Accommodation of Individuals with Disabilities

ChildFund Alliance is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990, amended in January 1, 2009 as ADA Amendments Act of 2008 (ADAAA) and applicable state law.

An applicant or employee who believes he or she needs a reasonable accommodation of a disability should discuss the need for possible accommodation with the Secretary General.

Introductory Period

To provide both the employee and ChildFund Alliance with the opportunity to assess and evaluate the initial employment relationship, new employees and those promoted into new positions will initially work through an introductory period of six months. If necessary, the employee's supervisor may extend the employee's introductory period for up to an additional 90 days. Satisfactory completion of the introductory period signifies ChildFund Alliance's belief that the employee is capable of functioning fully in the position.

Recruitment & Hire

While the ChildFund Alliance Secretariat is lean, the Alliance does occasionally post job vacancies for full-time, part-time and consultancy positions. All Secretariat job vacancies will be posted internally for a minimum of five days on the members-only section of the ChildFund Alliance website and then posted on external sources until the position is filled.

Letter of Hire

Upon hire, all employees are presented with a letter of employment, which outlines the following details:

- Position Title
- Reporting Structure
- Base Salary
- Medical Insurance
- Pensions
- Annual Leave
- Holidays
- Sick and Compassion Leave
- Intellectual Property
- Performance Review criteria

- Confidentiality
- Ethical Practices
- Conflict of Interest
- Termination of Employment
- Travel Insurance
- Disbursements

The job description for the position is attached to the employee's letter of hire. Both the job description and letter of employment may be updated annually.

Salary Structure

Compensation and Payroll

A salary range has been approved for each position, taking into account the organization's budget, labor market data, relevant work experience, internal equity, educational background and prior salary history.

The salary structure is set by the Secretary General in consultation with the Board Chair and Treasurer based on the operating budget of the organization.

Performance Appraisals

Performance Appraisals or End of the Year Check-ins will be generally conducted once a year before the fiscal year ends (June 30) and at other times deemed appropriate by the Secretary General.

Separation from Employment

Separation from employment might result from a variety of circumstances, such as resignation, retirement, severe illness, death or involuntary discharge. At times of separation, employees will be paid for any accrued, unused vacation days based on the employee's termination date. An employee must work at least half a month to accrue vacation days.

Termination of Employment

Employees may be terminated in any of the following events:

- (a) By either party giving one-month written notice.
- (b) By ChildFund Alliance for poor performance.
- (c) By ChildFund Alliance for serious and un-remedied misconduct such as dishonesty, willful neglect of duties, serious breaches of the ethical practice, child protection and conflict of interest policies outlined herein or undue absenteeism without approval.
- (d) In the case of redundancy/retranchment because of restructuring or other organizational circumstances.

Upon the termination of employment for any reason, employees shall immediately deliver up to ChildFund Alliance all correspondence, documents, reports, specifications, memoranda, papers, books, computer disks, manuals, and other records of accounts and other property which may be in your possession or under their control.

Employee Data and Personnel Files

Employee data and personnel files are considered confidential and are maintained by the Secretary General. Current employees may request access to their personnel files through a written request to Secretary General. Access will be provided to the individual within three business days of receiving the request or as otherwise provided by law.

Payroll

ChildFund International is responsible for processing payroll on a monthly basis. Payday is the 25th of each month for the entire month. For example, an employee will receive a paycheck on 25 June for the period 1 to 30 June. If the normal payday falls on a holiday when ChildFund Alliance is closed, the payday is one day prior to the holiday.

ChildFund Alliance is required by law to make certain deductions from employee paychecks. An employee's pay stub itemizes the deductions made from his or her gross earnings. Federal or state laws require the company to make deductions for social security, federal income tax, state income tax (where applicable), state disability insurance (where applicable), and any other legally-mandated taxes or deductions.

Working Hours

The workweek at ChildFund Alliance begins at 12:01 am on Monday and ends at midnight on Sunday. Our official hours for business are 9:00 am to 5:00 pm Monday through Friday. All full-time employees are expected to work a minimum of 40 hours per week based on the scope of duties outlined in their job description. All employees may take a daily paid lunch break (generally 45 minutes) which should be generally observed between 12 noon and 1:30 pm. If employees takes additional time for lunch, this time may be made up by working extra time at the end of the same day.

Attendance and Punctuality

All employees are expected to regularly work within the timeframe of the official business hours. Employees are expected to notify their supervisor if they are going to be late for work and/or unexpectedly absent from work. In both cases, the employee must notify her/his supervisor as soon as possible and no later than one hour before the official work hours. A message left on a supervisor's voicemail, a text or an e-mail is an acceptable form of communication.

Dress Code

The dress code at the Secretariat ranges from business to business casual. The majority of employees at the Secretariat will attend external meetings on a regular basis. Therefore, they must dress appropriately, as they are representing the Alliance in a range of settings, such as UN meetings. On days in which employees are not attending meetings and there are no visitors scheduled to

come to the office, employees can dress more casually. However, jeans are generally discouraged. If staff are attending Board meetings or CEO Forums, or will be in the company of our leadership, formal business dress is required.

Fostering a Collaborative Working Environment

The Alliance strives to fulfill its vision, mission and strategic priorities through a collaborative approach between our eleven members and our employees. The Secretariat thrives on a team-oriented culture where each employee contributes their skills and assets for the benefit of the entire team. Alliance staff are recruited because of their strong interpersonal skill set and their solid subject matter expertise. However, the Alliance Secretariat is the most successful when employees lend their talents and expertise to support each other, offering their guidance and expertise when needed. In an effort to foster good communication and cooperation, specific times are set aside for the team to convene, provide updates, share successes and/or challenges and problem solve. Meetings are also critical for planning activities efficiently, particularly those with time-sensitive deadlines.

- ***Weekly meetings with the Secretariat team*** are held each Tuesday at 9:30 am (Eastern Time). Employees are encouraged to attend unless it conflicts with an external meeting. These meetings are usually an hour in length.
- ***Quarterly Planning Meetings*** are held to anticipate and plan for major opportunities during the course of the designated timeframe. All employees must participate in these meetings. These meetings are usually two hours.
- ***One-on-One Meetings*** are held between the Secretary General and individual employees at least once a month and on an as-needed basis.
- ***Open Door Policy.*** All team members are encouraged to contact the Secretary General or their colleagues at any time to seek advice, check on progress, troubleshoot or discuss any concerns that they may have.

Working Outside Official Office Hours

The nature of ChildFund Alliance's business sometimes requires employees to work outside of its official hours. ChildFund Alliance expects and appreciates the cooperation of all employees in doing so. In select cases, employees may make the following adjustments to their work schedule in lieu of extra hours worked:

(1) Business Travel or Work Obligations on Weekends.

- a. When obligated to work (or travel) for eight hours or more on one weekend day, an employee is eligible to take off one full day immediately following the weekend. For example, if an employee works or travels eight hours or more on either a Saturday or Sunday, they may take off the Monday immediately following the weekend. If they work (or travel) eight hours or more on both Saturday and Sunday, they may take off the immediate Monday and Tuesday following. In the case of the latter, employees are urged to participate remotely in the weekly check in meetings (Tuesday at 9:30 am) so that they are kept informed about the developments in the office.

b. Convening or participating in calls outside official business hours:

If employees convene or participate in meetings outside the office hours and find that the extra hours are overly taxing for their energy level or interfere with a personal arrangement during that time, they are eligible to adjust their work hours to compensate for this time as follows:

- When employees must participate in early morning calls (i.e. 6:00 or 7:00 am), these calls may be made from home and employees may leave the office one hour earlier than the official hours (i.e. 4:00 pm) on the same day. If employees find it necessary, they may also depart early for participation in 8:00 am calls, although it is preferable that these calls take place within the office.

- If an employee must participate in a call later in the evening (6:00 pm or after) and find it more convenient to leave the office early and take the call from home, they may do so. If the call is later than 9:00 pm at night, they may come in one hour later the following morning (10:00 am).
- If an employee is participating in an external meeting (e.g. United Nations) which extends beyond 9:00 pm at night, they may come in one hour later the following morning (10:00 am).
- The same principle applies to those who for travel purposes arrive back in New York at 9:00 pm or later.

In the cases of late night meetings or travel that are unexpected, employees are requested to send a text or an email to their supervisor noting that they will be arriving later to the office the following day.

Inclement Weather

In case of inclement weather (snowstorm, hurricane or other severe natural disaster), ChildFund Alliance generally follows the United Nations closure schedule. The Secretary General will inform staff of the decision to close. If the UN remains open but travel conditions are hazardous, the Secretary General may recommend that people work at home if they so choose.

Job Abandonment

Employees who are absent from work for three or more consecutive working days without notifying their supervisor of the absence are considered to have abandoned their jobs, which may be grounds for disciplinary action up to and including separation.

Employee Benefits

ChildFund Alliance currently offers medical, dental and retirement plans to its employees. This Handbook briefly describes some of those benefits.

ChildFund Alliance provides medical and dental benefits to employees through Aetna Life Insurance Company (<https://www.aetna.com/>).

For information on coverage, employees can refer to the 'Aetna Life Insurance Company Booklet-Certificate available from info@childfundalliance.org

ChildFund Alliance offers a SEP-IRA retirement plan through Vanguard. Employees are eligible to enroll following a three-month probation period. ChildFund Alliance will contribute a minimum of 6% of the employees' salary to their Vanguard SEP-IRA.

Leave Benefits

ChildFund Alliance provides leave benefits to accommodate several circumstances. The following leave is available:

- Holidays
- Vacation Leave
- Sick Leave
- Civil Leave (Jury and Witness Duty)
- Compassionate Leave
- Family Medical Leave
- Disability
- Leave related to a workplace injury

A. Holidays

ChildFund Alliance recognizes 10 paid holidays per fiscal year:

New Year's Day (January 1)
Martin Luther King Jr. Birthday (third Monday in January)
President's Day (third Monday in February)
Good Friday (Friday before Easter)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day and the day after (fourth Thursday and following Friday in November)
Christmas Day (December 25)

If a company-recognized holiday falls during a scheduled vacation, employees are allowed to record this time as a holiday rather than a vacation day.

Employees may take paid holidays specific to their religious observance: e.g. 'Eid al- Fitr, 'Eid al – Adha, Passover and Yom Kippur. This is in addition to the list of ten paid holidays. (See above.)

The Alliance Secretariat is closed for the week between Christmas and New Year. This period is not counted against employee vacation leave.

B. Vacation Leave

In addition to holidays, all employees are entitled to 25 vacation days per year. Vacation days are accumulated at a rate of 2.08 days per month. Employees must schedule their vacation based on their allotment of vacation days earned. If an employee does not utilize 25 days within one year, they may carry over ten days. Any excess of ten days will be forfeited. ChildFund Alliance does not pay in lieu of days not taken. You will be compensated for any accrued unused leave upon termination, based on termination date.

For planning purposes, vacation requests should be communicated in writing as far in advance as possible. Except when there are special circumstances, vacation leave of ten (10) or more consecutive business days requires a 30-day notice. Vacation leave of five (5) days requires 14 days' notice. In the event of conflicting leave requests for employees within the same team, the Secretary General will make a fair assessment to determine who may take vacation during that period.

C. Sick Days

Employees are entitled to up to ten days of sick leave per year. Sick leave is to be used for absences arising from personal/family illness, injury or medical appointments. In the case of unplanned sick leave, employees must notify their Supervisor of their absence no later than one hour before the office opens. The message may be communicated in an email, text or voicemail. Employees are requested to specify the time that they will be out of the office (e.g. number of days), if known. If this is initially unknown, employees must notify their Supervisor of their absence on a daily basis within the timeframe specified above.

Employees are not expected to perform any work-related functions when they are absent for reasons arising from personal/family illness/injury. In select cases, the employee may request that another member of the team fulfill a specific responsibility on their behalf.

If an employee is absent due to employee's illness or that of a family member for more than three consecutive work days, ChildFund Alliance may require that the employee produce certification from their healthcare provider.

Sick Leave will be paid only for those days regularly scheduled to work. Unused Sick Leave cannot be carried over to the following calendar year. Any untaken days will be forfeited. ChildFund Alliance does not pay in lieu of days not taken.

Sick leave is provided to eligible employees for personal or immediate family member illness, medical or dental appointments, or a medical condition that requires an employee to be absent from work. An immediate family member, for purposes of sick leave, is defined as a spouse, domestic partner, child/step/foster

child, foster child, parent/step parent, or grandparent/step grandparent. An employee standing 'in loco parentis' to a sibling who is under 18, or who is 18 years of age or older and incapable of self-care due to mental or physical disability, may take sick leave to care for the sibling.

Sick leave is not workers' compensation. This is to be distinguished from an inability to work due to a work-related injury and/or illness that should be reported to the Secretary General as a workers' compensation claim. ChildFund Alliance's workers' compensation insurance carrier under the approved policy will then make a compensability determination. Workers' compensation is solely a monetary benefit and not a leave of absence.

D. Compassionate Leave

ChildFund will allow up to five days' discretionary compassionate leave in cases of bereavement, to attend the funeral or mourn the loss of an Immediate Family Member (defined as spouse/partner, sibling, children or parent) of the employee. If the need arises for compassionate leave, employees are requested to notify their supervisor immediately.

E. Family and Medical Leave (FMLA)

The Family and Medical Leave Act is a federal law that guarantees certain employees up to 12 work weeks of unpaid leave each year with no threat of job loss. FMLA also requires that employers covered by the law maintain the health benefits for eligible workers just as if they were working.

New York State's Paid Family Leave provides New Yorkers with job-protected, paid leave to care for a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad.

Under the specification of the law, employees must notify their employer at least 30 days before leave will start, if it is foreseeable. Otherwise, employees are

requested to notify their employer as soon as possible. The request should specify the amount of leave required and be accompanied by a short work plan proposing how their work duties will be handled in their absence. This plan will be reviewed by the supervisor and once approved, shared with the team. The request should also clearly specify the return date to the office. If an unforeseen development arises and the employee may not return on the date specified, they must notify their supervisor immediately and no later than five business days in advance of the agreed return date.

For more information on the New York State's Paid Family Leave including application requirements please refer to the following link:

<https://paidfamilyleave.ny.gov/paid-family-leave-information-employees#how-to-apply-for-benefits>.

F. Disability

ChildFund provides disability benefits for employees through the *New York State Insurance Fund*.

NYSIF Document Control Center-Disability Underwriting
1 Watervliet Ave Ext, Albany, NY 12206
(866) 697-4332

This coverage entitles employees to claim a benefit rate equal to one-half the average weekly wage of the employee up to maximum claim benefit rate of \$170 per week for 26 weeks if required.

Once the details of disability leave are known, the employee must contact their supervisor immediately. The notification should specify the number of days/weeks out of the office and the return date. The request should be accompanied by a work plan describing how the employee's duties will be handled in their absence. Following the review and approval by their supervisor, it will be shared with the team. If the employee, owing to the severity of the situation, is unable to provide this information, the supervisor will meet with the team and determine how to distribute the workload in their absence. In this case,

the supervisor will provide a written notification of the agreement with the employee.

If there are any changes in the return date from disability leave, employees are to notify their supervisor as soon as possible and no later than five business days before agreed return date.

G. Workers' Compensation

Employees who are injured or suffer an occupational disease while working are entitled to Workers' Compensation.

For a description of New York State Workers Compensation benefits, please see <https://childfundalliance.org/resources/publications/58-uncategorized/2570-workers-comp-policy-08-2018-pdf>

If work-related injuries result in employees being unable to return to work for more than seven days, the employee must notify their supervisor and agree to a work plan on how their duties will be handled in their absence. If the nature of the injury is such that the employee cannot communicate this information to the employer, the supervisor will make a determination on how to distribute the workload with the team. In this case, the supervisor will provide a written notification of the agreement with the employee.

It is the responsibility of the employee, based on consultation with their doctor, to notify their employer of their return date to the office once this information is known. If there is any change in the date, employees are requested to notify their supervisor as soon as possible and not later than five business days in advance of their return.

H. Retirement Plan – Vanguard

ChildFund offers employees a retirement plan (SEP) through Vanguard. Employees are eligible for this plan following their three-month orientation period. Click here to access the Vanguard homepage.

<https://investor.vanguard.com/what-we-offer/small-business/sep-ira>

Upon registration with Vanguard, employees receive a notification inviting them to create a user name and password to access the Vanguard account. Employees are requested to keep the password and user name in a private file so they may access account as needed. If employees misplace this information, they must to contact Vanguard directly: 1 800 523 1188. The hours are 8:30 am to 9:00 pm Monday to Friday.

In addition, employees may sign up to a Vanguard 403(b) retirement plan, to which they may make pre-tax contributions.

I. Jury Duty

If employees are assigned to Jury Duty, the Alliance will not treat this as unpaid leave, and will pay the employee's regular salary. However, employees are expected to check in with their supervisor on a daily basis during leave to address any urgent matters that may have arisen during the leave time. In cases where jury duty extends beyond five (5) days, the employee must notify their supervisor and propose a work plan on how their duties are to be distributed amongst the team in their absence.

Travel

Due to the nature of our work, employees often undertake domestic and international travel. ChildFund will reimburse employees for reasonable expenses incurred for business travel, including meals, lodging, transportation and corresponding tips.

A. Guidelines for Airline Travel

ChildFund Alliance recognizes that air travel is a regular feature of our business. The following criteria apply for round-trip airline travel:

Employee airline safety is our number one priority. While a range of air carriers exist -- some of which offer lower than usual fares -- ChildFund requires employees to refer to the following links on the safest airlines before booking their flight. <https://www.telegraph.co.uk/travel/news/safest-airlines-2018/>
<https://www.airlineratings.com/airline-ratings/>

Economy Fare with limited exceptions. Employees are required to travel in economy class with the following provisos:

- Secure the most economical direct roundtrip flight, unless the cost is prohibitively high.
- If employees are unable to book a direct flight at a reasonable cost and must therefore book a flight with a layover, it is recommended that employees avoid booking a flight with a layover exceeding four hours. While changing planes reduces the cost of airline tickets, the Alliance takes into account that holdovers may result in inconveniences (e.g. fatigue, unforeseen delays).
- If an employee is flying nine hours or more on a direct flight, they may upgrade to premium economy if the airlines offers this as an option. https://www.seatguru.com/charts/premium_economy.php.
- For safety reasons, travelers are required to submit their itineraries so the Alliance knows where they will be at all times.

B. Guidelines for Ground Travel

The Alliance will cover all reasonable expenses for ground travel, including bus, car service, rail, subway and taxi. If employees have a company credit card, they are requested to pay these fees with their card and keep track of all receipts. If they do not possess a company card, they must complete a Travel Reimbursement Form no later than seven (7) days after they return to the office.

The Alliance will reimburse mileage driven on a personal vehicle at the current IRS approved rate per mile. <https://www.irs.gov/newsroom/2017-standard-mileage-rates-for-business-medical-and-moving-announced>.

C. Per Diem

The Alliance's will reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized Alliance business.

If employees have a company credit card, they are requested pay these expenses with their card and keep track of all receipts. If they do not possess a company card, they must complete a Travel Reimbursement Form no later than seven (7) days after they return to the office.

While the Alliance does not have a strict per diem policy, employees are requested to exercise prudence when incurring costs related to lodging and meals. The United Nations Daily subsistence allowance (DSA) is an allowance that is intended to account for lodging, meals, gratuities and other expenses of United Nations travelers. The following link may serve as a guide depending on the employee's travel location: <http://ask.un.org/faq/114411>

Extras: Alcohol, Coffee Breaks and Water

ChildFund will reimburse for bottled water when traveling overseas and one coffee break per day, in any setting. While employees may enjoy an occasional glass of wine or alcoholic beverage with dinner, ChildFund does not reimburse for alcohol in excess of this.

Travel expenses must be properly documented and approved in a Travel Expense Report available info@childfundalliance.org

Toward a Fair, Safe and Productive Working Environment

Harassment and Discrimination

ChildFund Alliance strives to create and maintain a work environment in which people are treated with dignity, decency and respect, and are able to work and learn in a safe, stimulating atmosphere. ChildFund Alliance believes that any form of discrimination or harassment is misconduct that undermines the integrity of the employment relationship and is detrimental to fulfilling its mission.

Harassment

Harassment, on the basis of other protected characteristics, is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, national origin, age, disability or any other characteristic protected by local, state or federal law and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities. Harassment can be verbal, graphic or physical conduct. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email). Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

This policy applies to all applicants and employees and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to ChildFund Alliance (e.g., an outside vendor, consultant or customer).

All employees are responsible for notifying the Secretary General [CEO designee] of any violations of this policy.

Sexual Harassment

Sexual Harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment, as defined in the Equal Employment Opportunity Commission Guidelines, is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that does not involve sexual activity or language may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Child Safeguarding

In November 2016, ChildFund Alliance adopted *Keeping Children Safe, Child Safeguarding Policy Guidelines*. These set forth our core values and commitments to children in line with the United Nations Convention on the Rights of the Child. These values and commitments define ChildFund's collective identity, establish our accountability, require adherence to the highest standards and promote an

organizational environment supportive of our work to ensure children's protection, rights and well-being.

All staff are required to read the Child Safeguarding Policy Guidelines: <https://childfundalliance.org/member-resources/ceo-forum/policies-guidelines/1832-child-safeguarding-policy-guidelines-april-2017>. This includes a code of conduct that all staff are required to sign and abide by as a condition of their employment. (See page 8 of the *Keeping Children Safe Guidelines*.)

ChildFund Alliance will promptly investigate the facts and circumstances of any claim of harassment. To the extent possible, the company will endeavor to keep the reporting employee's concerns confidential; however, confidentiality cannot be guaranteed. Employees must cooperate in all investigations. Any supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately contact the Secretary General. If the employee has reason to believe that the Secretary General is in violation of this policy, they may submit their concerns in writing to the Violations Review Committee (VRC) VRC@childfundalliance.org. The VRC is composed of designated board members and CEOs who have the responsibility to investigate all reported complaints.

Upon completion of the investigation, ChildFund Alliance will take corrective measures against any person who has engaged in conduct in violation of this policy, if the company determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension or immediate termination.

No employee will be subject to reprisal or retaliation for making a good faith report under this policy or for cooperating in an investigation under this policy. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the Secretary General designee from the Violations Review Committee.

ChildFund Alliance cannot remedy claimed harassment or retaliation unless employees bring these claims to the attention of management. Failure to report

claims of harassment and/or retaliation prevents the company from taking steps to remedy the problem.

<https://childfundalliance.org/images/zdocs/Child-safeguarding-guidelines-WEB.pdf>

Code of Conduct

Whistleblower Policy

ChildFund Alliance requires employees to observe high standards of professional and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the ChildFund Alliance, employees must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that ChildFund Alliance can address and correct inappropriate conduct and actions. Under this policy, employees may report concerns about violations of code of ethics or suspected violations of law or regulations that govern ChildFund Alliance operations.

No Retaliation

It is contrary to the values of ChildFund Alliance for anyone to retaliate against any employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of ChildFund Alliance. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

ChildFund Alliance has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the Secretary General. If employees are not comfortable speaking with the Secretary General, or are not satisfied with their response, they may submit their concerns in writing to the Violations Review Committee (VRC) VRC@childfundalliance.org. The VRC is composed of designated board members and CEOs who have the responsibility to investigate all reported complaints.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

A member of the VRC will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Social Media

ChildFund Alliance recognizes the role social media plays in modern communication. As such, we respect the right of employees to use social networks for reasons of self-expression on a variety of topics, including political developments, culture and social trends. Employees, however, are not permitted to express their personal viewpoints under the name of ChildFund Alliance.

Intellectual Property

Information gained and material developed by an employee during their employment remains the intellectual property of ChildFund Alliance. Such material, if regarded by ChildFund Alliance as general information, can be reproduced or utilized if ChildFund Alliance is acknowledged.