



Personnel Policy Handbook

February 2019

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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 provisions of this Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. 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

February 2019

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 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 any protected category or particular group.

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 initiatives 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.

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 exclusively 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*](#).

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

Employment At-Will

It is the goal of ChildFund Alliance to provide a supportive work environment and a solid economic foundation upon which employees can grow and prosper professionally. ChildFund Alliance understands, however, that sometimes either the employee or ChildFund Alliance might decide to make personnel changes. Although ChildFund Alliance sincerely hopes the relationship with the employee will be a lasting one, please note that employment with ChildFund Alliance is not for any specified time. Employment will be “at-will,” which means that it may be terminated either by ChildFund Alliance or by the employee for any reason, at any time, with or without cause and without prior notice.

Equal Employment Opportunity (EEO)

ChildFund Alliance provides equal employment opportunity to all individuals without regard to age, alienage or citizenship status, color, disability, gender, gender identity, marital status or partnership status, national origin, pregnancy, race, religion/creed, sexual orientation, military status, arrest or conviction record, caregiver status, credit history, unemployment status, salary history,

status as a victim of domestic violence, stalking, or sex offenses, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

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.

Accordingly, ChildFund Alliance does not tolerate discrimination against our job applicants, contractors or employees by another employee, supervisor, vendor, customer, or any third party. ChildFund Alliance similarly prohibits harassment and retaliation of or against our applicants, interns, contractors, volunteers, or employees by another employee, supervisor, customer, client, vendor, or other third party in all aspects of the employment relationship including: recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, activities, access to programs, and treatment. Any form of discrimination or harassment on the basis of race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity), pregnancy (including pregnancy related impairments), sexual orientation, disability, marital status, partnership status, any lawful source of income, status as a victim of domestic violence or status as a victim of sex offenses or stalking or any other classification protected by federal, state or local law and/or ordinance is a violation of this policy and will be treated as a disciplinary matter. ChildFund Alliance has zero tolerance for discrimination or harassment and is committed to a workplace free of such misconduct.

Harassment Defined

Harassment as defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any

protected characteristic. 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.

Sexual Harassment Defined

Sexual harassment is a form of sex discrimination that violates Restaurant policy and is unlawful under federal, New York State, and local law (as applicable). While it is difficult to define all forms of sexual harassment prohibited by this policy, it includes all of the conduct described above, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature or which is directed at an individual because of that individual's sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), and/or sexual orientation when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, even if the individual is not the intended target.

Sexual harassment can be verbal (e.g., jokes, insults, gestures or teasing), visual (e.g., offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails), or physical conduct (e.g., unwanted touching, physically threatening another) that denigrates or shows hostility or aversion towards an individual based on sex or gender, gender identity, gender expression and/or sexual orientation.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement

- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, posters, or comments
- sexual jokes, noises, or comments about a person's body, sexual prowess, sexuality, sexual experience, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails, text messages, posts or voicemails
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender
- sex stereotyping

Retaliation Defined

Retaliation is adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, participated in the reporting and investigation process set forth in this policy, or otherwise assisted in an investigation or proceeding involving an actual or perceived violation of this policy. Retaliation violates ChildFund Alliance policy and is unlawful under federal, New York State, and local law (as applicable). Adverse conduct includes, but is not limited to: any action that would keep an individual from reporting discrimination, harassment, or retaliation; shunning and avoiding an individual who reports discrimination, harassment, or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting discrimination, harassment, or retaliation; and denying employment benefits because an applicant or individual reported or encouraged another individual to report discrimination, harassment, or retaliation, or participated in the reporting and investigation process.

Reporting Procedure

ChildFund Alliance cannot prevent discrimination and harassment unless it knows about it. If an individual believes someone has violated this policy, the individual should promptly bring the matter to the immediate attention of their Supervisor,

the Secretary General, or any other member of management with whom they feel comfortable. Reports of harassment may be made verbally or in writing. Written complaints can be submitted internally using the complaint form found at the end of this Handbook. If the individual makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the individual should contact the Secretary General immediately.

Every supervisor who learns of any individual's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to 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.

Investigation Procedure

Upon receiving a complaint, ChildFund Alliance will timely conduct a fair and thorough investigation into any claim of a violation of this policy to ensure due process for all parties. ChildFund Alliance will endeavor to keep the reporting individual's concerns confidential. However, complete confidentiality may not be possible in all circumstances. Individuals are required to cooperate in investigations conducted pursuant to this policy.

During the investigation, ChildFund Alliance will interview the complainant and the accused. ChildFund Alliance also will conduct further interviews as necessary, and review documents or other information the investigator believes are relevant.

Upon completion of the investigation, ChildFund Alliance will determine whether this policy has been violated based upon its reasonable, good-faith evaluation of the information gathered during the investigation. ChildFund Alliance will inform the complainant and the accused when the investigation is complete.

Any individual found to have engaged in conduct in violation of this policy will be considered to have engaged in individual misconduct. Individuals who violate this policy (which includes supervisory or management personnel who fail to report or knowingly allow sexually harassing behavior to continue) will be subject to disciplinary action, up to and including termination from employment. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

Legal Protections and External Remedies

Aside from the internal complaint process, individuals may choose to pursue external legal remedies with the following governmental entities:

New York State Human Rights Law (HRL)

The New York State Division of Human Rights (DHR) enforces the HRL, codified as N.Y. Executive Law, art. 15, § 290 et seq., which protects employees, paid or unpaid interns, and non-employees regardless of immigration status from unlawful discrimination, harassment or retaliation. The DHR has the power to award relief, which varies but may include requiring an employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

Title VII of the 1964 Civil Rights Act (Title VII)

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII (codified as 42 U.S.C. § 2000e et seq.). If an employee believes they have been subjected to harassment, they can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

Local Protections

Many localities enforce laws protecting individuals from harassment and discrimination. An individual should contact the county, city, or town in which

they live to find out if such a law exists. You may also contact the local police department or, in an emergency, dial 911.

Reasonable Accommodation and Cooperative Dialogue Policy

ChildFund Alliance is committed to complying with applicable federal, state and local laws governing reasonable accommodations of individuals. To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for who ChildFund Alliance has notice may require such an accommodation, without regard to any protected classifications, related to an individual's: (i) physical or mental disability; (ii) sincerely held religious beliefs and practices; (iii) needs as a victim of domestic violence, sex offenses or stalking; (iv) needs related to pregnancy, childbirth or related medical conditions; and/or (v) any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact the General Manager. Accommodation requests can be made verbally or in writing. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the individual should contact the Secretary General.

After receiving a request for an accommodation or learning indirectly that an individual may require such an accommodation, ChildFund Alliance will engage in a cooperative dialogue with the individual. Even if an individual has not formally requested an accommodation, ChildFund Alliance may initiate a cooperative dialogue under certain circumstances, such as when ChildFund Alliance has knowledge that an individual's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event ChildFund Alliance initiates a cooperative dialogue with an individual, it should not be construed as

ChildFund Alliance's belief an individual requires an accommodation, but will serve as an invitation for the individual to share with ChildFund Alliance any information the individual desires to share, or to request an accommodation.

The cooperative dialogue may take place in person, by telephone, or by electronic means. As part of the cooperative dialogue, ChildFund Alliance will communicate openly and in good faith with the individual in a timely manner in order to determine whether and how ChildFund Alliance may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, ChildFund Alliance will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the individual. ChildFund Alliance is not required to provide the specific accommodation sought by an individual, provided the alternatives are reasonable and either meet the specific needs of the individual or specifically address the individual's limitations.

As part of the cooperative dialogue, ChildFund Alliance reserves the right to request medical documentation from an individual where the reason for the accommodation is due to a physical or mental disability or needs related to pregnancy, childbirth or related medical conditions, to the maximum extent permitted by applicable law. Specifically, where the reason for the accommodation is due to needs related to pregnancy, childbirth or related medical conditions requests for medical documentation will be limited to the following circumstances:

- 1) when an individual requests time away from work, including for medical appointments, other than time off requested during the six (6) to eight (8) week period following childbirth (for recovery from childbirth) or
- 2) when an individual requests to work from home, either on an intermittent basis or a longer-term basis.

If ChildFund Alliance believes that the provided documentation is insufficient, and before denying the request based on insufficient documentation, ChildFund Alliance will request additional documentation

from the individual or, upon the individual's consent, speak with the health care provider who provided the documentation. As applicable, an employee whose time off is covered by the Family Medical Leave Act (FMLA) may also be required to provide medical documentation, depending on the circumstances of the leave request, pursuant to federal law.

At the conclusion of the cooperative dialogue, ChildFund Alliance will provide written notice to the individual in a timely manner indicating that ChildFund Alliance is granting or denying a reasonable accommodation.

Where a reasonable accommodation is being granted, written notice to the individual will indicate that either ChildFund Alliance:

- 1) will be able to offer and provide a reasonable accommodation as requested, or
- 2) will be able to offer and provide an alternative reasonable accommodation.

Where a reasonable accommodation is being denied, written notice to the individual will indicate one or more of the following:

- 1) an accommodation would not meet the requested need,
- 2) an accommodation would cause an undue hardship on ChildFund Alliance's operations,
- 3) documentation of the need for the accommodation was inadequate,
- 4) an accommodation would require removal of an essential requisite of the job,
- 5) an accommodation would pose a direct threat, and/or
- 6) any other basis for denying an accommodation.

ChildFund Alliance will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding an individual's underlying reason for needing an accommodation.

We will not allow any form of retaliation against individuals who have requested an accommodation, for who ChildFund Alliance has notice may

require such an accommodation or who otherwise engage in the cooperative dialogue process.

Individuals with questions regarding this policy should contact 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. During the introductory period, the at-will employee status is not altered. Continued employment after the end of the introductory period similarly does not alter the at-will employee status.

Employee Classification

Currently, the primary employee classification utilized by ChildFund Alliance is that of **Exempt Employees**. Exempt Employees are salaried employees whose work duties exempt them from the overtime provisions of the federal Fair Labor Standards Act and any applicable state wage/hour laws. Employees classified as exempt receive a salary which is intended to cover all hours worked.

Recruitment & Hire

While the ChildFund Alliance Secretariat is lean, the Alliance does occasionally post job vacancies for full-time, part-time and consultancy positions. Secretariat job vacancies will typically 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. Nonetheless, ChildFund

Alliance reserves the right to fill open positions from either internal or external sources.

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.

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.

Payroll

ChildFund International in Richmond, Virginia is responsible for processing payroll. New York employees will be paid on a semi-monthly basis, with paydays falling on the 15th and last day of each month. If the normal payday falls on a holiday when ChildFund Alliance is closed, the payday is one day prior to the holiday.

Exempt salaried employees receive a salary which is intended to compensate them for all hours worked for ChildFund Alliance. While the salary may be subject to review and modification from time to time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, the salary is subject to certain deductions. For example, absent contrary state law requirements, the salary can be reduced for the following reasons:

- Full day absences for personal reasons;
- Full day absences for sickness or disability;
- Full day disciplinary suspensions for infractions of our written policies and procedures;
- Family and medical leave absences;
- To offset amounts received as payment for jury and witness fees or military pay;
- The first or last week of employment in the event you work less than a full week;
- Any full work week in which you do not perform any work.

The salary may also be reduced for certain types of deductions such as health insurance premiums, garnishments, state disability insurance, or state, federal or local taxes.

In any work week in which a salaried employee performs any work, the salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability;
- Your absence on a day because your employer has decided to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work;
- Any other deductions prohibited by state or federal law.

If an employee has questions about deductions from their pay, they should immediately contact the Secretary General. If an employee believes they have been subject to any improper deductions or their pay does not accurately reflect their hours worked, they should immediately report the matter to the Secretary General.

Every report will be fully investigated. ChildFund Alliance will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in ChildFund Alliance's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

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 35 hours per week based on the scope of duties outlined in their job description. All employees may take a daily one hour paid lunch break. If employees takes additional time for lunch, this time may be made up by working extra time at the end of the same day.

Recording Your Time

It is has always been ChildFund Alliance's policy to properly pay employees for all their work time. For exempt employees, a salary is provided as compensation for all hours worked. Most nonexempt employees receive an hourly rate of pay for each hour worked during the work week. Some nonexempt employees receive a salary to compensate them up to the first 40 hours they work each week. (ChildFund Alliance's work week is Monday through Sunday.) All nonexempt employees also are paid overtime for any time worked in excess of 40 hours in a work week at one and one-half times their regular hourly rate of pay. Pay for paid vacation and holidays does ***not*** count as hours worked for overtime purposes. This time will, therefore, be excluded from accumulating hours to 40 hours triggering overtime.

To ensure all nonexempt employees are paid accurately and efficiently, ChildFund Alliance requires employees to record all hours worked. Whether on or off site, all nonexempt employees are required to "clock in" immediately prior to starting work and "clock out" upon concluding work.

Nonexempt employees should not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless authorized by management to do so. Again, all time must be recorded whether authorized or not authorized. Any employee who fails to report or who inaccurately reports hours worked may be subject to disciplinary action, up to and including discharge. If employees have any questions about recording work time, they should contact their supervisor.

Attendance and Punctuality

Due to the unique and important work performed by ChildFund Alliance, each employee performs an essential function. Therefore, attendance and punctuality are very important. With employees working together from separate time zones in New York City and Brussels, punctuality is especially crucial to the effective operation of the Alliance. When employees are absent or late, it places an unfair burden on other employees and can negatively affect the Alliance's work. Excellent attendance and punctuality is expected from all employees and is each employee's responsibility – both to ChildFund Alliance and to one another. Unexcused and/or excessive lateness and/or absenteeism may result in discipline up to and including termination.

ChildFund Alliance does, however, recognize that there may be times when absence or lateness cannot be avoided. In such cases, employees are expected to timely 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.

If an employee is in an accident or stricken by a serious illness and cannot provide advance notice of an absence or lateness, the employee should notify their supervisor as soon as possible.

In evaluating employee attendance and otherwise administering this policy, ChildFund Alliance does not consider absences/lateness protected by applicable federal, state, or local law.

New York City Temporary Schedule Change

Employees who work eighty (80) or more hours in New York City in a calendar year and have been employed by ChildFund Alliance for one hundred twenty (120) or more days are eligible for two (2) temporary changes to their work schedules each calendar year for certain “personal events.”

A temporary schedule change may last up to one (1) business day on two (2) separate occasions or up to two (2) business days on one (1) occasion each calendar year. A business day is any twenty four (24) hour period during which an employee is required to work any amount of time.

A temporary change means an adjustment to an employee’s usual schedule including in the hours, times or locations an employee is expected to work. The change can include: using short-term unpaid leave, vacation leave, working remotely, or swapping or shifting working hours with a co-worker. ChildFund Alliance has the option of granting unpaid leave in lieu of the temporary change requested by the employee.

A “personal event” includes the following:

- The need to care for a child under the age of 18 for whom the employee provides direct and ongoing care.
- The need to care for an individual (“care recipient”) with a disability who is a family member or who resides in the caregiver’s household for whom the employee provides direct and ongoing care to meet the needs of daily living and.
- The need to attend a legal proceeding or hearing for public benefits to which the employee, a family member, or the employee’s minor child or care recipient is a party.
- Any other reason for which the employee may use leave under NYC’s Paid Safe and Sick Leave Law.

For purposes of this policy a “family member” includes: a child (biological, adopted, or foster child; legal ward; child of an employee standing in loco parentis); a grandchild; a spouse (current or former regardless of whether they reside together); a domestic partner (current or former regardless of whether they reside together); a parent; a grandparent; a child or parent of an employee’s spouse or domestic partner; a sibling (including a half, adopted, or step sibling); any other individual related by blood to the employee; and any individual whose close association with the employee is the equivalent of family.

Request for a temporary schedule change must be made orally or in writing to ChildFund Alliance or the employee’s direct supervisor as soon as practicable after the employee becomes aware of the need for the change. The request should include:

- The date of the temporary schedule change;
- That the change is due to a personal event; and
- Proposed type of temporary schedule change (unless the employee would like to use leave without pay).

ChildFund Alliance will respond immediately to such requests. Assuming the employee has not exceeded the number of allowable requests and the request is for a qualifying reason, ChildFund Alliance will either approve the proposed type of temporary schedule change or provide leave without pay. ChildFund Alliance also may offer employees the ability to elect to use vacation leave. Employees will not be required to use leave under NYC’s Paid Safe and Sick Leave Law for a temporary schedule change.

If the employee requested the schedule change orally (for example, in person or by phone), the employee must submit a written request no later than the second business day after the employee returns to work. The employee should include in the written request the date of the temporary schedule change and that the change was due to a personal event.

ChildFund Alliance will provide a written response to any written request for temporary schedule change within fourteen (14) days. The response will include:

- If the request was granted or denied
- How the request was accommodated (if granted) or the reason for denial (if denied)
- Number of requests the employee has made for temporary schedule changes
- How many days the employee has left in the year for temporary schedule changes

Employees have the right to temporary schedule changes and may file a complaint for alleged violations of this policy and applicable law with the New York City Department of Consumer Affairs. ChildFund Alliance prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy and applicable law, or interference with any investigation, proceeding or hearing related to or arising out of the employee's rights pursuant to this policy and applicable law.

Employees with questions concerning this policy should contact the Secretary General.

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. Non-exempt employees must record and will be compensated for all hours worked. In select cases, exempt 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.
- There will be periods of time when employees are expected to participate in external meetings, which exceed normal business hours. In this case, the employee is requested to keep track of these hours and agree with their supervisor about compensation hours. Since the purpose of these compensation hours are to allow for rest and relaxation, it is recommended that these hours be taken immediately following the overtime.

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. Employees should refer to the actual plan documents and summary plan descriptions if they have specific questions regarding the benefit plan. If any discrepancies occur, the plan documents are the governing documents

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
- Paid Family Leave
- Short-Term Disability Leave
- 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.) Employees requesting a paid holiday due to religious observance should speak with the Secretary General.

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 will accrue up 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 accrued, unused vacation days. If an employee does not utilize 25 days within one year, they may carry over ten days to the following year. Any accrued, unused vacation days in excess of ten days will be forfeited and will not carry over. ChildFund Alliance does not payout for accrued, unused vacation days at the end of the year. Accrued, unused

vacation days will be paid out upon termination so long as the employee has been employed for at least half a month.

For planning purposes, vacation requests should be communicated in writing to the Secretary General 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 determine who may take vacation during that period based on business needs.

C. Safe and Sick Leave

ChildFund Alliance provides employees with ten days of safe and sick leave per year. Safe and sick leave immediately accrue at the start of employment and on July 1st of each year thereafter.

Employees may use safe and sick leave for the following purposes:

- (a) The employee's mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventative medical care;
- (b) The care of the employee's family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care;
- (c) Closure of the employee's place of business by order of a public official due to a public health emergency or such employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency;
or
- (d) The employee or a family member of the employee being the victim of family offense matters, sexual offenses, stalking, or human trafficking:

- To obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, sexual offense, stalking, or human trafficking;
- To participate in safety planning, temporarily relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
- To meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
- To file a complaint or domestic incident report with law enforcement;
- To meet with a district attorney's office;
- To enroll children in a new school; or
- To take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or employee's family member or to protect those who associate or work with the employee.

For purposes of this policy, family member means a child, spouse, domestic partner, parent, sibling (including half siblings, step siblings, or siblings related through adoption), grandchild or grandparent, or the child or parent of the employee's spouse or domestic partner, any other individual related by blood to the employee, and any other individual whose close association with the employee is the equivalent of a family relationship.

Employees must provide 7-days' notice of the need to use accrued safe and sick leave to their Supervisor if the need is foreseeable. Where the need is not foreseeable, employees should provide notice as early as possible. 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 as soon as it is known.

ChildFund Alliance will require supporting documentation if the employee uses accrued safe and sick leave for more than 3 consecutive days. For safe and sick leave used for reasons (a) or (b) above, documentation signed by a licensed health care provider indicating the need for the amount of safe and sick leave taken will be considered reasonable documentation and such documentation need not specify the nature of the employee's or the employee's family member's injury, illness or condition.

For safe and sick used time for reason (d) above, documentation signed by an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional service provider from whom the employee or that employee's family member has sought assistance in addressing family offense matters, sex offenses, stalking, or human trafficking and their effects; a police or court record; or a notarized letter from the employee explaining the need for such time will be considered reasonable documentation, and such documentation need not specify the details of the family offense matter, sexual offense, stalking, or human trafficking.

ChildFund Alliance cannot require that employees or a health care or service provider disclose personal health information or the details of the matter for which an employee requests safe leave under the Paid Safe and Sick Leave Law. ChildFund Alliance must keep information about an employee or an employee's family member obtained solely because of the Paid Safe and Sick Leave law confidential unless the employee consents to disclosure in writing or disclosure is required by law. Failure to provide requested documentation for paid safe/sick time taken under this policy within seven (7) days of returning to work may result in disciplinary action, up to and including termination.

Additionally, ChildFund Alliance may require an employee to provide written confirmation that an employee used safe and sick leave in accordance with this applicable law. A copy of the required form will be provided by management or otherwise is [available here](#).

Employees are not expected to perform any work-related functions when they are absent for safe and sick leave. In select cases, the employee may request that another member of the team fulfill a specific responsibility on their behalf. However, an employee's use of safe and sick leave will not be conditioned upon searching for or finding a replacement employee.

Safe and sick leave will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time, but no less than the applicable minimum wage. Safe and Sick Leave will be paid only for those days regularly scheduled to work. Unused Safe and Sick Leave cannot be carried over to the following calendar year and will not be paid out. Upon separation or termination, any unused safe and sick days will be forfeited and will not be paid out. ChildFund Alliance does not pay in lieu of days not taken.

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.

Employees may use safe and sick leave for the above outlined purposes without any condition that the Paid Safe and Sick Leave law prohibits. Employees have the right to request and use safe and sick leave and may file a complaint for alleged violations of this policy with the New York City Department of Consumer Affairs. ChildFund Alliance prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy can contact the Secretary General.

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/domestic partner, sibling, children (biological or adopted) or parent) of the employee. If the need arises for compassionate leave, employees are requested to notify their supervisor immediately.

E. New York Paid Family Leave

Employees may be entitled to a paid leave of absence under the New York Paid Family Leave ("PFL") law when they need time off to care for a family member, bond with a child or for certain qualifying exigencies. Benefits under this policy are funded through payroll deductions. This policy provides basic information concerning PFL entitlements and obligations. For questions concerning PFL, employees should contact Secretary General.

Employees Eligible for PFL Leave

PFL is available to "eligible employees." To be eligible, an employee must; (1) regularly work 20 or more hours per week; and (2) work at least 26 consecutive weeks (or work less than 20 hours per week and have worked at least 175 days). An employee has the option to file a waiver of PFL and therefore not be subject to deductions when his or her regular employment is: (i) 20 or more hours per week but the employee will not work 26 consecutive weeks; or (ii) less than 20 hours per week and the employee will not work 175 days in a 52 consecutive week period.

Employee Entitlements for PFL

As described below, PFL provides eligible employees with a right to paid leave, health insurance benefits and job restoration for certain family reasons.

Basic Leave Entitlement Reasons Leave May be Taken

Leave may be taken for any one, or for a combination, of the following reasons:

1. To participate in providing care, including physical or psychological care, for the employee's family member (child, spouse, domestic partner parent, grandchild, grandparent, sibling or parent of a spouse or domestic partner) with a serious health condition;
2. To bond with the employee's child during the first twelve months after the child's birth, adoption or foster care placement; and/or
3. Because of any qualifying exigency, as interpreted by the Family and Medical Leave Act (FMLA), arising out of the fact that the employee's spouse, domestic partner, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves: (a) inpatient care in a hospital, hospice or residential health care facility; or (b) continuing treatment or continuing supervision by a health care provider. Subject to certain conditions, the continuing treatment or continuing supervision requirement may be met by a period of incapacity of more than three (3) consecutive full days during which a family member is unable to work, attend school, perform regular daily activities or is otherwise incapacitated due to illness, injury, impairment or physical or mental conditions, and any subsequent treatment or period of incapacity relating to the same condition, that also involves: (a) treatment two or more times by a health care provider; or (b) treatment on at least one occasion by a health care provider, which results in a regimen of continuing treatment under the supervision of the health care provider. The continuing treatment or continuing supervision requirement also may be met by any period during which a family member is unable to work, attend school, perform regular daily activities, or is otherwise incapacitated due to a chronic serious health condition or an illness, injury, impairment, or physical or mental condition for which treatment may not be effective. A chronic serious health condition is one which: (a) requires periodic visits for treatment by a health care provider; (b) continues over an extended period of time (including recurring episodes of a single underlying condition); and (c) may cause episodic rather than

a continuing period of incapacity. Examples of such episodic incapacity include but are not limited to asthma, diabetes, and epilepsy. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

PFL provides eligible employees up to ten (10) weeks (increases to up to twelve (12) weeks on or after January 1, 2021) paid leave within any 52 consecutive week period.

The 52 consecutive week period is determined retroactively with respect to each day for which PFL benefits are currently being claimed.

Pay During Leave

PFL paid benefits are financed solely through employee contributions via payroll deductions. The weekly monetary benefit will be 55% of the employee's average weekly wage or 55% of the state average weekly wage, whichever is less (increases to 60% on or after January 1, 2020 and 67% or after January 1, 2021).

An employee who is eligible for both statutory short-term disability benefits and PFL during the same period of 52 consecutive calendar weeks may not receive more than 26 total weeks of disability and PFL benefits during that period of time. Statutory short-term disability benefits and PFL benefits may not be used concurrently.

Intermittent Leave and Reduced Leave Schedules

PFL leave may be taken for a period of consecutive days or weeks. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently in increments of at least one full day or on a reduced leave schedule, except that an employee may only take intermittent or reduced leave to care for a family member with a serious health condition where it is shown to

be medically necessary. Employees must provide notice as soon as is practicable before each day or intermittent leave.

Protection of Group Health Insurance Benefits

During PFL leave, employees are entitled to continue group health plan coverage under the same conditions as if they had continued to work. Unless ChildFund Alliance notifies employees of other arrangements, whenever employees are receiving pay from ChildFund Alliance during PFL, ChildFund Alliance will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

ChildFund Alliance's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, ChildFund Alliance will send a letter notifying the employee.

A foster parent requesting PFL to bond with a child must provide a letter of placement issued by the county or city department of social services or local volunteer agency. If the employee is not named in the placement document, an employee must submit both a copy of the document evidencing the placement, and a second document verifying the relationship to the parent named in the document (i.e. marriage certificate, civil union documents, or domestic partnership documents).

Report Periodically Concerning Intent to Return to Work

Employees must contact ChildFund Alliance periodically (e.g., every 2 weeks) regarding their status and intention to return to work at the end of the PFL leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide ChildFund Alliance with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return-to-work date. If employees give ChildFund Alliance unequivocal notice of their intent not to return to work, ChildFund Alliance's obligations to maintain health benefits (subject to COBRA requirements) and to restore their positions cease.

Substitute Paid Time/Leave for Unpaid Portions of PFL

ChildFund Alliance and an employee may agree to allow the employee to supplement PFL benefits with unused accruals or other vacation leave up to their full salary.

Coordination of PFL with Other Leave Policies

ChildFund Alliance will run PFL concurrently with vacation leave or ChildFund Alliance Leave Policies whenever permissible under the law.

The PFL does not affect any federal, state or local law prohibiting discrimination, or supersede any federal, state or local law which provides greater family leave rights. For additional information concerning leave entitlements and obligations that might arise when PFL is either not available or exhausted, please consult ChildFund Alliance's other leave policies in this employee handbook or contact the Secretary General.

Questions and/or Complaints about PFL

If you have questions regarding this PFL policy, please contact the Secretary General. ChildFund Alliance is committed to complying with the PFL and, whenever necessary, shall interpret and apply this policy in a manner consistent with the PFL.

Employees who disagree with a denial of their claim for PFL, may submit their dispute to arbitration. A request for arbitration must be submitted to the dispute resolution forum within 26 weeks of the written notice of denial. Copies of all documents previously submitted to the carrier or to ChildFund Alliance as proof of eligibility and the rejection of claim form must be submitted with the request for arbitration as well as a \$25 filing fee. Any request for arbitration which is not accompanied by the necessary documents or filing fee shall be returned with an acknowledgment stating there will be no further action on the claim.

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 contact info@childfundalliance.org.

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. Vanguard Retirement Plans

i. Vanguard SEP-IRA

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.

ii. Vanguard 403 (b)

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, employees may be asked to try to postpone jury duty if the absence presents a serious conflict for management, or 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.

J. Lactation Breaks

ChildFund Alliance will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

Additionally, ChildFund Alliance will make reasonable efforts to provide employees with the use of a functional room for location in close proximity to the employee's work area, other than a bathroom, for the employee to express milk in private that is free from intrusion from co-workers and the public that includes access to an electrical outlet. This room or location may be the employee's private office, if applicable.

Employees should advise their Supervisor if they need break time and an area for this purpose. ChildFund Alliance may not be able to provide additional break time if doing so would seriously disrupt ChildFund Alliance's operations. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Employees should consult the Secretary General if they have questions regarding this policy.

K. Military Leave

Employees who are called into active military service or who enlist in the uniformed services are eligible to receive an unpaid military leave of absence in accordance with applicable federal and state laws. To be eligible for military leave, employees must provide management with advance notice of their service obligations, unless they are prevented from providing such notice due to military necessity or it is otherwise impossible or unreasonable to provide such notice.

Employees who are required to attend yearly Reserves or National Guard duty can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). Such employees should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage.

Employees whose absence does not exceed applicable statutory limitations will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

Please speak to the Secretary General for additional information about eligibility for Military Leave.

L. Voting Leave

ChildFund Alliance recognizes the obligation of every U.S. citizen to vote in general elections. In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to vote. This time should be taken at the beginning or end of the regular work schedule. An employee will be allowed a maximum of two (2) hours on Election Day without loss of pay for purposes of voting in the event the employee's work schedule conflicts with the hours of operation of the employee's designated voting station. Employees must notify their supervisor at least two (2) days prior to the respective voting day.

M. Blood Donation Leave

Employees who work 20 or more hours per week are entitled to up to three hours of unpaid leave in any 12-month period to donate blood. The 12-month period will be based on the school's fiscal year. Employees must give "reasonable notice" of their intent to take leave to give blood.

For more information regarding this leave, please see the Secretary General.

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 at an appropriate event, 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

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](#). 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*.)

[https://childfundalliance.org/images/zdocs/Child-safeguarding-guidelines-
WEB.pdf](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.

Conflict of Interest Policy

ChildFund Alliance's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with ChildFund Alliance for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families, or any other individuals, corporations, or business entities. This includes avoiding conflicts of interest in any Alliance-directed relationships and contractual agreements by maintaining a standard that these relationships and agreements are clearly defined, impartially conducted, and unencumbered by personal gain.

ChildFund Alliance adheres to the highest legal and ethical standards applicable in our business. ChildFund Alliance's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of ChildFund Alliance shall conduct their personal affairs such that their duties and responsibilities to ChildFund Alliance are not jeopardized and /or legal questions do not arise with respect to their association or work with ChildFund Alliance.

Should employees become aware of any potential ethical violations, they should discuss the problem with their supervisor. This is the basic guidance for all situations. In most cases, the supervisor will be more knowledgeable about the question, and may provide an immediate resolution. Should the employee not find resolution at that level, he/she should consult the Secretary General. In the rare case where it may not be appropriate to discuss the issue with the Secretary General, employees should contact a member of the VRC.

Social Media

ChildFund Alliance respects the right of its employees to maintain a blog or website or to participate in social networking on or through websites or services such as Twitter, Facebook, or similar sites/services (collectively “social media”) and 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. When using social media, employees must make it clear that the views expressed in social media are theirs alone and should not purport to represent the views of ChildFund Alliance in any fashion.

Harassing, obscene, defamatory, threatening, or other offensive content must be avoided. Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if ChildFund Alliance name is not mentioned. If social media communications in any way may adversely affect an employee’s relationships at work or violate ChildFund Alliance policy, the employee may be subject to discipline up to and including immediate termination.

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.

End of Employment

Voluntary Separation from Employment

Separation from employment might result from a variety of circumstances, such as resignation, retirement, severe illness, or death. 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 in order to receive pay out of unused, accrued vacation days.

Employees who would like to voluntarily separate from employment with ChildFund Alliance are asked to provide one month's advance written notice to the Secretary General.

Involuntary Termination of Employment

The decision whether an individual's employment shall be terminated is within the sole discretion of ChildFund Alliance. Reasons for involuntary termination might include, for example:

- (a) poor performance,
- (b) policy violations, misconduct such as dishonesty, willful neglect of duties, serious breaches of the ethical practice, child protection or conflict of interest policies outlined herein,
- (c) undue absenteeism without approval, or
- (d) In the case of redundancy/retrenchment/reorganization based on business needs.

Obligations Upon Separation or Termination

Upon the separation or 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 ACKNOWLEDGEMENT FORM

This form is to acknowledge that I have received and read a copy of the ChildFund Alliance's Employee Handbook. I understand that the policies, rules and benefits described herein are subject to change at the sole discretion of the ChildFund Alliance at any time.

I further understand that my employment is terminable at will, either by myself or the ChildFund Alliance, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no representative of the ChildFund Alliance other than the Secretary General is authorized to provide any employee or employees with an employment contract or special arrangement concerning terms or conditions of employment and that any such agreement must be in writing and signed by the Secretary General.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the ChildFund Alliance's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.