



Employee Handbook

A Manual of
Employee Benefits &
Personnel Policies

Revised December 2020

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INTRODUCTION

WELCOME and PURPOSE

We are delighted to be ministering with you at InFaith and want you to feel welcomed to our ministry team. This Employee Handbook is designed to introduce you to InFaith and to provide you with a guide to the organization's policies and procedures.

Labels used:

- EMPLOYEE is often used as appropriate for this manual and references missionaries and/or home office staff
- MISSION or ORGANIZATION is used in reference to InFaith in lieu of the word company.

These written policies and procedures should increase your understanding of who we are and help to assure uniform practices throughout the organization. InFaith policies encourage freedom, personal growth, and fair and equitable treatment. It is your responsibility to become familiar with this handbook and the material described herein. Please keep this handbook for future reference.

Policies stated in this revision supersede any previous policies stated in prior editions or any other statement of Office policy, to the extent that there is any conflict.

The information contained in this handbook applies to all employees of InFaith. Following the policies detailed within the handbook is considered a condition of continuous employment. The contents of this handbook shall not constitute nor be construed as a promise of employment or as a contract between InFaith (the Mission) and any of its employees. This handbook is a summary of our policies, which are presented here only as a matter of information.

No handbook can anticipate every circumstance or question about policy. It is intended to provide employees with guidelines on each policy and is not intended as a comprehensive description. No handbook can possibly cover all situations that may arise. Specific questions or problems should be directed to your field director or the Human Resource director.

As InFaith continues to grow and the need may arise, InFaith reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur. The only exception to any changes is our employment-at-will policy, which is addressed under the "At Will Employment Statement" section.

We, as a mission organization, are dependent on the prayers and gifts of God's people and, therefore, our conduct must always be in conformity with sound Christian principles. Each employee should carry out their responsibilities in a way that reflects the core values of InFaith, as described in the following pages and specifically the page that defines our Ministries Essentials.

We are so glad you have joined us and we hope you find your ministry work through InFaith to be both challenging and rewarding.

STATEMENT OF FAITH

A Commitment to God's Word

The ministry of InFaith is built upon what we believe, and what we believe is based on the Word of God and our personal faith in Jesus Christ. We hold to the great foundational truths of the historic Christian faith held in common by like-minded evangelical Christians, with whom we share both fellowship and the mission mandate.

- We believe that there is one God, creator and sustainer of the universe, existing in three persons: Father, Son, and Holy Spirit.
- We believe that the Bible is the verbally inspired Word of God, is inerrant in the original manuscripts and uniquely infallible, our only authority for faith and practice.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary sacrifice upon the cross, in His bodily resurrection, in His victory over sin and His enemy Satan, in His present exaltation at His Father's right hand, and in His personal return, at any time, in power and great glory.
- We believe in the fall and the lost-ness of man, whose total depravity requires that he be regenerated by the Holy Spirit for his salvation.
- We believe that salvation consists of the forgiveness of sins, the imputation of Christ's righteousness, and the gift of eternal life, received by grace through faith alone, entirely apart from works.
- We believe in the ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the Church, the Body of Christ, is gifted and equipped to serve and glorify God.
- We believe in the bodily resurrection of all mankind: those who have trusted in Christ, the ultimate Judge, will receive everlasting life and blessedness in Heaven; those who have not will receive everlasting punishment and separation from the presence of God.
- We believe that Christ has commanded His Church to preach the gospel to all people, and that this mandate should be a primary concern of all Christians.

MINISTRY ESSENTIALS

MISSION STATEMENT

InFaith enables called and committed followers of Christ to serve with purpose and passion within our nation's borders.

VISION STATEMENT

Passion for God

We love God and desire to have others come into a personal relationship with the Savior. We value each person as an individual who has a need to recognize their lost-ness and need for a Savior. We believe the Scriptures are the primary way God speaks to us.

Spiritual Relationships

We want to be people who come alongside individuals and help them understand what it means to be a Christ-follower. We affirm each person's giftedness and will help them use those gifts in Kingdom service.

Catalyst for Community

We are a people who value the church. We seek to bring people together for worship, community, teaching, learning, and ministry.

Ears that Hear

As we talk to God in prayer, we listen carefully for His voice, as revealed in Scripture and through the work of the Spirit. We are a people who are committed to asking God to reveal His will to us through careful and consistent corporate and private prayer.

Peacemakers

While holding tightly to our statement of faith, we seek to focus on that which brings unity and common purpose. We refrain from controversy and divisive issues that cause strife, choosing to center on Jesus and His redemptive work.

Relevance

As culture changes, we will adjust our methods to be relevant to whomever God brings our way. We are cognizant of our rich history, which we see as a foundation for the future. Like our founders, we are pioneers. We seek relevance through evaluation of our methods as we teach the unchanging Word of God to an ever-changing culture.

Clean Hearts

We are a broken people. When we make mistakes, we respond graciously, asking and giving forgiveness. We come to the cross as equals, people who have a sinful nature and have experienced the miracle of grace from our Savior.

Focused

We are about connecting people with relevant ministry in the United States. We believe that people transformed by Jesus will be a redemptive community, causing winds of revival in the United States.

Commitment to Each Other

We are a group of Christ-followers who intentionally live out what it means to be the family of God, submitting to each other, willingly accountable, and genuinely caring for those who are called to our common work.

At-Will Employment Statement

While we hope to have a long relationship with you, your employment with InFaith is voluntary and is subject to termination by you or the Mission at will – with or without cause, and with or without notice, at any time.

While the Mission may have a disciplinary system in place, this system does not have to be used. The Mission may make the decision to terminate you without first taking these disciplinary steps.

None of the information provided in our policies signifies a contractual agreement or should be interpreted to conflict with, eliminate, or modify in any way your employment-at-will status with the Mission.

No individual, except for the executive director/CEO can approve any kind of contractual agreement. Should a contractual agreement be signed by this person, it must also be notarized in order to be applicable.

Employee Classifications

Introductory Period

Full time and part time employees are on an introductory period during their first 90 days of employment. During this time, you will be able to determine if your ministry is suitable for you and your field director will also have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

Full Time Employees

Full time employees regularly work a minimum of 30 hours per work week and are entitled to the benefits afforded full time employees.

Part Time Employees

Part time employees regularly work a minimum of 16 hours per week to a maximum of 29 hours per week. Part time employees are not generally afforded benefits, except as noted under the Benefits section of this handbook.

Seasonal Employees

Seasonal employees perform a job for a specified time, normally no more than two years. Seasonal employees include summer missionaries, interns and approved candidates.

Associates

Associates are missionary members of InFaith who could receive ministry expense reimbursement but are not on payroll. As associates are not paid employees, they are not restricted as to the number of hours they work. As a requirement of becoming an associate of InFaith, associates are held to the same code of conduct as employees and must sign a Statement of Faith and Ministry Essentials document annually. In turn, they receive care from a field director and can participate in area fellowships and the annual Refresh Conference.

All missionaries and salaried home office staff are categorized as exempt under ministerial exemption; that is, they are not entitled to overtime pay. Upon hire, you will be notified of your employment classification by the staffing coach of the Human Resource department.

EMPLOYMENT POLICIES

Americans with Disabilities Act

Our organization is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job.

It is your responsibility to notify your field director and/or the Human Resource director of the need for accommodation. Upon doing so, your field director and/or the Human Resource director may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

The organization will not seek genetic information in connection with requests for accommodations. All medical information received by the organization in connection with a request for accommodation will be treated as confidential.

Employment Termination Policy

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are some examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee
- Termination – involuntary employment termination initiated by InFaith
- Layoff – involuntary employment termination initiated by InFaith for non-disciplinary reasons

If you wish to resign, we ask that you notify your field director or supervisor of your anticipated departure date at least two weeks in advance. Missionaries should try to give 30 days' notice. Of course, as much notice as possible is appreciated by InFaith so that an appropriate replacement for your field, ministry or job can be put into place as soon as possible. Your notice should be in the form of a written statement with a copy to the human resource director at the home office. This written statement can be emailed or mailed.

For home office staff, if you fail to report to work for three consecutive days without informing your supervisor of the planned absence, we will assume that you have voluntarily resigned. For missionaries, if you fail to respond to your field director's calls or emails within two weeks, we will assume you have voluntarily resigned from InFaith.

In the case of termination due to resignation or retirement, your accrued vacation will be paid on a pro rata basis. Unused personal time is not paid upon termination. In the case of termination, any vacation or personal/sick time used in excess of accrued time will be deducted from your final paycheck.

Furthermore, any outstanding financial obligations owed to InFaith will also be deducted from your final check. If your final check does not sufficiently cover the money owed to the Mission, you will remain liable for that amount.

A meeting between you and your field director or supervisor may take place prior to your last day of work. This could be either in person, video conference, or telephone. If you participated in the Group Health Plan a health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees. Office keys and any InFaith-owned equipment must be returned at this time, along with all other Mission property and confidential information.

If you leave in good standing, you may be considered for re-employment.

Except as required by law or by separate agreement, employee salary and benefits will end on the date of termination.

Upon separation from InFaith, please continue to provide an accurate address for at least one year for tax purposes. You can email the human resource director with this information.

All non-voluntary terminations will be approved by the executive director/CEO and the human resource director.

Equal Employment Opportunity

We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law as it pertains to our non-profit religious standing.

Due to the very nature of our ministry, we require our employees to be professing Christians and experiencing a daily walk with Christ. Our organization is committed to equal employment opportunity. As such, we will not discriminate against employees or applicants for employment including but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, or physical disability.

You may discuss equal employment opportunity related questions with the human resource director, the executive director/CEO, or any other member of management.

Immigration Reform and Control Act

InFaith complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

InFaith complies with the Immigration and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked, prior to their first day of employment, to provide original documents verifying their right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his or her right to work within three days of hire, InFaith must terminate his or her employment.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the organization.

Please contact Human Resources with questions or concerns.

Leaving InFaith for another Faith-Based Organization

We classify any employee who migrates from InFaith to another faith-based organization and taking their support with them as having resigned from the Mission, no matter their length of service with InFaith.

For all employees who resign from InFaith to work with another faith-based organization:

- We require 30-day notice in writing to Human Resources of pending resignation. InFaith will then write a letter to the employee's donors giving them ample time to redirect their giving to the new organization.
- InFaith will not receipt donors who give after the effective date of resignation, but we will either return the donation to the donor or to the employee.

- To help defray the cost of Medicare, InFaith provides a stipend which is paid into a health reimbursement account of missionaries who were 58 years or older as of their birthdate in 2014 and who have enrolled in Medicare and the One Exchange Medicare Supplement insurance program.

InFaith has extended such payments to eligible missionaries upon retirement from InFaith, to continue to help in defraying the cost of medical insurance. Therefore, these payments will not be made to any otherwise eligible missionary who leaves InFaith, who has not actually retired from missionary work, but provides missionary or mission-related services to another faith-based organization. Such a departure is effectively a resignation and not retirement.

Workplace Conduct

Child Abuse Policy

Child abuse is against the law, as well as a violation of human conscience and dignity. Every state in the United States of America has laws against the abuse of children. Moreover, because the identification of child abuse in every form is vital to its prevention and its treatment, each state has enacted mandated reporting statutes. Child abuse cases must be reported.

Child abuse and neglect is defined as follows: “the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of 18, by a person who is responsible for the child’s welfare, under circumstances which indicate that the child’s health or welfare is harmed or threatened thereby.”

InFaith’s ministry workplace child abuse policy recommends the following guidelines:

1. Never punish a child by physical force. That includes striking, pushing, squeezing, spanking or using any object as a means of disciplining children. However, times when physical force is necessary include, but are not limited to, self-defense, preventing the child from hurting himself or another person, or removing a weapon or dangerous item from the child.
2. Be particularly careful to avoid even the allegation of sexual abuse.
 - a. Never be alone with a child, out of sight of others.
 - b. Avoid physical contact that could be misconstrued by other children, parents, or other staff members such as prolonged hugs, having a child sit on your lap, excessive touching or slapping on the buttocks.

For children suspected of being victims of child abuse while attending an InFaith ministry event or camp:

1. If a child is suspected of being a victim of child abuse, the InFaith missionary in charge or camp director is to be informed at once.
2. The child is to be removed from ALL contact with the alleged abuser.
3. Staff is not to discuss the event with children or other staff members, other than to report further findings to the InFaith missionary or camp director. Gossip about abuse incidents is very harmful and should not be tolerated.
4. The InFaith missionary in charge, or camp director, should perform the appropriate procedures for reporting and investigating any alleged case of abuse.
5. The InFaith missionary, or camp director, is to report to the Human Resource director any case of child abuse that is being reported to the authorities.
6. InFaith’s executive director/CEO is the only official spokesperson for InFaith, including to any and all media communications.

For children suspected of being victims of child abuse prior to attending an InFaith ministry event or camp:

1. The child should be counseled according to information given during staff training. The staff member must always be careful not to guarantee confidentiality to any child as it may be necessary to alert someone in authority.
2. The staff member should report the situation only to the InFaith missionary in charge, or the camp director or, in the camp director’s absence, the assistant camp director.
3. As necessary, the InFaith missionary in charge, camp director or assistant camp director will follow the steps mandated by local and state authorities for reporting abuse or suspected abuse.
4. The InFaith missionary, camp director or assistant camp director is to report to the Human Resource director any case of suspected child abuse that is being reported to the authorities.
5. InFaith’s executive director/CEO is the only official spokesperson for InFaith, including to any and all media communications.

Code of Conduct Policy

Desiring to implement the teachings of Christ, InFaith encourages true fellowship, the whole body of Christ, including the local church. For when we love each other, we imitate Christ's love for us. As we seek to follow God in truth, there are certain choices we make:

- A respect for others as they make decisions contrary to ours
- A readiness to listen carefully to those who represent situations or cultures unfamiliar to us
- A concern for how our preferences affect the lives of those around us

InFaith has the following specific expectations of its staff:

1. InFaith upholds integrity as a core of the community. Members are expected to take responsibility for their own violations of all behavioral guidelines and demonstrate commitment to the value of integrity in word and deed.
2. InFaith strongly opposes harassment or the use of negative stereotypes toward individuals because of denomination, divergent beliefs, gender difference, ethnic background, disability, or socio-economic difference.
3. InFaith expects our members who choose to marry to abide by the commitment to lifelong heterosexual marriage, and whether single or married to strive to maintain healthy family relationships.
4. InFaith upholds the laws of the local community, the nation, and each respective state. Such laws include prohibition against possession or use of illegal drugs or drug paraphernalia, against purchasing or consuming alcoholic beverages by persons under the age of 21, drunkenness, and driving under the influence of drugs, including alcoholic beverages.
5. InFaith will not condone practices which Scripture or law forbid. Such activities include occult practices; sexual immorality, including but not limited to sexual relations outside of marriage, homosexual practice/marriage, rejection of one's God-given biological gender, pornography; drunkenness, theft, profanity, and dishonesty. InFaith recognizes that Scripture forbids "sins of the spirit" such as covetousness, jealousy, pride, and lust. By their very nature, these sins are more difficult to discern but as they lie at the heart of the relationships between individual and God, they are of central concern to the InFaith community.
6. InFaith condemns the abuse of alcohol. Under no circumstances shall any member of the community use or abuse alcoholic beverages on the premises of any InFaith property, or elsewhere when attending an InFaith related activity or ministry event.

An appeal process will be provided for all employees who are non-voluntarily terminated for a code of conduct violation. The appeal process will be as follows:

1. A missionary or staff member requesting an appeal will submit his/her request in writing to the executive director/CEO or the human resource director no later than ten days after his/her dismissal. The request will contain the reasons why the original decision should be reviewed.
2. A committee consisting of the executive director/CEO, human resource director, and one other member of the management team will review the written request and respond to the written request within five working days of receiving the request for review.
3. InFaith and the employee agree that, in the event that the representatives of InFaith and an employee have differences that are unable to be reconciled, both parties voluntarily agree to binding arbitration through the Association of Christian Conciliation Services, or other arbitration service as determined by the executive or human resource director. The cost for the arbitration will be shared 75% by InFaith and 25% by the employee.

Diversity Policy

We encourage and welcome diversity in the Mission, recognizing that we are all children of God. InFaith wants to provide a supportive environment that allows everyone to realize their potential in the ministry field to which they've been called.

The value of different backgrounds and perspectives should not be overlooked. Having a diverse Mission assists us in achieving our goal of reaching the lost for Christ. Respecting each individual and recognizing the value they bring to our diverse team is essential.

We are a group of Christ-followers who intentionally live out what it means to be the family of God, submitting to each other, willingly accountable, and genuinely caring for those who are called to our common work.

Some types of diversity are:

- Life experiences
- Work or ministry experiences
- Perspectives
- Cultures
- Ethnicity
- Gender
- Age

Drug-free Workplace

We recognize alcohol and drug abuse to be potential health, safety and security problems. It is expected that all employees will assist in maintaining a ministry and work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-free Workplace Policy is made a condition of employment.

Employees are prohibited from the following when reporting to work, while conducting business or ministry related activities either on or off InFaith premises, on church or public property, surrounding areas, or in any vehicle used for Mission work/business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation, or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine (“controlled substance” means a drug or other substance as defined in applicable federal and state laws on drug abuse prevention)

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination. Leave may be granted but would require participation in a substance abuse rehabilitation or treatment program and if granting leave will not cause InFaith any undue hardship.

Drug and alcohol testing may be carried out in compliance with any applicable state and federal laws and regulations.

Disciplinary action will be taken for drug-related crimes, regardless of whether they happened during working or ministry hours or on an employee’s own time.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

Employee Conduct and Work Rules

The InFaith community chooses, freely and willingly, to impose upon itself rules for behavior which serve both the long-range interest of the organization and the immediate good of its individual members. While we do not view these expectations as an index to maturity in Christ, we do regard violations as a serious breach of integrity within the community because each member has voluntarily chosen to be employed by InFaith and to accept its standards.

To ensure orderly operations, provide the best possible work environment and conduct ourselves in a manner worthy of the Gospel, InFaith expects employees to follow rules of conduct that will protect the interest, safety and spiritual integrity of all employees and the Mission. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Occult practice
- Sexual relations outside of marriage
- Homosexual practices/marriage
- Rejection of one's God-given biological gender
- Sins of the spirit forbidden by Scripture
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory work performance or conduct

Employment with InFaith is at the mutual consent of InFaith and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Non-Voluntary Termination Processing

All non-voluntary terminations will be approved by the executive director/CEO and human resource director.

Code of Conduct Appeal Process

An appeal process will be provided for all employees who are non-voluntarily terminated for a code of conduct violation. The appeal process will be as follows:

1. An employee requesting an appeal will submit his or her request in writing to the executive director/CEO or the human resource director no later than ten (10) days after his or her dismissal. The request will contain the reasons why the original decision should be reviewed.

2. A committee consisting of the executive director/CEO, human resource director, field director, and one other management team person will review the written request. The executive director/CEO will respond to the request following the determination of the committee.

In the Event of Legal Action

InFaith and the employee agree that, in the event that the representatives of InFaith and an employee have differences that are unable to be reconciled, both parties voluntarily agree to binding arbitration through the Association of Christian Conciliation Services, or other arbitration service as determined by the executive director/CEO or Human Resource director. The cost for the arbitration will be shared 75% by InFaith and 25% by the employee.

Facility Use Policy

No InFaith property may be used by persons or groups holding, advancing or advocating beliefs or practices that conflict with InFaith's Statement of Faith, Code of Conduct, or Employee Conduct and Work Rules.

General Policy Regarding Harassment

InFaith strives to provide a work environment that is free from harassment. Harassment is prohibited in any form at the workplace, at ministry related functions, or outside of work if it affects the ministry. This policy applies to all employees, guests, vendors, and persons doing business with InFaith or with whom we are ministering.

Harassment consists of unwelcome conduct toward an individual because of his or her age, race, gender, color, religion or other protected status when the conduct creates an intimidating, hostile, or offensive work or ministry environment that causes work performance to suffer.

Types of prohibited harassment include, but are not limited to, the following:

- Verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats.
- Explicit or degrading verbal comments about another individual or his or her appearance
- Nonverbal conduct, such as staring, leering or giving inappropriate gifts
- Physical conduct, such as assault or unwanted touching
- Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings or pictures)

Appropriate performance reviews, counseling or discipline by your supervisor or field director do not constitute harassment.

If you feel that you are being harassed, take the following steps:

- If you are comfortable enough to do so, tell the harasser that his or her actions are not welcome and they must stop
- Report the incident immediately to your field director, supervisor, or human resource director
- Report any additional incidents or retaliation that may occur to your field director, supervisor, or human resource director

All reports will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during a period of investigation.

Retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination from InFaith.

Grievance Policy

Definition

Any complaint by an employee concerning any aspect of the employment relationship other than merit increases, performance evaluations and job reclassifications, unless such exceptions include an allegation of prohibited discrimination or other illegality.

In any workplace conflicts will arise and need to be resolved. InFaith aims to resolve problems and grievances promptly and as close to the source as possible, with graduated steps to further discussions and resolution at higher levels of authority as necessary. Each problem will be heard and resolved within as short a period of time as possible, according to the nature or severity of the issue and the availability of essential personnel.

The following presuppositions will apply:

1. We are brothers and sisters in Christ, members of one body. Our Lord expects and demands unity among His children. *Romans 15:5*
2. We are to strive to honor one another while seeking resolution to any conflict. *Romans 12:10; Colossians 3:12-13*
3. Any or all steps taken to resolve conflict will require prayer and a desire for soft hearts and openness to correction on the part of all parties involved.
4. To the best of our ability, each step is to be conducted honestly, fairly, and without bias.
5. All conflict resolution will follow the Matthew 18 model.

Following is a three level process. BEFORE each step, all individuals involved should ask themselves the following **four key questions**:

1. Am I prayerfully seeking the Lord's guidance in the resolution of this issue?
2. Am I seeking to honor each individual in this process?
3. Am I directly talking to only the people involved in the problem and avoiding gossip/slander and sowing seeds of disunity?
4. Is my heart open to a spirit of forgiveness and am I committed to a healing of any damaged relationships?

Matthew 18:15 is interpreted as the **first step** and must be considered and used as the beginning of the Matthew 18 process.

1. The employee will attempt to resolve the complaint with the individual(s) through prayer and face-to-face communication. This step must be met and the four key questions asked before taking the matter to the next level.
 - Complaints must be fully described by the person with the grievance
 - The person(s) should be given the full details of the allegation(s) against them
 - If the primary complaint is with the executive director/CEO/CEO, the same procedure will be followed

If the first step has been met and the matter is not resolved, Matthew 18:16 will be interpreted as the **second step** and must be considered and used as the 2nd step of the Matthew 18 process.

2. The first step must first be met and the four key questions asked before proceeding. Then the employee will notify the executive director/CEO or the human resource director in writing as to the substance of the grievance and a suggested plan of action.

- All issues concerning the conflict must be completely disclosed in the written document with full details of the allegation(s), the date and place of the first meeting, the response by the person(s) involved, and the action taken at the conclusion of the prior step.
- Within five working days, if possible, or a mutually agreed upon date, the executive director/CEO will meet with the employee, the person who is the source of the complaint, and a third party chosen by the person who is the source of the complaint.
- If the primary complaint is with the executive director/CEO, the same procedure will be followed.
- The written grievance will become part of the personnel file.

If the first and second steps have been met and the matter is not resolved, Matthew 18:17 will be interpreted as the **third step** and must be considered as the final step in the Matthew 18 process.

3. The prior steps must first be met and the four key questions asked. Then the written and signed grievance, which includes the time and place where the first two face-to-face meetings took place, the response by the person(s) involved, and the action taken at the conclusion of each prior step of the procedure can be submitted to the executive director/CEO or the human resource director.
 - The executive director/CEO will review the documentation and notes from previous meetings and will determine a course of action and provide a written decision.

If the grievance is against the executive director/CEO, the prior steps must first be met and the four key questions asked. Then the written and signed grievance, which includes the time and place where the first two face-to-face meetings took place, the response by the person(s) involved, and the action taken at the conclusion of each prior step of the procedure is to be submitted to the executive director/CEO and the human resource director.

- The executive director/CEO will present a copy of the grievance to the chairman of the board of trustees.
- The chairman of the board of trustees will assess the issue and, if necessary, establish a task force to research the issue.
- The chairman of the task force will make recommendations to the board of trustees within 30 days.
- The board of trustees, as a whole, will determine the course of action.
- The chairman of the board of trustees will notify the employee in writing and, if deemed appropriate, in person within three days of the board's decision.
- In all matters, the decision of the board of trustees shall be final
- If the matter involved discipline by either suspension or termination and the employee is reinstated by the board of trustees' decision, all benefits, pay, and status lost due to suspension or termination will also be reinstated to the employee's credit.

Progressive Discipline

The purpose of this policy is to state InFaith's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

InFaith's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with InFaith is based on mutual consent and both the employee and InFaith have the right to terminate employment at-will, with or without cause or advance notice, InFaith may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps:

1. Verbal warning
2. Written warning
3. Suspension with or without pay
4. Termination of employment

Disciplinary actions depend on the severity of the problem and the number of occurrences. There are many circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

1. A first offense may call for a verbal warning
2. A next offense may be followed by a written warning
3. Another offense may lead to a suspension with or without pay
4. Still another offense may then lead to termination of employment

If more than 12 months have passed since the last disciplinary action, the process will normally start over.

InFaith recognizes there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and InFaith.

Sexual Harassment Policy

InFaith prohibits sexual harassment of all kinds. This policy applies to all employees, guests, vendors, and persons doing business with InFaith or with whom we are ministering. Any employee who feels that he or she has been a victim of sexual harassment, or who believes that he or she has witnessed sexual harassment, should notify the Human Resource director immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment includes many forms of offensive behavior, including the harassment of a person of the same gender as the harasser. Examples of sexual harassment include, but are not limited to the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace or ministry location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures

- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

It is important to InFaith that all employees are protected from harassment. Any incidents that are perceived as harassment will be investigated and appropriate action will be taken by InFaith.

Violence in the Workplace Policy

It is InFaith's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the Mission will not tolerate violence or threats of violence of any form in the workplace, at ministry-related functions, or outside of work if it affects the workplace. This policy applies to all employees, guests, vendors, and persons doing business with InFaith or with whom we are ministering.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or email)
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker
- Any other conduct or acts that management believes represent an imminent or potential danger to workplace safety or security

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with a field director, supervisor, or Human Resources. The Mission will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, the Mission will take action appropriate and legal for the circumstances.

InFaith Whistle Blower Policy

A whistleblower, as defined by this policy, is an employee of InFaith who reasonably believes that some policy, practice, or activity of InFaith is in violation of law. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

If an employee believes InFaith is in violation of a law, the employee is to immediately contact the Director of Human Resources or the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. It is the intent of InFaith to adhere to all laws and regulations that apply to the organization. The underlying purpose of this Policy is to support the organization's goal of legal compliance.

The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Director of Human Resources or Executive Director and provides InFaith with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees who comply with this requirement.

InFaith will not retaliate against any employee who, in good faith, has made a protest or raised a complaint against some policy, practice or activity of InFaith, or of another individual or entity with whom InFaith had

a business or ministry relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. Insofar as is possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

InFaith will not retaliate against an employee who discloses or threatens to disclose to the Director of Human Resources, the Executive Director, or a public body, any activity, policy, or practice of InFaith that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy. Any whistleblower who believes he/she is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Workplace Bullying Policy

InFaith is committed to providing a safe and healthy work environment for all employees. As such, the Mission prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work or ministry functions, and while traveling on business.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your field director, supervisor, and/or to Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

Employee Benefits

Benefit Plans Disclaimer

This section is intended as a summary of benefits only. In the event of any conflict in the description of any plan, the official documents, which are available for your review, shall govern. If you have any questions or need a copy of those official documents, you can contact Human Resources.

401(k) Plan

InFaith provides all employees with a 401(k) qualified retirement plan, which is an excellent means of long-term savings for your retirement. The Mission's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan, including eligibility and benefit provisions from the human resource director.

COBRA

InFaith complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. You and your covered dependents will have the opportunity to continue medical benefits for a period of up to 18 months under the provisions of the COBRA when group medical coverage for you and your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct; or
- Your employment status changes due to a reduction in hours; or
- Your child ceases to be a dependent child under the terms of the medical plan; or
- You become divorced or legally separated; or
- You become entitled to Medicare

In the event of divorce, legal separation, or a child's loss of dependent status, a covered employee or dependent must notify Human Resources within 60 days to maintain the right to continue coverage. At that time Human Resource, or its appointed administrator, will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to Human Resources or its appointed administrator.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due by the date of election. Subsequent premiums must be received within the terms set forth by provider. Failure to make timely payments will result in termination of coverage without notice.

COBRA continuation coverage will end for any of the following reasons:

- Discontinues its insurance plan
- The premium payments is not made in a timely fashion
- The person who elected continuation of coverage becomes covered under another insurance plan or Medicare.

Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

Compensation for Work Performed Off-Site

InFaith management recognizes that some home office positions require employees to work off-site to include mission conferences, photo and video shoots, field staff training meetings, etc. The policy for compensating home office employees for off-site work related events will be as follows:

Part Time

- Event and travel must be approved for attendance by supervisor
- Employee's regular hourly rate of pay will be paid for their normally scheduled hours of work
- Expense reimbursement for travel, lodging and meals will be paid as outlined in the Employee Handbook guidelines
- Expense reimbursements must be submitted within 10 days of the completion of off-site work

Full Time

- Event and travel must be approved for attendance by supervisor
- Employee will be paid at their regular salaried schedule
- Expense reimbursement for travel, lodging and meals will be paid as outlined in the Employee Handbook
- Expense reimbursements must be submitted within 10 days of the completion of the off-site work

Employer Offered Insurance

InFaith provides group health insurance to all eligible, full-time employees. Coverage is offered either on an individual, couple, or family plan. Currently, InFaith pays 80% of the premium only for all full-time eligible individual employees.

If an employee who has chosen to participate in the group health plan may also choose to participate in a Health Savings Account (HSA). Notice prior to open enrollment will be given if at any time the contribution amounts should change.

Flexible Spending Accounts (FSA) are offered to all eligible full-time employees. Separate enrollment is required during open enrollment. (See Section 125 Plans)

Insurance coverage begins on the first of the month following 30 days of employment. Eligibility may be defined by the insurance contract. Current part-time employees who become full-time employees will be notified by Human Resources when they are eligible to enroll.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan as those documents are controlling and defined by the insurance contract.

Upon termination or retirement from employment, you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law under COBRA. For more information, contact the human resource director.

You cannot make changes to your group health plan until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, or discharge of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

HSA contribution elections can be changed at any time and for any reason. HSA contribution election changes will become effective no later than the first day of the calendar month after the change request is filed with Human Resources.

Life Insurance

A \$10,000 life insurance policy is provided by InFaith for all eligible full-time employees and is available after the first 30 days of employment. Participating eligible employees will also be covered under the plan's Accidental Death and Dismemberment (AD&D) rider.

Eligible full-time employees have the option of purchasing additional life and AD&D insurance for themselves, their spouse and/or dependents through our group plan at group rates. Premiums for additional insurance are payroll deducted.

Human Resources will automatically enroll newly eligible employees in the plan. Once added to the plan, you will receive instructions for online enrollment of additional insurance, should you so choose.

Open enrollment for purchasing additional insurance is available to current participants in the plan during open enrollment. Information will be sent to you prior to the open enrollment period.

Long Term Disability

Long term disability insurance is included with the Life and AD&D policy provided for eligible full-time employees. Long term disability insurance provides eligible employees with a continuing source of income after three consecutive months of total disability. The benefits are calculated on a percentage of your salary.

Post-Retirement Medical Benefit

To help defray the cost of Medicare, InFaith provides a \$1,000 per person/per year stipend, which is paid into a health reimbursement account (HRA). This benefit was a stop gap measure for retirees who had been on our self-funded plan for a number of years. This benefit is currently only available for missionaries who meet the eligibility requirement of being 58 years or older as of their birthdate in 2014, served with the Mission for at least five years, and who have enrolled in Medicare and the One Exchange Medicare supplement insurance program once they reach age 65.

InFaith extended this benefit to eligible missionaries who enrolled in Medicare but continued to work. However, it has been InFaith's intent, beginning July 1, 2017, to provide these payments to newly eligible missionaries only upon actual full retirement in order to be fully compliant with requirements of the HRA program as set by the IRS.

Please note that the existence of this policy and the stipend amount provided remains at all times at the complete discretion of InFaith and can be amended or terminated at any time, with or without advance notice.

Section 125 Plans

Our organization offers a pre-tax contribution option for eligible full-time employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance and out-of-pocket medical expenses or dependent care expenses on a pre-tax rather than an after-tax basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, you must complete an election form during open enrollment and return it to the human resource director. You cannot make any changes to your pre-tax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effect the next pay period.

Time Away From Work

Bereavement (Funeral) Leave Policy

InFaith has taken into consideration the personal needs that arise from the death of an immediate family member.

- Full-time and part-time employees are eligible immediately upon hire for up to five (3) days with full pay until and including the day of the funeral. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents and parents-in-law.
- Full-time and part-time employees are eligible immediately upon hire for one (1) paid day to attend the funeral of aunts, uncles, nieces, and nephews.

Part-time employees are eligible for funeral pay in proportion to the number of hours they are normally scheduled to work.

Requests for funeral leave should be made to your immediate supervisor as soon as possible. InFaith reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

Funeral leave will not count against accrued paid time off (PTO), vacation or sick leave. Funeral leave pay will not be granted to employees attending a funeral during periods when they are not at work for other reasons, such as vacation, holidays and illness.

Communicable Disease Policy

Those employees who demonstrate signs or symptoms of a communicable disease that poses a credible threat of transmission in the work or ministry environment should report that potential infection or disease immediately to their field director, who is to contact the human resource director. The employee is then responsible for keeping their field director informed of his or her condition that may require extended care, missed work, etc. The employee may also be required to provide written documentation from a physician to return to the work or ministry site.

Examples of the most common communicable diseases include: measles, influenza, viral hepatitis-A (infection hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), leprosy, severe acute respiratory syndrome (SARS) and tuberculosis (TB).

Contagious Illness Policy

InFaith realizes that employees with contagious temporary illnesses, such as influenza, colds and other viruses, need to continue with normal life activities, including working. However, the Mission also seeks to maintain a healthy work and ministry environment for its employees and those in the communities where we serve.

In deciding whether an employee with an apparently short-term contagious illness may continue to work, InFaith considers several factors. The employee must be able to perform normal job duties and meet regular performance standards.

In the judgement of the field director or supervisor, the employee's continued presence in the workplace must pose no risk to the health of the employee, other employees, or to those we serve. If an employee disputes the decision that this type of risk exists, the employee must submit a statement from his or her attending health care provider which states that the employee continuing to be in the workplace poses no risk to the employee, other employees or those we serve.

Supervisors are encouraged to remind employees that the Mission provides paid leave to cover absences due to contagious temporary illness. If an employee has exhausted all of his or her paid leave, the employee may be eligible for unpaid leave. All employees are urged to contact Human Resources with questions about the possible contagious nature of another employee's temporary illness.

Deputation Leave

InFaith is a faith-based mission. We depend on the financial support given by churches and individuals who send financial contributions to InFaith. In order to encourage our missionary staff in their deputation responsibilities, we allow up to four weeks of paid deputation leave each year for deputation purposes. This is not vacation leave. Deputation leave must be requested and requests must be accompanied by a well thought through and designed deputation plan. This plan and request is to be approved by the field director.

Disability Leave

Full-time employees, who do not qualify for FMLA, are eligible for unpaid disability leave after one year of employment. Disability leave due to non-occupational illness, injury or pregnancy-related disability is not to exceed 12 weeks.

Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period stated above may be required as a reasonable accommodation in accordance with the Americans with Disabilities Act.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. All medical information received by the organization in connection with a request for leave under this policy will be treated as confidential.

To the extent allowed by the insurance contract, we will continue to provide medical insurance coverage for employees on authorized disability leave for the full length of the disability.

When you are able to return to work, you are to give Human Resources at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of our own choosing prior to your resumption of duties, as allowed by state law.

We will return you to the same or similar position you held prior to the disability leave, subject to our staffing, business, and ministry requirements. Your continued absence from beyond your disability period (as determined by your physician) will be deemed a voluntary discharge of your employment.

Federal Family and Medical Leave Policy

As an employee of InFaith, you may be eligible to take unpaid family and medical leave under the federal Family and Medical Leave Act (FMLA). This policy provides an introduction to the rights and provisions of the federal FMLA. An FMLA summary that is based on the Department of Labor's (DOL's) model notice is attached to this policy and further explains the FMLA. If you have questions regarding the FMLA, please contact Human Resources.

Eligibility

To be eligible for leave, you must have been employed by InFaith for at least 12 months. In the 12 months immediately preceding the beginning of the leave, you must also have worked at least 1,250 hours to qualify for federal FMLA. In addition, you must work in an office or work site where 50 or more employees are employed with 75 miles of that office or work site.

Amount of Leave Available

Eligible employees make take up to a total of 12 weeks of FMLA leave within a rolling 12-month period, measured backward from the date an employee uses any FMLA leave, for any combination of the following reasons:

- The birth of an employee's newborn child or the placement of a child with the employee for adoption or foster care
- To care for the employee's spouse, child or parent with a serious health condition
- The employee has a serious health condition that makes him or her unable to perform the functions of their job
- A qualifying exigency that arises because the employee's spouse, child or parent is a covered military member on covered active duty (or has been notified of an impending call or order to covered active duty)

Where leave is taken to care for a covered service member with a serious injury or illness, a spouse, child, parent or next of kin may take up to 26 weeks of unpaid FMLA leave during a single 12-month period.

Under the federal FMLA, spouses employed by the organization are jointly entitled to a combined total of 12 weeks of leave for the birth of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition. The federal FMLA does not cover care for parents-in-law. Spouses employed by the organization are jointly entitled to a combined total of 26 weeks of leave to care for a covered service member with a serious injury or illness, for the birth of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition.

Types of Leave Available

Birth or Placement for Adoption or Foster Care : FMLA leave is available to eligible male and female employees for the birth of a child or for the placement of a child with the employee for purposes of adoption or foster care. FMLA leave must be completed within 12 months of the birth or placement. This type of leave may not be taken intermittently or on a reduced schedule unless the Mission agrees to this request. See below for more details on non-continuous leave.

Serious Health Condition of Employee : If, as an eligible employee, you experience a serious health condition as defined by the FMLA, you may take medical leave under this policy (see "Definitions" for the definition of serious health condition). A serious health condition generally occurs when you:

- Receive inpatient care in a hospital, hospice or nursing home
- Suffer a period of incapacity accompanied by continuing outpatient treatment or care by a health care provider
- Have a history of a chronic condition that may cause episodes of incapacity

The following provisions apply to leave for the serious health condition of an employee:

- *Non-continuous leave*—Medical leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—the need for leave must be documented by your treating health care provider through our medical certification process (see below).
- *Fitness-for-duty statement*—a fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in your return to work.

Serious Health Condition of Immediate Family Member. If, as an eligible employee, you need family leave in order to care for your child, spouse or parent who experiences a serious health condition as defined by the FMLA (see “Definitions” for definitions of child, spouse, parent and serious health condition), you may take a leave under this policy.

- *Non-continuous leave*—leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).
- *Certification process*—the need for leave must be documented by the family member’s treating health care provider through our medical certification process (see below).

Qualifying Exigency Because of Active Duty. If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on covered active duty in the Armed Forces (including the National Guard or Reserves), or has been notified that they will be called or ordered to covered active duty in the Armed Forces (including the National Guard or Reserves), you may take family leave under this policy. (See “Definitions” for a definition of qualifying exigency)

- *Non-continuous leave*— family leave for any qualifying exigency arising out of the covered active duty of a family member may be taken all at once, intermittently or on a reduced leave schedule (see below).
- *Certification process*—the need for leave must be documented through our certification process (see below).

Service Member Family Leave: If, as an eligible employee, you need family leave to care for a covered service member who is your spouse, child, parent or next of kin and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy. (See “Definitions” for a definition of covered service member and serious injury or illness)

Effective March 8, 2013, an eligible employee may take service member family leave to care for a covered veteran who is the employee’s spouse, child, parent or next of kin and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. (See “Definitions” for a definition of covered veteran)

- *Non-continuous leave*—service member family leave may be taken all at once or, when medically necessary, intermittently or on a reduced leave schedule (see below).

- *Certification process*—the need for leave must be documented by the family member's treating health care provider through our medical certification process (see below).

Notifying the Mission of the Need for Family or Medical Leave

Generally, an application for leave must be completed for all leave taken under this policy. A non-emergency leave should generally be requested from Human Resources at least 30 days, or as soon as practical, in advance of the date the leave is expected to begin. In cases of emergency, you (or your representative, if you are incapacitated) should give verbal notice as soon as possible, and the application form should be completed as soon as practical. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of leave. It is your responsibility to notify your field director or supervisor and Human Resources of absences that may be covered by the FMLA.

You must provide sufficient information regarding the reason for an absence for the Mission to know that protection may exist under this policy. Failure to provide this information will result in delay or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance or similar matters.

Medical Certification Process

In addition to an application for leave, you will be required to complete a medical certification form when leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. The short-term disability certification may be sufficient where the information required is duplicative. These forms are available from Human Resources. Second or third certifications from health care providers and periodic recertification at the Mission's or your expense may be required under certain circumstances.

We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

Military Family Leave Certifications

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form when leave is for a qualifying exigency. A copy of the military member's active duty orders or other military documentation may also be required to substantiate your need for FMLA leave.

If you request leave to care for a covered service member with a serious injury or illness, you will be required to complete a medical certification form, which must be signed by the service member's health care provider. The certification form will request additional information, such as information regarding the relationship between you and the covered service member, to substantiate your need for FMLA leave.

Substituting Paid Leave for Unpaid Leave

Federal FMLA leave is unpaid. The Mission requires you to substitute vacation days according to the schedule below. You may also choose to substitute additional paid or unpaid leave that you have accrued.

When you substitute vacation days or other paid leave, the absence will be counted against your entitlement to FMLA leave under this policy and will not extend your leave. In other words, you are using your paid leave concurrently with your FMLA leave.

See chart below:

| Eligible Vacation Remaining | Required Substitution |
|------------------------------------|------------------------------|
| Less than 5 days | None |
| 5-8 days | 3 days |
| 9-12 days | 5 days |
| 13-16 days | 7 days |
| 17-20 days | 9 days |

When an employee is absent due to a work-related illness or injury that meets the definition of a serious health condition, the absence will be counted against the employee's entitlement under this policy. In other words, the employee is using FMLA leave concurrently with the workers' compensation absence. An employee is not required to substitute paid time off for an absence covered under workers' compensation.

You may be paid for all or part of a medical leave to the extent you are eligible for benefits such as short-term disability. An employee is not required to substitute paid time off for an absence covered under a disability benefit plan.

Non-Continuous Leave

Intermittent or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency, as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent possible, medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

Benefit Continuation during Leave

The Mission will maintain your group health plan coverage and certain other employment benefits (such as group life insurance, AD&D insurance, and health and dependent flexible spending accounts) during your FMLA leave on the same terms as if you had continued to work, if these benefits were provided to you before the leave was taken. You will be required to pay your regular portion of premiums – contact Human Resources for an explanation of your options. Benefits that are accumulated based upon hours worked will not accumulate during the period of FMLA leave.

In some instances, the organization may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.

Returning to Work

If the reason for FMLA leave is for your own serious health condition, you will be required to present a fitness-for-duty certification immediately upon return to work.

If you wish to return to work before the scheduled expiration of FMLA leave, you must notify Human Resource of the change in circumstances as soon as possible, but no later than two working days prior to your desired return date.

If you exhaust all leave under this policy and are still unable to return to work, you must notify the Mission as soon as possible. Your situation will be reviewed to determine what rights and protections might exist under other InFaith policies.

Rights upon Return from Leave

Upon return from family or medical leave, you will be returned to the position you held immediately prior to the leave, if the position is vacant. Certain exceptions exist for key employees, as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits and other terms and conditions of employment.

The law provides that an employee has no greater rights upon a return from leave than the employee would have had if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

Other Types of Leave

If you do not qualify for the types of leave described in this policy, the Mission may approve a personal leave of absence, depending on your circumstances. Except where mandated by law, we cannot guarantee that benefits will continue or that your position will remain open in your absence.

Definitions

“Spouse”— a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides.

“Parent”— a biological parent, adoptive parent, stepparent, foster parent or an individual who provides or provided day-to-day care or financial support to the child. Parent does not include a parent-in-law under this law.

“Child”— a biological, adopted or foster child, stepchild, legal ward or a child who is receiving day-to-day care or financial support from the employee and is under the age of 18. Child also includes a person 18 years of age or older who is incapable of self-care because of a mental or physical disability. For military family leave, the child does not have to be a minor (under the age of 18) and can be of any age.

- “Incapable of self-care”—The child requires active assistance or supervision to provide daily self-care in three or more “activities of daily living,” or “instrumental activities of daily living,” including adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating or instrumental activities such as shopping, taking public transportation or maintaining a residence.
- “Physical or mental disability”— a physical or mental impairment that substantially limits one or more major life activities of the individual.

“Covered Service Member”— a member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness.

“Covered Veteran”— an individual who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

“Next of Kin”— used with respect to an individual, this means the nearest blood relative of that individual, other than the spouse, parent or child.

“Serious Health Condition”— illness, injury, impairment, or physical or mental condition which involves:

- Inpatient care in a hospital, hospice or residential medical care facility.
- A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves: 1) treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by or under the orders of a health care provider; or 2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. The first (or only) visit must occur in person within seven days of the first day of incapacity.
- Any incapacity due to pregnancy or for prenatal care.
- Chronic conditions requiring periodic treatment by or under the supervision of a health care provider, which continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (for example, asthma, diabetes and epilepsy).
- Permanent or long-term conditions requiring supervision for which treatment may not be effective (for example, Alzheimer's, a severe stroke or the terminal stages of a disease).
- Multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy) or kidney disease (dialysis).

“Serious Injury or Illness”—can be:

- In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran and is:
 - A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank or rating;
 - A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for service member family leave;
 - A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying Exigency”—includes:

- Short-notice deployment (seven days or less)

- Military events and related activities
- Child care and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation (up to five days; effective March 8, 2013, up to 15 days)
- Post-deployment activities
- Parental care (effective March 8, 2013)
- Additional activities agreed to by the Company and the employee

More Information

Please contact Human Resources for additional information.

Employee Rights and Responsibilities Under the Family and Medical Leave Act

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

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

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or

prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to provide the text of this notice to employees.

Holidays and Non-PTO Leave

Situations that require time off such as jury duty, bereavement and workers' compensation will not be charged against your accrued PTO. *Note: See separate policies on those topics to address these situations.*

Paid Company Holidays

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Personal Choice Day*
- Thanksgiving Day
- Christmas Day

* *Employees have the option of taking off on their birthday or a day of their choice as a Holiday*

Inclement Weather and Other Emergencies

InFaith recognizes the fact that inclement weather and other emergencies can affect the Home office's ability to open for business and the employee's ability to get to work. The safety of our employees is paramount in any emergency. No policy can cover every potential emergency situation, so this policy covers the most common.

Fortunately, emergencies and inclement weather days are infrequent, but these are the guidelines for when they occur.

Mission Closure

As the work of the Mission must not suffer unduly from unexpected closures, InFaith will make every effort to maintain normal work hours even during inclement weather. When an emergency occurs, the executive director/CEO (or management team in the executive director/CEO's absence) will determine whether to close the Home Office. Emergencies may include:

- Electricity is out
- Flooding affects transportation or
- The governor declares a weather emergency and asks people to stay off the roads

During times of inclement weather employees will be expected to make reasonable efforts to get to work. Employees unable to arrive for work on any such day will be expected to use a personal or vacation day approved by the supervisor. On days when weather conditions worsen as the day progresses, InFaith may decide to close early. In such cases, a decision and an announcement will be made. Employees will be expected to remain at work until the appointed closing time, unless their normal day ends prior to that time, or unless they receive permission from their supervisor to do otherwise.

During the home office's closure, employees will continue to be covered by the company's health insurance plan and other benefits, such as life insurance and long term disability insurance, for up to 30 days of closure. The number of days may be altered by the regulations of the insurance companies and/or by federal or state law.

Notification

In an emergency or in the case of inclement weather, the management team will make every effort to notify employees by text message or phone call of the closure through the pre-determined departmental call tree. But, in a regional power outage, recognize that the InFaith's best efforts to notify employees of the closure may not work.

When the management team is unable to notify employees of the closure, employees are asked to use common sense and make their best assessment of the safety and practicality of the situation. In a regional power outage, for example, employees will know that the home office is likely to have no power.

Extending Employee Leave

When the home office closure ends, all employees are expected to report to work whether the closure ends on day two or thereafter. Employees who cannot return to work at the end of the home office closure must arrange for additional time off with their supervisor. If the employee has used all their vacation or personal time, he/she will be required to apply for an extended unpaid leave of absence. InFaith recognizes that some employees may need additional time off to repair extensive home damage, for mass transit to be available for transportation to work, and a variety of other emergency situations. These will be assessed on a case-by-case basis and decisions will also be affected by the employee's job requirements.

Part Day Closure

If an emergency event such as inclement weather or a power outage occurs, the executive director/CEO (or management team in the absence of the executive director/CEO) may determine that the company will close mid-day. When the company closes mid-day, employees are encouraged to leave immediately so that the conditions do not further deteriorate and affect their ability to travel safely.

Exempt employees who were working at home with prior permission, or at the office on the day of the partial day closure, will be paid their normal salary. Nonexempt employees will be paid for their scheduled hours of work. No overtime will be paid. Employees who had taken the day off will have the day subtracted from their allotted vacation or personal time as would have occurred if the company did not close.

The Mission Is Open and the Employee Cannot Get to Work

Individual employee circumstances may affect an employee's ability to come to work in an emergency situation. Key to assessing the situation on a case-by-case basis is the communication between the employee and his/her supervisor. InFaith recognizes that in a severe national or regional disaster, all methods of communication may be unavailable, but employees should persist, by any method possible, to reach their supervisor to discuss individual circumstances.

All pay, leave, and attendance policies included here will apply, regardless of the circumstances of the absenteeism.

Jury Duty Policy

While it is the duty of every citizen to serve on a jury when called, InFaith recognizes that this often means the loss of income. InFaith provides jury duty leave to eligible employees in compliance with federal and state laws. InFaith will pay up to four (4) full days for jury duty,

assuming you have been employed with InFaith for at least 90 days prior. If state law requires a different arrangement, InFaith will comply with state law.

The above statement applies provided that you:

- Show your supervisor or the human resource director your summons to serve on a jury prior to the time that you are scheduled to serve
- Furnish your supervisor or the human resource director with evidence of having served on a jury for the time claimed

Jury absence will be noted on your time sheet, if you are required to keep one. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay.

This benefit cannot be applied to any court appearance other than jury duty, unless such appearance is related to your employment.

Leave of Absence

Under special circumstances, full-time employees who have completed one year of employment may be granted a leave absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of your field director or supervisor. Missionaries will be required to notify their donors of an impending leave of absence if the leave is anticipated to be more than three weeks in length. InFaith also reserves the right to notify donors of any extended leave of absence.

Leaves may not exceed 12 weeks during which time no benefits will accrue. Leaves of absence are granted only after accrued vacation time is exhausted.

To the extent allowed by the insurance contract, we will continue to provide medical insurance coverage for employees on an authorized leave of absence for the full length of the leave.

We will make reasonable efforts to return you to the same or similar position you held prior to the leave of absence, subject to our staffing and ministry requirements.

Lunch and Rest Periods

InFaith does not require any employee, whether on the field or in the home office, to work an eight hour shift without offering the opportunity for a meal or rest period. Salaried field staff may take breaks as needed in their areas of ministry.

Home office employees who work at least six consecutive hours will be provided a meal break not to exceed 30 minutes. The meal period will not be included in the total hours of work per day and is not compensable. In addition, two 15 minute rest periods are available in an eight hour shift.

For home office staff, the purpose for breaks during the work day is to help you stay focused and alert at your job. Below is our policy for home office staff taking meal and rest breaks, based on the number of hours scheduled to work each day.

For those working 10 hours or more per day, four days per week:

- 15 minutes in the morning, after two consecutive hours of work, paid
- 30 minutes for lunch, unpaid
- 15 minutes in the afternoon, completed at least one hour before your day ends, paid

For those working less than 10 hours per day, four or fewer days per week:

- 15 minutes in the morning, after two consecutive hours of work, paid
- 30 minutes for lunch, unpaid

For those working 8 hours per day, five days per week:

- 15 minutes in the morning, after two consecutive hours of work, paid
- 45 minutes for lunch, unpaid

The only flexibility in the timing of breaks during the day is the ability to combine your morning and/or afternoon break into your lunch hour. 15 minute breaks cannot be combined to make a 30 minute break in the morning or afternoon. These are paid breaks designed to help keep you productive at your job. If you choose not to combine your morning and/or afternoon break with your lunch, you must take one in the morning and one in the afternoon.

Additionally, if you choose to take an afternoon break, it must be completed before the last hour of your work day so you can remain focused and with enough energy to finish the day. You are encouraged to take your breaks away from your desk so you can change your environment and truly break from your work.

Military Leave

InFaith provides military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees should notify their field director or supervisor as soon as they become aware of a military service obligation. Missionaries will be required to notify their donors of an impending leave of absence if the leave is anticipated to be more than three weeks in length. InFaith also reserves the right to notify donors of any extended leave of absence.

Leave for Annual Training

Employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard Reserves or the National Guard may be granted leaves of absence for the purpose of participating in Reserve or National Guard training programs.

Employees will be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use vacation time for military duty, but employees who do elect to schedule their vacation to coincide with military duty will receive their full regular vacation pay in addition to any pay from the military.

In recognition of the public service performed by Reservists and members of the National Guard, employees will receive the difference between their regular pay and their service pay, excluding any military subsistence allowance or other expense allowances during the training period. If state law requires a different arrangement, InFaith will comply with state law.

Leave for Military Service

Permanent employees who perform service in the uniformed services may be granted leaves of absence for the purpose of participating in military service. Under USERRA, “uniformed services” consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U. S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

Employees will be granted leave as required to complete the military service, for up to five years of cumulative uniformed service-related absences.

Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of service, plus the time required to return home safely and have an eight hour rest period.

Employees with leaves of 31 and 180 days must apply for re-employment no later than 14 days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than 90 days after completion of uniformed service. A re-employment application is available by contacting the Human Resource department.

The reporting or application deadlines are extended for persons who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.

Returning service members will be reemployed with the same seniority, status and pay, as well as other rights and benefits determined by seniority. The Mission will make reasonable efforts to enable returning service members to refresh their office skills or provide tools for support raising to help them reenter the ministry or position they held previous to deployment.

During a period of military service, the employees will be treated as if they are on a furlough or leave of absence. Consequently, during their period of service they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence.

If an employee’s health plan coverage would terminate because of an absence due to military service, he or she may elect to continue the health plan coverage for up to 24 months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter. The employee may be required to pay up to 102 percent of the full premium for the coverage.

Nursing Mothers

InFaith will accommodate the transition of mothers who are returning to work after the birth of a child for up to one year.

Nursing employees will be provided with reasonable break time to express breast milk during the workday. Nursing mothers returning from maternity leave should speak with their supervisor regarding their needs. Supervisors will work with nursing employees to develop a break schedule that is reasonable, accounts for needs that may vary from day to day and creates the least amount of disruption to the Mission’s operations.

Breaks to express milk will not be paid. Employees may use normal break and lunch periods to accommodate additional nursing needs. However, if the breaks needed to express milk exceed the standard daily break time, then the employee must use personal time (either in the form of an unpaid break or paid time off).

Paid Time off Policy

InFaith believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a Paid Time off (PTO) program to all full-time and part-time employees.

PTO provides employees the freedom to decide how to use their personal time off. InFaith believes this program offers more generous time off with pay than traditional vacation, sick and personal time packages. Employees can use their PTO days in a number of different ways; for example:

- For personal business
- For periods of illness
- For doctor or dental appointments
- For personal or family emergencies

PTO does not replace InFaith's holiday schedule. We will continue to have compensated holidays each year. Additionally, InFaith does not have a separate sick time policy. As our PTO package is generous, it is assumed that the PTO package will cover any needed sick time.

Eligibility for PTO

All full-time employees are eligible to earn both vacation and personal time on a per pay period basis. Part-time employees are eligible to earn personal time also on a per pay period basis. The number of hours earned is based on the number of hours worked.

PTO Accrual

Employees accrue vacation and personal time hours immediately after hire, but they are not eligible to take this time until they have completed one month of employment. Accrued vacation is available for immediate use after the initial one month of employment. Employee vacation is capped based on hours worked. Any hours that are not used over the capped amount by the end of the fiscal year do not roll over into the next year. Therefore, the employee is reminded to use their vacation time before reaching their maximum accrual, so time is not forfeited. Unused personal time does not roll over into the next year. Any unused personal time at the end of the fiscal year is forfeited. Questions regarding your number of vacation hours can be directed to your supervisor or the human resource director.

Use and Management of PTO

InFaith encourages employees to use their PTO responsibly and, whenever possible, to schedule time for vacations or personal leave appointments in advance. Every time-off request will be evaluated and subject to approval depending on staffing needs at the time. InFaith understands there may be occasions such as sudden illness when you may not be able to give sufficient advance notice. In those situations, however, be sure to inform your supervisor as soon as possible.

Vacation and personal time also includes time off for unexpected emergencies or illness. Do not

use vacation and personal time to cover time missed from work due to tardiness, except in the case of severe weather.

Parental/School Leave Policy

InFaith understands that parental involvement with a child's education is a benefit to the parent and the child. Because the ability to take time off of work to attend functions and meetings at your child's school is important, InFaith provides parental and school leave to eligible employees in compliance with federal and state laws.

All employees are able to use up to six hours of their PTO each year to attend school functions, meet with school teachers and administration or assist in their child's classroom. If state law requires a different arrangement, InFaith will comply with state law.

You are required to notify your supervisor ahead of time if you would like to use this type of leave. The ideal notice period is at least one week, but if this is not an option it is expected that you will notify your supervisor as soon as possible.

Time Off to Vote

InFaith encourages all employees to vote. It is the policy of InFaith to comply with all state election law requirements with respect to providing employees, when necessary, with time off to vote.

If an employee has three consecutive hours either between the opening of the polls in his or her community and the beginning of the workday or between the end of the workday and the closing of the polls, it will be deemed that the employee has sufficient time outside his or her normal working hours within which to vote.

If an employee has less than three hours as described above, he or she may take off as much working time as will, when added to his or her available voting time outside normal working hours, enable him or her to vote.

For nonexempt employees, however, not more than two hours of working time taken shall be paid for time off to vote, and such time shall be taken only at the beginning or end of the employee's workday as designated by his or her supervisor.

Employees requiring working time off to vote will be required to notify their supervisor that time off to vote will be required not more than 10 or less than two working days before the day of the election.

Time off to vote is paid and does not count against an employee's accrued paid time off or sick time.

If state law requires a different arrangement, InFaith will comply with state law. Questions regarding the Mission's policy for time off to vote should be directed to your field director or supervisor.

Vacation Time

InFaith believes that vacation time is vital for needed rest and a time to regroup and reconnect. Regular full-time employees begin accruing vacation leave on the date that employment begins, however, no paid vacation days will be granted until the third month of employment is completed. Each employee will accrue vacation hours on a per pay period basis.

All full-time employees are required to submit a written request for vacation leave to their field director or supervisor at least one month prior to the date they wish their vacation to begin. This written request will be forwarded to Human Resources.

Vacation hours:

1. Full-time employees who work 30-39 hours per week accrue 2 weeks per year.
2. Full-time employees who work 40+ hours per week are accrued based on the following years of service:

| Completed Years of Service | Number of Weeks Accrued Per Year |
|-----------------------------------|---|
| 1-5 years | 2 weeks |
| 6-15 years | 3 weeks |
| 16-30 years | 4 weeks |
| 31+ years | 5 weeks |

Vacation time is accrued on a per pay period basis, with unused vacation hours not forfeited but rolled over into the next year. However, vacation hours are capped at 150%.

For example, if an employee earns 80 hours of vacation per year, unused vacation hours will roll over into the next year and added to the hours accrued in that next year. To ensure that staff take needed vacation time, vacation hours would cease to continue to accrue once the number of hours reached 120 hours – or 150% of the 80 hours. Accrual would not begin again until vacation time has been used and hours fall below the capped amount.

If your employment is terminated, either voluntarily or involuntarily, you will be paid for unused vacation hours.

Workers' Compensation Policy

InFaith provides workers' compensation, a type of accident and injury insurance, that compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any work-related injury or disease immediately (or as soon as practicable) to their field director or supervisor and Human Resources so that the necessary paperwork can be completed in a timely manner.

Please note that under state laws, employees who fail to report work-related injuries in a timely manner may see a reduction or denial of their workers' compensation benefits.

Employees returning to work from an injury or illness for which they were receiving workers' compensation must provide proof of rehabilitation or treatment from a licensed physician and verification that they are able to complete all job-related tasks. In the event that the employee returns to work under strict medical restrictions, InFaith will make every reasonable effort to accommodate the employee's work ability and job responsibilities. Once a physician removes

work restrictions, the employee is expected to perform his or her regular duties and will no longer receive workers' compensation benefits.

Information and Security

Acceptable Use of Electronic Communications

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using InFaith's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include among other things, messages, images, data, or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with people, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All electronic communications contained in the organization's Systems are the records and/or property of the organization. Although an Employee may have an individual password to access our Systems, the Systems and electronic communications belong to the organization. The Systems and electronic communications are accessible to the organization at all times including periodic unannounced inspections. Our Systems and electronic communications are subject to use, access, monitoring, review, recording and disclosure without further notice.

Our Systems and electronic communications are not confidential or private. The organization's right to use, access, monitor, record and disclose electronic communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the organization's business or violate policy is permitted, personal communications in our Systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by the organization at any time without further notice. Since all electronic communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of organization policies.

In addition, employees may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material
- To download, save, send or access any music, audio or video file
- To download anything from the Internet (including shareware or free software) without the advance written permission of the Systems supervisor
- To download, save, send or access any site or content that the organization might deem "adult entertainment"
- To access any "blog" or otherwise post a personal opinion on the Internet or our Intranet

- To solicit employees or others
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the organization or any other person or entity
- In connection with any infringement of intellectual property rights, including but not limited to copyrights
- In connection with the violation or attempted violation of any law

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the organization or others without appropriate authorization.

All system passwords and encryption keys must be available and known to the organization. Employees may not install password or encryption programs without the written permission of the CFO. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to electronic communications. The organization will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations. If you have questions about the acceptable use of our Systems or the content of electronic communications, ask the CFO for advance clarification.

InFaith Email Policy

InFaith email is intended for official ministry use. As such, we will not allow you to automatically forward your InFaith email to a personal email account. Automatic forwarding of email is a risk to InFaith. We have this policy to maintain InFaith's information security, brand consistency, and legal ethics.

Personal email is not covered by InFaith's security policies. You may have agreed to Gmail's terms and conditions (or Yahoo, AOL, Comcast, etc) but InFaith has not. What appears to be a harmless function that allows you the convenience of consolidating your mail accounts, may actually be causing you harm in ways you don't see or know about. Forwarding greatly increases the chances that your email will be seen as spam and arrive in the junk box, or worse yet, server level spam filters can simply eliminate the message without your or the sender's knowledge. It can also result in our server getting blacklisted, which ultimately means you won't receive or

possibly send any email at all. Your reputation is also at risk, as when you reply, your emails are going to appear to come from that external service, and not your ministry domain.

When composing a new ministry email, particularly on mobile devices, employees should always choose the InFaith email address, not their personal one.

Changes in Personal Information

To aid you and/or your family matters of personal emergency, we need to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be sent to info@infaith.org.

Computer Software Licensing

InFaith purchases or licenses the use of various computer software programs. Neither the Mission nor any InFaith employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail. InFaith does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within the organization shall notify a member of management. Employees who reproduce, acquire, or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

General Computer Usage Policy

InFaith is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding Mission information assets. The basic regulations for using the Mission's computer systems are as follows:

- Computers are for business use only
- The Mission may access any information created, transmitted or stored on its information systems
- Copying or downloading of software of any kind is prohibited without prior permission
- Internet is for business use only – incidental and occasional personal use is permitted
- The Mission provides email accounts to its employees for business use – incidental and occasional personal use is permitted
- Any email of an offensive, pornographic or otherwise inappropriate nature is prohibited – violations may result in disciplinary action
- Mission proprietary information must be protected

Home Office Access & Visitors Policy

InFaith cares about the safety and security of its employees. In an effort to maintain the maximum safety and security possible with a minimum of inconvenience, we have guidelines in place regarding facility access and visitors.

The back-entry door is to remain closed at all times. The front door is to remain unlocked from 8:00am to 6:00pm Monday through Thursday. At all other times, with the exception of during

special events, the front door is to remain locked. All home office employees and cleaning staff have been given a key to the front door.

The building is to be armed at all times when it is empty. An alarm code has been issued to every home office employee and the cleaning staff.

Visitors to the home office are welcome during the office's regular open hours of 8:00am to 6:00pm Monday through Thursday. Any visitor wishing to tour the facility should make arrangements with a staff person. Visitors after hours must be accompanied by a home office staff person at all times.

Children in the Home Office

InFaith values families and the role employees play in their children's lives. While we enjoy having children spend time in the workplace, the home office facility is unable to provide adequate play areas or quiet zones in order to respect the needs of other employees.

Children are permitted at the home office for authorized events such as family-friendly office gatherings in which children are explicitly welcome.

Children are not permitted at the worksite as a result of daycare difficulties during normal business hours because of the legal liability of permitting such a practice. Supervisors should be liberal in granting leave to employees who need to make emergency day care arrangements when unforeseen problems arise.

No ill children are permitted to accompany any employee to work.

Supervisors may authorize children to be in the workplace only in rare circumstances, and for limited time periods. Employees must ensure that work, health, and safety laws are followed at all times when bringing children into the workplace.

In An Emergency

Your field director or supervisor and the executive director/CEO or human resource director should be notified immediately when a major emergency occurs. Emergencies include all accidents or medical situations requiring an ambulance or hospitalization, accidents resulting in death, bomb threats, and other threats of violence.

Should an emergency result in the need to communicate information to employees outside of business hours, the executive director/CEO will contact you. Therefore, it is important that employees keep their personal emergency contact information up-to-date. Employees are required to complete a current Contact Information sheet with their annual packet. At other times through the year, you can notify us at info@infaith.org of any changes in phone numbers, email addresses or home addresses.

Safety Awareness Responsibility

Safety can only be achieved through teamwork at our organization. Each employee, supervisor and field director must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. This is particularly essential for ministries operating camps.

Here are a few basic precautions you can take:

- Notify your field director or supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your immediate supervisor immediately.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
- Know the locations, contents, and use of first aid and fire-fighting equipment.

A violation of a safety precaution is, in itself, an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

It is the Mission's policy to maintain a safe and secure working environment as much as possible. While working, employees must observe safety precautions for their safety and for the safety of others. All work areas in the home office must be kept clean, free of clutter and debris.

If you are involved in an accident, you must:

- Report the accident to your field director, supervisor or Human Resources immediately
- Obtain any necessary medical treatment
- Fill out an accident report regardless of the severity of the injury, which is available on the Ministry Hub or from Human Resources

Employees who fail to comply with this procedure may be subject to disciplinary action.

Social Media Policy

InFaith has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. The organization may also have an interest in your electronic communications with co-workers, people, vendors, suppliers, and the general public on your own time. Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking Internet sites, social Internet sites, and other electronic and non-electronic forums (collectively "social media"). The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Do not disclose confidential or proprietary information regarding the organization, your co-workers or the organization's vendors and suppliers. Unauthorized use of copyrighted or trademarked organization information or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with the executive director/CEO or CFO.
2. Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
3. Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other characteristic, may be deemed inappropriate even if the organization name is not mentioned. If social media communications in any way may

adversely affect your relationships at work or violate organization policy, you may be subject to discipline up to and including immediate termination under various organization policies.

4. Ensure that engaging in social media does not interfere with your work commitments.
5. Social media and similar communications have the potential to reflect on both you and the organization. We hope that you will show respect for your fellow co-workers.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Workplace Violence

Violence by an employee or anyone else against an employee, field director or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to the organization's property in the event someone, for whatever reason, may be unhappy with a decision by the organization or action by an employee or member of management.

If you receive or overhear of any threatening communications from an employee or outside third party, report it to your field director or supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises or at any ministry site, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the organization's investigation, may result in disciplinary action up to and including discharge.

Workplace Searches

To protect InFaith property and to ensure the safety of all employees and the organization, InFaith reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the organization's property. In addition, the organization reserves the right to search any employee's office, desk, files, equipment or any other area or article on our premises. In this regard, it should be noted that all home office offices, desks, files, equipment, etc. are the property of the organization, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the organization.

Employees working on or entering or leaving the home office who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge if, upon investigation, they are found to be in violation of the organization's code of conduct, security procedures, or any other organization rules and regulations.

General Practices

Attendance and Standard Working Hours

InFaith expects that every employee will be regular and punctual in attendance. Absenteeism and tardiness place a burden on ministries and on co-workers.

When you are unable to work due to illness or an accident, please promptly notify your supervisor. In the event your immediate supervisor is unavailable, you must speak with another member of the management team. If you do not report for work and InFaith is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned and you will be removed from the payroll.

You will be compensated for authorized absences according to the provisions described in this Manual. Authorized absences beyond the time allowed under that policy are authorized without compensation.

In the event of severe weather, the home office remains open for business during regularly scheduled working hours. You are expected to report for work in severe weather if it is at all possible to do so safely. In the event we close the home office due to weather your supervisor will contact you to alert you of the closure. A voice message will be left on InFaith's general telephone line to notify missionaries and donors who may be trying to reach the office of the unexpected closure. See also *Inclement Weather Policy*.

Background Checks

InFaith conducts a background check on all applicants and candidates to the Mission. A third-party administrator may be used to conduct the background checks. All background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Credit
- Professional and personal references

Criminal background checks may not be used as the sole reason for denying approved candidate or home office employment, unless it is job-related. Regardless, the organization has the right to make the final decision about employing an individual after the background check is complete.

Checking professional and personal references is an important part of the background check process. This provides InFaith with information on the potential employee's work ethic, skills, performance, and other areas important to the organization.

Information obtained from the background check process, including information from professional and personal references, will be used by InFaith only as part of the employment process and will be kept confidential by Human Resources.

A background check may also be completed during reassignment or promotion of an employee.

Conflict of Interest

InFaith's continued existence depends on charitable contributions from the public. Maintenance of the tax exempt status is essential both for its continued financial stability and for the receipt of contributions and support. For these and other reasons, the operations of InFaith are in the nature of a public trust, subject to scrutiny by government, tax authorities, and members of the public. Of paramount importance, InFaith will be a wise steward of the Lord's resources.

Conflicts of interest could potentially arise with:

- Persons and firms supplying goods and services to InFaith
- Persons and firms from whom InFaith leases property and equipment
- Persons and firms with whom InFaith is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- Donors and others giving support to InFaith
- Agencies, organizations, and associations which affect the operations of InFaith

This statement is to serve as a reminder of the high fiduciary standards which must guide all those related to the operation of InFaith and of their duty to reveal any conflict problems in advance. Any questions regarding a conflict or possible conflict of interest should be directed to the CFO.

Dress Code Policy

Due to the nature of the different ministries represented by the employees of InFaith, a general dress code is difficult to articulate. We, therefore, request that our employees maintain standards of dress and appearance appropriate to both the organization as a whole and to your particular area of ministry. Dress, grooming, personal cleanliness and professional behavior standards contribute to how we strive to present ourselves as ambassadors of Christ. You should dress and groom yourself accordingly. This is particularly true if you are meeting with donors in person.

For home office employees, sandals, flip-flops, and shorts that are appropriate length, are only allowed at the office during the warmer summer months. Summer months are defined as beginning with Memorial Day and ending on Labor Day.

Personnel Hygiene

Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work or representing InFaith you are required to be clean, dressed appropriately, and well groomed.

Employee Classification

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

Exempt

Employees who meet any of the FLSA's exemption standards, including managerial, supervisory, professional, sales or administrative employees.

Non-exempt

Employees whose positions do not meet the FLSA exemption standards. Overtime work is prohibited without specific supervisor authorization for these employees.

In order to be consistent with labor laws governing paid employees and volunteers, as well as providing an easier system of identification, below are the classifications of employees at InFaith. All employees and those associating with the ministry of InFaith will fall into one of these categories. Full definition of benefits and requirements is included on the *Benefit/Requirements* spreadsheet provided to each employee in their welcome packet as well as in their annual packet.

Full Time

Paid employees working a minimum of 30 hours per week and raising a minimum of \$25,000 per year through deputation are considered full-time. This includes those participating in the senior program on a full-time basis. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

Part Time

Employees who work a minimum of 16 hours to a maximum of 29 hours per week and raise a minimum of \$13,000 per year through deputation are classified as part-time. This includes those participating in the senior program on a part-time basis.

Associates

Those who fall into the category of tentmaker, endorsed military or hospital chaplains and their approved candidates are those who are not on payroll or a support plan. By choosing to associate and represent InFaith means associates must meet InFaith's minimum standards and accountability.

Seasonal

These classification are employees who are employed on both a temporary and part-time basis. This classification includes summer staff, paid interns, and approved candidates. The general season is no more than two years.

Employee Fraternization Policy

This policy establishes clear boundaries with regard to how relationships develop at work and within the confines of the work area.

- During working hours and in work areas, employees of InFaith are expected to keep all personal interactions limited and at a professional level to avoid distracting or offending others.
- Employees are prohibited from engaging in any physical interactions that could be seen as inappropriate in the work area. What constitutes inappropriate conduct is at the discretion of management.
- Employees who engage in personal relationships with others and allow these relationships to negatively affect the working environment will be subject to disciplinary action. If said employees fail to change their behavior after disciplinary action takes place, they may be subject to termination.

Employment of Relatives Policy

Members of your immediate family will be considered for employment on the basis of their qualifications. Your immediate family may not be hired, however, if it would:

- Create a direct supervisor-subordinate relationship with a family member
- Create an adverse effect on ministry or work performance
- Create either an actual conflict of interest or the appearance of a conflict of interest

At the home office where a husband and wife are each receiving an InFaith paycheck, it is the policy of InFaith to not allow couples to work in the same department without prior approval from management. Should difficulties arise from having married couples work under the same supervisor, it is the discretion of management to consider moving one spouse to another department. In no case can a married couple have a direct supervisor-subordinate work relationship.

Injury & Illness Reporting

InFaith is committed to establishing and maintaining a comfortable and safe working environment for all employees.

Safety is often taken for granted. We must recognize that safety risks are present and take steps to reduce the risk of injury or illness. Safety is everyone's responsibility.

All work-related injuries and illnesses should be reported immediately to Human Resources, even if you are not sure whether they are truly work-related. Even small, seemingly insignificant injuries left untreated can result in serious conditions.

You can obtain an Accident Report form from the Ministry Hub or from Human Resources. When injuries are reported immediately, they will quickly be investigated, if necessary, and corrective action will be taken to prevent more injuries.

Injuries Received at Ministry Sites

Accident Reports for all accidents received by employees, campers, or any person attending or on location of a ministry event or camp must be submitted to the Human Resource department within 24 hours of the injury. The report form can be found on the Ministry Hub or you can obtain a copy from Human Resources.

Media Relations Policy

InFaith is committed to providing the media with accurate information. To avoid discrepancies, specific guidelines are to be followed when a media inquiry regarding InFaith is received.

All media inquiries regarding InFaith, any or all of its employees, or its operation must be immediately referred to InFaith's executive director/CEO who is the only one authorized to make or approve public statements regarding the organization. InFaith will generally provide a response to media inquiries within 24 hours. Media inquiries include but are not limited to, official statements, press releases, and advertisements.

If you wish to write or publish an article, paper or other publication on behalf of the Mission, you must first obtain approval from the communication department director and executive director/CEO.

Online Social Networking Policy

While InFaith has no intention of controlling employee actions outside of work, employees should practice caution and use discretion when posting content on the Web. Employees have the right to use social media for personal expression on their own time, and InFaith will not violate employee privacy by attempting to access content that has not been made available publicly. This policy serves as a notice on the practice of social networking for all employees to read and understand. As more concerns develop and legislation is released, this policy is subject to change.

The purpose of this policy is:

- To guarantee a constructive relationship between the company and its employees
- To manage risk and preserve's positive reputation
- To discourage the use of company time for personal social media activities
- To promote awareness among employees of the number of individuals who can access information presented on social networking sites

Definitions

Social networking and *social media* refer to any activity that involves interaction in online communities. This interaction includes, but is not limited to, browsing profiles and photos, reading messages sent through social networking forums and participating in instant messaging services.

A *social networking site* is any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be tailored to specific interests or to certain types of users. Examples of popular social networking sites include Facebook, Twitter, MySpace, Flickr, Friendster, Classmates.com, LinkedIn, Instagram, Xanga and Bebo. The list of social networking sites is constantly growing and changing because of the nature of the Web.

A *social networking profile* is a user's personalized page within a specific social networking site, usually containing personal information such as name, birthday, photo and interests.

Micro-blogging is the practice of publishing your whereabouts, thoughts or activities on a social networking site for other users to see. While not all social networking sites use micro-blogging, this is a primary focus of sites such as Twitter and Facebook.

Business purposes is considered using a social networking site for the Mission's gain, usually as a task or assignment given by a manager or supervisor. This can be done either through a specific company account on a given social networking site or through a personal account set up for the purposes of recruiting or marketing for InFaith.

The term *Working Hours* includes any time employees are being paid to conduct company business. Standard working hours are from 8:00am to 6:00pm, Monday through Thursday. This timeframe may vary based on job type and responsibilities.

Procedures

Prohibited Use

It is important that employees use their time at work for ministry/business purposes. Employees are not blocked from access to social networking sites on InFaith computers because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the company and to connect with clients. However, access to such websites should follow company policy. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-mission business with a company computer or device
- Browsing social networking sites for non-Mission business on Mission time with a company computer or device
- Reading email alerts regarding personal social networking account activity or using InFaith email to correspond with personal social networking contacts
- Updating information, uploading photos or otherwise engaging in one's personal social networking profile for non-mission purposes with an InFaith computer or device
- Micro-blogging for a non-mission purpose on a social networking site throughout the work day, whether it is on an InFaith provided computer or a personal smart phone device

Prohibited Conduct

Having your own individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and may no longer be considered private matters. InFaith has put in place a set of conduct guidelines to protect its brand and prevent the unwanted disclosure of confidential information. Please follow these guidelines:

- Do not use micro-blogging features to publish internal reports, disclose donor information, or participate in other activities that may be contrary to the core of the missions Ministry Essentials.
- We urge you to consider resolving workplace grievances internally. If you choose to address a grievance using social media, we recommend you refrain from posting comments and materials that could be viewed as malicious, obscene, threatening, and intimidating or that could create a hostile environment.
- We also recommend you refrain from posting any opprobrious, reckless or maliciously untrue comments. These communications may not be protected by law.
- Do not impersonate InFaith or its employees, make statements on behalf of InFaith without authorization, or make statements that can be construed as establishing InFaith's official position or policy on any particular issue.

As stated above, the purpose of this policy is to protect InFaith's brand and prevent the disclosure of confidential information. It is not InFaith's intent to interfere with its employees' legal rights. If you have any doubt about whether it is proper to disclose information, please discuss it with the executive director/CEO or human resource director. Whenever state or federal law govern an area of social media participation, InFaith policies should be interpreted as to comply with them.

Overtime Pay

InFaith must compensate all home office hourly, non-exempt employees one and a half times their regular wage rate for all hours worked in excess of 40 hours each week.

At times, employees will be asked to work overtime to complete necessary work tasks. The employee's supervisor will notify the employee as early as possible regarding scheduling needs.

Employees who want to work more than 40 hours during a workweek must receive authorization from their supervisor before working overtime.

Pay Periods and Check Distribution

InFaith missionaries will be paid monthly on the 25th of the month for the period that ends approximately the week prior to the 25th of the month. Home office staff are paid bi-weekly.

When pay day falls on a holiday, you will normally be paid on the last working day before the holiday. If pay day falls on a Saturday or Sunday, you normally will be paid on Friday.

You have the option of receiving your pay by check or having your pay deposited directly into your bank account through our direct deposit program. Contact Human Resources to have the direct deposit form you need to complete to participate in this benefit.

If questions or concerns about any pay deductions or other payroll questions arise, you may discuss and resolve them with the CFO. You are responsible to review your paycheck for errors. If you find a mistake, report it to the CFO immediately. The CFO will assist you in taking the steps necessary to correct the error.

Garnishment/Child Support

When an employee's wages are garnished by court order or IRS our organization is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. We will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Paystubs

Beginning with the first payroll period in January 2017, and until further notice is made, paychecks will be distributed by Paycom. Those without direct deposit will continue to receive a paper pay check. With few exceptions, paper paystubs will no longer be mailed to those with direct deposit. Those with direct deposit may retrieve a copy of their paystub online by logging into www.paycom.com. Information with individual log in credentials to log on to this site to view your payroll will be sent via email to all staff. Please contact the bookkeeper at the Home office at ext. 101 should you have any questions or need help with logging onto the site.

Performance Evaluations

InFaith is committed to providing you with feedback, both formal and informal, about how you're performing in your position as well as your goals. Field directors and supervisors are responsible for providing this ongoing informal feedback for each of their reports. Field directors can accomplish this in their monthly call as well as the quarterly inventory.

A formal written performance evaluation may be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide field directors, supervisors and staff the opportunity to discuss ministry or job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal performance evaluations are scheduled approximately once every 12 months.

Personnel Records

InFaith strives to keep accurate and up-to-date personnel records.

Employee personnel files may include the following:

- Employee demographic information
- Application to InFaith
- Position description
- Resume
- Salary history
- Disciplinary action records
- Performance reviews
- Written quarterly inventories
- Signed copies of Statement of Faith & Ministries Essentials
- Copies of documents signed on an annual basis
- Other documents as deemed necessary for the position hired

To ensure the accuracy of your personnel records, please notify us immediately of the following changes:

- Name
- Address
- Telephone number/Cell phone number
- Marital status
- Dependent status
- Desire to change employment classification status (full-time or part-time [including senior program], associate or seasonal).

Personnel records are confidential and are not available to anyone outside of InFaith, unless you have personally authorized their release. A release may not be required when reporting certain information as required by law or when an authorized governmental agency inspects certain records.

Physical Examination Policy

InFaith may require a mandatory, job-related medical examination when there is a need to determine if an employee can perform the mandatory functions of his or her position. This exam will help identify physical limitations or restrictions. A medical examination may also identify significant health or safety risks to the employee or others by identifying infectious diseases, or other medical monitoring as required by medical standards, professional licensing bodies or standards established by federal, state or local law.

InFaith may conduct voluntary medical examinations and health promotion activities as well. The records from these screenings will be kept confidential.

The cost of the voluntary or mandatory medical examinations rests with InFaith. The employee is not responsible for paying any of the costs for these procedures.

Time Card Regulations

InFaith requires that home office employees, except management and executive team members, maintain a time card of his or her hours of work. This will keep a record of work attendance. For nonexempt employees, time cards will also be used to ensure the accuracy of paychecks. All nonexempt employees are required to accurately record their hours worked each day through the web clock on www.paycom.com.

Home office staff may not clock in more than ten minutes before the beginning of their scheduled shift and may not punch out more than ten minutes after their shift ends, unless overtime hours were previously approved by their supervisors. Employees must approve the hours recorded on their time cards before each pay period by submitting the record through the digital time tracking system as outlined in the Paycom instructions provided.

Travel/Expense Account Policy

Please consult with the CFO with specific questions regarding reimbursable ministry expenses.

Expenses Guidelines

The following are examples of reimbursable expenses, assuming they are in compliance with this policy:

- Hotel or motel and related tips (using lodging per diem rates, established by the U.S. Department of State (see Section 8.1), as a guideline for “reasonable”)
- Travel expenses including airfare, train fare, bus, taxi, and related tips
- Meals with a ministry purpose, including tips not to exceed 20%
- Business telephone calls
- One daily call home for reasonable length while traveling on InFaith business
- Laundry and/or dry cleaning expenses during trips in excess of five days
- Car rental
- Personal mileage at established annual rate by InFaith
- Gas and oil for InFaith owned, leased, or rented vehicles
- Tolls
- Conference and convention fees
- Business/ministry purpose entertainment and recreation expenses
- Parking
- Traveling expenses for a spouse, relative or friend if it can be shown that the person’s presence was both essential and directly related to the effective accomplishments of InFaith ministry/business. In these limited instances, the missionary must obtain written approval IN ADVANCE.
- Other reasonable and necessary business expenses, not specifically excluded by this policy

Submittal of Monthly Expense Report Forms

It is the employee’s responsibility to prepare and submit a Monthly Expense Report to receive reimbursement for ministry and business related expenses. Expense reports should be submitted on at least a monthly basis to ensure proper matching of expenses with the appropriate accounting period.

All claimed expenses must have a receipt submitted with the report. All monthly expense report forms must be signed by the employee and approved by the CFO before it will be considered for processing. Forms can be faxed, emailed to reports@infaith.org, or mailed to the attention of the Finance Department.

Company Credit Card Policy

Authorized employees who travel frequently for their duties, purchase large volumes of goods for use by the Mission, or incur frequent business expenses that can be paid by credit card may receive a company credit card. Alternatively, they can choose to use their personal card and submit the expenses for reimbursement. InFaith will, in those cases, reimburse expenses plus pay the annual fee.

As a general rule, corporate credit cards cannot be used to obtain cash advances, bank checks or electronic cash transfers for anything other than the expenses incurred by the employee whose name appears on the credit card. The card is not to be used for personal expenses of the employee either.

- Misuse of a company credit card will result in cancellation of the card. If the card is used for personal expenses, InFaith has the right to recover these expenses from the cardholder.
- Credit card expenditures must be submitted with original receipts to the office of the CFO within 30 days of the statement date.
- If a credit card holder does not follow this policy, his or her card will be cancelled.
- Lost or stolen company credit cards must be report to the CFO immediately.