



**SCRS-IL**

Southern California  
Resource Services for  
Independent Living

# Employee Handbook

January 2024

The mission of Southern California Rehabilitation Services is to empower persons with disabilities to achieve their personalized goals through community education and individualized services that provide the knowledge, skills, and confidence building to maximize their quality of life. This may be accomplished by providing these individuals with ongoing information and referrals, direct supportive services, and/or specialized training in order that they may realize their full potential.

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## SCRS-IL – Employee Handbook

### WELCOME!

Welcome to Southern California Resource Services for Independent Living. Throughout this Handbook, Southern California Resource Services for Independent Living will also be referred to as “SCRS-IL”, “the Company,” or Organization.

As an employee of SCRS-IL, you are an important member of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive. Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of SCRS-IL.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits that are available to eligible employees. This Handbook supersedes and replaces all previous personnel policies and practices, whether written or oral.

Please read the Handbook in its entirety, since it describes many of your responsibilities as an employee and outlines programs developed by SCRS-IL to benefit its employees. As an employee of SCRS-IL, you will be expected to comply with all of the provisions contained in the Handbook.

From time to time, circumstances may require SCRS-IL to change policies set forth in this Handbook. Therefore, other than the “at-will” employment relationship set forth in the following section, which can only be altered by a written agreement signed by you and the CEO, SCRS-IL reserves the right to modify, revise, supplement or rescind any provision of this Handbook at any time as it deems necessary or desirable without advance notice to you. When new policies are added or existing policies are changed, the most recent policy will prevail and govern any new action taken. This Handbook is not intended to be a contract or to otherwise create any legally enforceable obligations on the part of the Company. This is an integrated agreement as to the at-will employment relationship between you and the Company.

If you have entered into a written employment agreement signed by you and the CEO; that written employment agreement will prevail to the extent, it is inconsistent with any policy set forth in this Handbook. However, to the extent your written agreement, if any, is silent as to a particular issue, the provisions of this Handbook, as amended from time to time, will control.

Federal laws, as well as the laws of the State of California, shall govern this Handbook. None of the policies contained in this Handbook shall be construed so as to require the commission of any act contrary to law. Wherever there is any conflict between any policy set forth in the Handbook and any present or applicable future contrary statute, law, ordinance or regulation, the latter shall prevail, but the provision of this Handbook, which is affected, shall be limited only to the extent necessary to bring it within the requirements of the law.

If you have any questions about the policies and practices not covered by this Handbook or any difficulty reading or understanding this Handbook for any reason, please ask Human Resources for assistance. If any portion of this Handbook is translated into a foreign language, and if there are any conflicts between the translation and the English version, the English version will control.

We are pleased that you have chosen to join SCRS-IL and hope for a pleasant and mutually rewarding relationship.

## Mission

The mission of SCRS-IL is to empower persons with disabilities to achieve their personalized goals through community education and individualized services that provide the knowledge, skills, and confidence building to maximize their quality of life. This may be accomplished by providing these individuals with ongoing information and referrals, direct supportive services, and/or specialized training in order that they may realize their full potential.

## Our Values

**INTEGRITY:** We demonstrate integrity in all of our dealings as we believe that integrity is the cornerstone of all positive and productive relationships.

**INNOVATION:** We strive to be innovative by delivering services that are intuitive and responsive to the needs of our clients, partners and employees.

**EMPOWERMENT:** We believe in an empowerment approach that encourages individual abilities. We support this by ensuring that everyone has adequate tools, skills, input, opportunities and knowledge to be successful.

**RESPECT:** We are committed to an atmosphere of respect. We honor this by embracing the diversity of our staff, clients and partners; recognizing that our success as an agency is based on the talent, skills and expertise of our team.

**PERSONAL GROWTH:** We value personal growth and know that it is vital to the long-term success of our agency and those we serve.



Rudy A. Contreras  
CEO

# GENERAL EMPLOYMENT POLICIES

### GENERAL EMPLOYMENT POLICIES

#### Statement of At-Will Employment

SCRS-IL personnel are employed on an “at-will” basis. At-will employment means that the employment relationship may be terminated, with or without cause, for any reason or for no reason at all, with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate employment at-will.

No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than on an at-will basis. Only the CEO and President of the Board of SCRS-IL have the authority to make any such agreement, which is binding only if it is in an express written agreement.

This is an integrated agreement as to the “at will” employment relationship between you and SCRS-IL.

#### Equal Employment Opportunity

SCRS-IL is an equal opportunity employer. Company policy prohibits discrimination based on race, color, religious creed, gender (including gender identity and gender expression), religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

SCRS-IL is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Organization operations and prohibits unlawful discrimination by any employee of SCRS-IL, including supervisors and coworkers. This policy therefore applies to all employment terms and conditions including recruiting, hiring, compensation decisions, benefits, discipline, training, professional development practices, promotions, transfers, layoffs, and terminations. Job aptitude, ability and other job-related tests may be given to help determine a person’s qualifications and abilities to perform a specific job.

If you believe you have been subjected to any form of unlawful discrimination, or if you believe you have witnessed an instance of discrimination, submit a complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and

should include the names of the individuals involved and the names of any witnesses. Detailed reports including names, descriptions, and actual events or statements made will greatly enhance SCRS-IL's ability to investigate. Any documents supporting the allegations should also be submitted. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the CEO. The Organization will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If SCRS-IL determines that unlawful discrimination has occurred, appropriate corrective action will be taken, up to and including discharge from employment. The Organization will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

### **Employees and Applicants with Disabilities**

The employment-related provisions of the Federal Americans with Disabilities Act (ADA), as well as any applicable state laws, apply to all employees and job applicants seeking employment with SCRS-IL. A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position for which the individual holds or desires.

SCRS-IL will attempt to provide reasonable accommodations for known physical or mental limitations, if a job applicant or employee is otherwise qualified, unless doing so would create an undue hardship on SCRS-IL.

Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should inform his or her Supervisor and request such an accommodation. The employee should advise their Supervisor, Director and/or CEO what accommodations he or she believes are needed in order to perform essential job functions. SCRS-IL will engage in a timely, interactive process with the applicant or employee to determine effective, reasonable accommodations, if any, in response to a request.

### **Verification of Authorization to Work**

Federal immigration laws require that an employer verify each job applicant's identity and legal entitlement to work in the United States at the time of hire. Therefore, at the time you are hired but no later than the first day of employment you must complete and sign section 1 of the I-9 form. Also, no later than three (3) business days after hire, you must take the following action: (1) complete the I-9 Form provided to you by SCRS-IL; and (2) provide the documents required pursuant to the I-9 Form to verify your identity and legal entitlement to work in the United States. All offers of employment are expressly conditioned on your compliance with your obligations under this section.

### Zero Tolerance Policy Against Unlawful Harassment

SCRS-IL is committed to maintaining a work environment that is free from unlawful discrimination, harassment or retaliation. In keeping with this commitment, SCRS-IL will not tolerate forms of unlawful harassment, discrimination or retaliation of any kind, including sexual harassment and harassment based on race, religion, color, sex, gender including gender identity and gender expression, sexual orientation, national origin, ancestry, citizenship status, military and veteran status, marital status, pregnancy, breastfeeding or related medical condition, age, medical condition, genetic characteristic or information, physical or mental disability, diagnosis or history of cancer, or any other characteristics protected by federal, state and local laws prohibiting unlawful discrimination, harassment and retaliation.

This policy applies to unlawful harassment, discrimination and/or retaliation by or against employees, including but not limited to the CEO, Directors, Supervisors, and co-workers, as well as to interns and volunteers. This policy also applies to unlawful harassment, discrimination and/or retaliation by or against vendors, visitors, applicants for employment and anyone else who does business with SCRS-IL, including independent contractors.

Sexual harassment is one specifically prohibited type of harassment. Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either: (1) submission to the conduct is made either for an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct is designed to or does interfere with an employee's work performance or creates an intimidating, hostile, or offensive work environment. Sexually harassing conduct need not be motivated by sexual desire.

Unlawful harassment as it relates to any protected characteristic may take many forms. Here are some examples:

- VERBAL CONDUCT:

- Epithets, derogatory comments, slurs, comments about an individual's body or dress
- Dirty jokes
- Persistent requests for dates, or unwanted sexual advances, propositions, favors, or threats
- Ring tones, whistling or hooting
- Insulting comments or sexually-oriented "kidding," "teasing," or "practical jokes"
- Jokes about gender-specific traits
- Sexual innuendoes, suggestive comments, or excessive flattery
- Questions or comments of a personal nature such as sexual remarks about a person's physical appearance or dress
- Unwelcome discussion of one's sexual experiences or desires

- **VISUAL CONDUCT:**
  - Inappropriate pictures, images, texts or other electronic communication, photographs, drawings, or gestures relating to any protected characteristic
  - sexually suggestive or explicit visual materials or images including but not limited to sexually-provocative pictures, posters, cartoons, graffiti, calendars, e-mails, texts, or screen savers
  
- **PHYSICAL CONDUCT:**
  - Favoritism towards another because of sex or other protected characteristic
  - Physical assault, blocking normal movement or interference with work directed at an individual because of that individual's sex or other protected characteristic
  - Inappropriate physical contact or touching of a sexual nature such as brushing, patting, hugging, pinching, or shoulder directed at an individual because of that individual's sex or other protected characteristic
  - Leering or staring
  - Offensive gestures
  
- **THREATS AND DEMANDS:**
  - Submission to sexual requests in order to keep a job or avoid some other loss, and/or offers of job benefits in return for sexual favors
  
- **RETALIATION:**
  - Adverse treatment for having reported or threatened to report unlawful harassment with the good faith and reasonable belief that such unlawful harassment has occurred

**This policy against harassment will be uniformly enforced.**

### **Complaint Procedures**

All employees are responsible for helping to ensure a workplace free from prohibited discrimination, retaliation or harassment. If an employee feels he or she has witnessed or been subjected to any form of harassment, retaliation or discrimination, the employee should immediately report such incident to a Supervisor, Director, CEO, or Human Resources. The Supervisor, Directors, CEO, and Human Resources are those who are authorized by this policy to receive and act upon reports or complaints of harassment or discrimination on behalf of SCRS-IL. This policy does not require reporting harassment to any Supervisor who may be creating the harassment. If an employee feels uncomfortable going to his or her Supervisor, Director or CEO, the employee may bring the matter directly to the attention of Human Resources.

Delay or failure to report unlawful discrimination, retaliation or harassment hurts both SCRS-IL and the alleged victim. If no report of unlawful discrimination, retaliation or harassment is made, SCRS-IL will be unable to undertake a prompt investigation and take appropriate remedial action when such unlawful discrimination, retaliation or harassment has occurred.

### **Policy Against Retaliation**

Retaliation against any employee, volunteer and/or intern for reporting a problem, filing a complaint, bringing inappropriate conduct to SCRS-IL's attention or participating in an investigation or proceeding is strictly prohibited.

Unlawful harassment, discrimination, and retaliation not only violate the rules of common courtesy and are a violation of SCRS-IL's policy, but are also illegal under federal and state employment discrimination laws. It is our policy to investigate all reports or complaints of harassment, discrimination and/or retaliation thoroughly, promptly, and discreetly. To the extent possible, the confidentiality of an employee or any other person who has reported a problem, the confidentiality of any witnesses and the confidentiality of the alleged offending party will be protected from unnecessary disclosure consistent with the need to conduct an adequate investigation.

The outcome of the investigation and a timely resolution of each complaint will be reached and communicated to those involved. If an investigation confirms that unlawful harassment, discrimination and/or retaliation have occurred, SCRS-IL will take appropriate corrective action, up to and including termination to prevent and deter such harassment, discrimination and/or retaliation from occurring again.

### **WHISTLEBLOWERS ARE PROTECTED**

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

### **Who is protected?**

Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

### What is a whistleblower?

A “whistleblower” is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a local, state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee’s employment or place of employment. A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

### What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment. Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee’s employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

### How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the **California State Attorney General’s Whistleblower Hotline at 1-800-952-5665**. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

### Federal and State Enforcement Agencies

Complaints of harassment may also be directed to the U.S. Equal Employment Opportunity Commission (“EEOC”) and/or the California Department of Fair Employment and Housing (“DFEH”). You may contact the nearest DFEH office and/or the nearest EEOC office by checking the state government listings in your local telephone directory. Also, the DFEH website address is [www.dfeh.ca.gov](http://www.dfeh.ca.gov); the EEOC website address is [www.eeoc.gov](http://www.eeoc.gov).

### Use of Drugs and Alcohol

While it is not the Company’s intent to infringe upon the private lives of its employees, SCRS-IL has the responsibility to provide a safe and hazard free work environment. Therefore, all employees are expected to arrive at work fit for duty, and to remain so for the remainder of the work period.

No employee may enter the Company premises while under the influence of, or have in his or her possession, any alcohol or behavior-altering Federal or State illegal drug of any kind during working time. Likewise, the use, sale, transfer or possession of alcohol, illegal drugs or controlled substances on the job, on Company or client property, in Company vehicles, or in personal vehicles while on Company business is prohibited.

Employees also are prohibited from being under the influence of any legal drug (including both prescription and non-prescription drugs) while on Company property or while performing Company business, to the extent such drug impairs the employee's ability to safely perform his or her job duties. Whenever an employee uses any drug prescribed by a physician or any over-the-counter drug that bears a warning about drowsiness, impaired reflexes or any other side effect that could affect an employee’s job performance, the employee must ask the prescribing physician or dispensing pharmacist whether such drug will adversely affect the employee’s ability to safely perform assigned duties. If the employee is advised that such a possibility exists, the employee must advise a Supervisor, Director, and/or CEO of that fact (without disclosing the name of the drug or the reason the employee is taking it) before beginning the work shift. If the Supervisor, Director, and/or CEO determines, in his/her sole discretion, that the employee is likely to create a safety hazard to the employee or others by performing the employee’s regularly-assigned duties, the Supervisor, Director, and/or CEO may, at his sole discretion, take either of the following actions: (1) temporarily assign the employee to other duties if such duties are appropriate and available; or (2) place the employee on unpaid leave until such time as the employee no longer is using any drug that could render the employee’s performance unsafe.

Employees are strictly forbidden to consume alcoholic beverages or illegal drugs during work time, break times or meal periods; they also may not return to work after such breaks or meal periods under the influence of such substances.

### **Drug and Alcohol Testing**

If SCRS-IL has a reason to suspect that any employee may be under the influence of, impaired by, or unfit for duty due to illegal drugs or alcohol while at work, or when reporting for work, that employee may be ordered to submit to a urinalysis, breathalyzer or other test conducted by a professional medical staff and laboratory that is designed to detect the presence of alcohol and/or drugs. Likewise, when SCRS-IL reasonably suspects that an employee's use or impairment from drugs or alcohol may have been a factor in an injury or accident during work, or while operating Company equipment or vehicle, that employee may also be ordered to take a urinalysis or other drug/alcohol test. Transportation will be provided to and from the medical facility.

All such examinations and/or tests will be on Company time, are considered a condition of employment, and will be at the sole expense of SCRS-IL. If the employee tests positive based on the results of a confirmation test, the employee will be subject to disciplinary action up to and including immediate termination.

Should an employee refuse to submit to the requested examination or test, the employee will be subject to discipline up to and including termination for insubordination.

Employees who voluntarily come forward to management, prior to a situation requiring testing based upon reasonable suspicion, and who cooperate with the Company with regard to treatment, may not be subject to discipline. An employee who requests a leave of absence to enter a drug or alcohol rehabilitation program will be reasonably accommodated with an unpaid leave of absence, as required by law, to enroll in such a program if such an accommodation is not an undue hardship on the Company as provided by law. Employees voluntarily entering a drug or alcohol rehabilitation program may be required to provide medical validation of satisfactory completion of the program. Employees returning to work following satisfactory completion of a rehabilitation program may be subject to drug or alcohol tests without prior notice for up to one (1) year following the return date. A recurrence of a positive drug or alcohol test following return to work may lead to disciplinary action up to and including termination.

### **Ethical Standards**

SCRS-IL strives to comply fully with all laws governing its operations and conduct its affairs in accordance with the highest moral, legal, and ethical standards. SCRS-IL will not tolerate on-the-job violations of the law, illegal infringement on the rights of others, lying, cheating, stealing, gross negligence, misconduct, unethical behavior, fraud, waste and/or abuse, or any action which SCRS-IL believes is contrary to the best interests, security, safety, and well-being of the Company, its employees, consumers, and business contacts.

### Termination of Employment

#### Exit Interviews

Whenever possible, exit interviews normally will be conducted of all terminating employees. This interview allows you to communicate your views on working at SCRS-IL as well as the job requirements, operations, and training needs of the position. At the time of the interview, you will be requested to return all Company property issued to you during the term of your employment.

#### Voluntary Terminations

When an employee resigns employment with SCRS-IL for personal or other reasons, the separation is considered voluntary.

We ask that you give us at least a 2-week written notice in advance and provide the reason(s) for your resignation to your Supervisor, Director, CEO or Human Resources. This will provide SCRS-IL with the opportunity to make the necessary adjustments in our operation. Of course, you are an at-will employee, which means you can resign with or without notice, for any reason or for no reason at all.

Should an employee fail to call or show for work for three (3) consecutive scheduled work days, SCRS-IL will treat it as a voluntary termination for job abandonment.

Failure to return from an approved leave of absence within the time limits established will be considered as voluntary termination of employment without notice. Accepting alternate employment during an approved leave of absence also will be considered a voluntary resignation.

#### Involuntary Terminations

Involuntary termination is one that is initiated by SCRS-IL.

Discharge is an involuntary termination that is initiated by SCRS-IL for any reason other than reduction in force, or initiated by SCRS-IL for no reason at all.

A layoff is an involuntary termination that is initiated by SCRS-IL as a result of reorganization, position elimination or declining operations. Due to the nature of the Company's business, there may be lay-offs during a slow business period. You may be recalled from layoff in management's sole discretion.

#### Final Pay

All wages or salary due, as well as payout for unused accrued vacation, will be calculated as of the last day of active employment with SCRS-IL. Your final paycheck will be paid on the last day of employment or in accordance with applicable state law. Employees who quit without notice

will be paid within 72 hours. The employee is entitled to be paid by mail if requested along with a designation address.

### **Return of Company-Issued Property**

It is the responsibility of any terminating employee to return all property issued by SCRS-IL no later than the last day of employment. All such property, I.D. badge, logbooks, time cards, keys, cell phones, laptop computers, equipment, manuals, documents, SCRS-IL's trade secret and proprietary information (including but not limited to SCRS-IL consumer, vendor and/or consumer lists, contact information or pricing information) and other items that you may have in your possession, must be returned on or before the last day of work.

WORKPLACE HEALTH  
&  
SAFETY

### WORKPLACE HEALTH & SAFETY

#### Injury and Illness Prevention

Safety is a top priority of our company. We are committed to providing our employees, consumers and visitors a safe and healthy environment at SCRS-IL. Unsafe acts not only result in possible employee injury or illness, but they also can impact the Company's profit through loss of employee productivity and increased workers' compensation claim costs.

As part of that goal, all employees must follow safe working practices and instruct others to work safely and comply with SCRS-IL's Injury and Illness Prevention Program and any other safety programs.

The Director of Development and Human Resources have the authority for and is responsible for leading this program. The Director of Development and Human Resources are also responsible for implementing, administering, monitoring, and evaluating the safety program. To ensure employees are aware of their safety expectations and to keep them well informed on safe work practices and procedures, all employees will receive periodic workplace safety training throughout their employment with SCRS-IL. All employees will be required to attend these meetings and will be compensated to attend.

In addition to training, employees also will receive information about workplace safety and health issues through regular internal communication channels. These may include Supervisor-employee meetings, bulletin board postings, memos, or other written communications. Our safety rules are posted on the bulletin board or in your work area, and you are expected to be familiar with them.

It is our policy to provide and maintain a healthy and safe working environment for you. By using good judgment, following safe work practices, using proper procedures when lifting and carrying heavy objects, and operating tools and equipment properly, you will help us meet our objective of preventing work-related injury and property damage.

All employees are required to know the location of all emergency exits in their work area. Employees are expected to ask their Supervisors to confirm the location of, and the routes to, all emergency exits any time they are unsure about their location.

Employees are to know the location of all alarms and fire extinguishers, and become familiar with the proper use of emergency equipment should the need ever arise. Employees also are to review and become familiar with SCRS-IL's emergency evacuation plan, and to clarify any unclear aspect of our emergency procedures with their Supervisor.

SCRS-IL will conduct inspections to identify unsafe working conditions and practices. If a Supervisor or another employee brings to an employee's attention that he or she is not properly following a safety procedure or is violating a safety rule, the employee is expected to change his or her behavior immediately. Work-related accidents and injuries often result from taking

shortcuts to perform assigned tasks or ignoring safe work practices instead of conscientiously following prescribed safety procedures.

Employees are to report any unsafe or hazardous condition(s) or emergency situations to their Supervisor immediately. Reports and concerns about a workplace health and safety issue, or the existence of a hazardous condition or practice in the workplace, may be made anonymously if the employee wishes. We want our employees to be assured that they can report any concerns about workplace safety anonymously to Human Resources if they wish without fear of retaliation.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, employees must immediately notify the appropriate Supervisor, Director, Human Resources, or the CEO. Prompt reporting can ensure legal compliance and quick initiation of workers' compensation benefits.

### Safety

Some violations are considered so serious as to subject the employee to corrective action up to an including termination. All employees are expected to be familiar with and follow the rules posted on the bulletin board or in their respective areas. The following are some general safety rules of how employees should apply caution in their daily work activities:

- Always wear the safety gear appropriate to the job at all times;
- Rubber gloves must be worn at all times when handling liquids other than water;
- Clean up all liquid water spills or report it to Management;
- Use the tools or equipment provided correctly and as trained;
- Do not use equipment for uses other than its intended purpose;
- Keep work areas clean and free from slipping or tripping hazards;
- Use care when lifting and carrying objects – seek help to handle anything too heavy for you;
- Observe restricted areas and all warning signs;
- Follow and obey all safety guards and warnings;
- Put all rubbish and trash in proper containers;
- Maintain all aisles and work areas clear of obstructions;
- Keep tools, supplies and equipment picked up off the floor at all times;
- Stack all materials neatly;
- Walk – do not run - on the job;
- Report unsafe conditions to a Supervisor, Director, Human Resources, or CEO;

- Report faulty equipment and unsafe conditions immediately.
- Report all unsafe practices immediately to your Supervisor, Director, or CEO.
- Report all injuries, no matter how slight, to your Supervisor immediately.

SCRS-IL is constantly searching out hazards and every effort has been made to install the safety devices or procedures that are needed to eliminate them. Protective equipment may be furnished by SCRS-IL for some jobs where warranted. However, each employee must assume the responsibility for following safety advice and following safety procedures.

Employees will be instructed in the proper and safe practices to be followed on their specific assignment; all employees will be provided with trainings specific to their job duties and responsibilities, which will address such proper and safe practices. Direct any questions about the safe way of doing the job to an immediate Supervisor, Director, Human Resources, or CEO.

Employees who jeopardize or violate health and safety rules or standards, who fail to comply with a safety procedure, who cause a hazardous work situation, who fail to report an unsafe or hazardous condition, or who fail to remedy a safety hazard may be subject to disciplinary action, up to and including termination.

### **OSHA Compliance**

SCRS-IL has established programs to comply with all Occupational Safety and Health Administration (OSHA) rules and regulations as well as to minimize safety hazards in the workplace. Because such rules and regulations are so extensive, employees are to discuss any safety issue with their Supervisor, Director, Human Resources, or CEO. SCRS-IL will also cooperate with all reasonable OSHA inspections and compliance reviews. The appropriate management personnel will be present at all such inspections or reviews. If an OSHA official appears on Company premises, employees are to notify their Supervisor or the CEO immediately.

### **Hazardous Materials and Waste Management**

SCRS-IL follows all applicable state and federal regulations regarding the handling and disposal of hazardous waste and infectious substances. Material Safety Data Sheets (MSDS) are available to employees in the MSDS Catalog located in the Director of Development and CEO's offices. Employees should familiarize themselves with the location of the MSDS.

### **Policy Against Workplace Violence**

SCRS-IL is committed to providing and maintaining a workplace that is free from acts or threats of violence. Although some kinds of violence result from societal problems that are beyond SCRS-IL's control, SCRS-IL believes that measures can be adopted to increase protection for employees and to provide a secure workplace. Accordingly, SCRS-IL prohibits any employee from threatening or committing any act of violence in the workplace or while on SCRS-IL business.

SCRS-IL believes prevention of workplace violence begins with recognition and awareness of potential early warning signs of a situation, which present the possibility of violence. Examples of workplace violence include, but are not limited to, the following:

- Threats or acts of violence occurring on the Company's premises, regardless of the relationship between the Company and the parties involved in the incident
- Threats or acts of violence occurring off the Company's premises involving someone who is acting in the capacity of a representative of the Company
- Threats or acts of violence occurring off the Company's premises involving a Company employee if the threats or acts affect the business interests of the Company
- Threats or acts of violence occurring off the Company's premises of which a Company employee is a victim if the Company determines that the incident may lead to an incident of violence on the Company's premises
- Threats or acts resulting in the conviction of an employee or agent of the Company, or of an individual performing services for the Company on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate business interests of the Company.

Specific examples of conduct, which may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual
- Threatening an individual or their family, friends, associates or property with physical harm
- The destruction or threat of destruction of the Company's or another's property
- Harassing or threatening phone calls
- Stalking
- Veiled threats of physical harm or intimidation

All employees, including any temporary employees, as well as consumers, visitors, or a member of the public should be treated with courtesy and respect at all times in all interactions, including off-duty periods. All employees are expected to refrain from fighting, participating in "horseplay," or other conduct that may be offensive or dangerous to oneself and to others. Firearms, weapons, and other dangerous or hazardous devices and controlled substances are a danger and are prohibited in the workplace.

All threats or acts of violence, either direct or indirect, should be reported as soon as possible to a Supervisor or another member of management. This includes threats or harm by employees, as well as threats or harm by consumers, vendors, solicitors, or anyone else. To assist in investigating the matter, employees should be as specific and detailed as possible when reporting a threat or act of violence.

For the safety of everyone, report any suspicious person or activities as soon as possible to a Supervisor or another member of management. Employee safety is important, so no employee is asked to place himself or herself in any danger. If a commotion or disturbance is heard, report it to a Supervisor, Director, CEO, or Human Resources immediately instead of trying to investigate or getting directly involved.

Employees are required to report violations of this policy, including any incidents involving actual or threatened violence. They may do so without fear of retaliation of any kind. SCRS-IL will promptly and thoroughly investigate all reports of threats or acts of violence and of suspicious individuals or activities. The identity of the person who made the report will be protected to the extent possible. As appropriate, CEO will report threats to law enforcement authorities.

Violations of this policy by any individual on the Company's property, by any individual acting as a representative of the Company while off Company property, or by any individual acting off of the Company's property when their actions affect the Company's business interests, will lead to disciplinary action up to and including termination and/or legal action as appropriate.

### Violence by Consumers

All employees will be trained on handling irritated, belligerent consumers. Nonetheless, if you encounter an irritated, belligerent consumer, do not react. Rather, get a Supervisor involved immediately.

### Disaster Training

During emergency, fire, earthquake or any other disaster situations to include a global pandemic, all employees will follow SCRS-IL disaster preparedness policies and procedures. SCRS-IL relies on its employees to assist in case of disaster, and appreciates employees' availability and participation in disaster response. **SCRS-IL will abide by all Federal, State and County Guidelines in response to any natural disaster that occurs.**

Employees will receive orientation in specific disaster procedures at the time of hire and at least annually during an in-service. Each employee is responsible to know his/her individual responsibilities in case of a disaster and to cooperate with the instructions of the immediate Supervisor while the disaster is occurring.

### Work Place Monitoring and Inspection Policy

Work Place monitoring may be conducted by SCRS-IL to guard against loss and ensure quality control, employee safety, security, and consumer satisfaction.

In an effort to safeguard the Company's property, our employees, consumers and vendors, the Company reserves the right to inspect property owned and/or supplied by the Company. Property supplied by SCRS-IL -- including but not limited to offices, desks, file cabinets, cell

phones, computers and software, company vehicles, lockers and other storage facilities -- are the Company's sole and exclusive property and are subject to inspection by management at any time, with or without notice. Therefore, you should have no reasonable expectation of privacy in property owned and/or supplied by the Company. You may be permitted to store personal items in the Company's facilities. However, you may not use your own locks to secure personal items, and the Company is not responsible for loss, damage or theft of your personal belongings, so you should exercise discretion in storing any personal items.

SCRS-IL's facilities are the sole and exclusive property of SCRS-IL. In order to prevent possession of illegal drugs, stolen property, weapons, or other improper materials at the workplace -- as well as to safeguard the Company's property, its employees, consumers and vendors -- SCRS-IL may conduct inspections of its facilities.

Accordingly, SCRS-IL reserves the right to inspect such facilities and property at any time, whether during work hours or not, and with or without advance notice. This policy applies to all Company property, regardless of whether it is for your exclusive use and regardless of whether you are allowed to maintain a locker or other means to limit access to the property. To facilitate enforcement of this policy, employees also may be questioned and their personal possessions inspected upon entering and/or leaving the premises. Any employee who wants to avoid inspection of any articles or materials should not bring such items onto Company premises.

All employees are expected to cooperate in such inspections, and consent to inspection is required as a condition of employment. Refusal to consent may result in disciplinary action, up to and including termination of employment.

### **Security Cameras**

SCRS-IL also may conduct video surveillance of non-private workplace areas such as inside and outside of the facility, as well as hallways, reception areas, storerooms, the parking lot, lunch or break rooms, and other work areas. Using security cameras or video monitoring is used to identify safety concerns, maintain quality control, ensure consumer satisfaction, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

### **Reporting Unknown Individuals to Management**

Employees who observe someone not employed by SCRS-IL in any work area, who is unescorted by an employee, must immediately notify a Supervisor. The Supervisor will then accompany the person to the employee he or she wishes to see.

Employees also should request assistance from the nearest available Supervisor or Director to help resolve any difficult situation or security problem. Do not confront any person who is hostile or overly agitated. Instead, you should immediately report to management any persons who act in a suspicious, hostile or violent manner.

### **Reporting On-The-Job Accidents and Injuries**

Employees who sustain an injury or illness on the job, or are involved in an accident on the job (whether or not they are injured), are required to immediately report all such situations, no matter how minor they may seem, to their Supervisor, Director, Human Resources, or CEO. If your Supervisor is not available, anyone present should notify any other management person, or seek appropriate medical care for the injured or ill person as soon as possible.

When an employee is involved in an on-the-job accident and/or sustains a work-related injury or illness, SCRS-IL reserves the right to require immediate medical evaluation and/or treatment of the employee involved at the Company's expense by a physician selected by SCRS-IL -- or pre-designated by the employee where the employee had pre-designated a physician, in writing, prior to a work injury or illness.

SCRS-IL will investigate all situations so that corrective action can be taken to prevent any unsafe working condition, practice and/or procedure in the future. Employees are expected to help management correct the situation before resuming any work that caused or might cause an accident, injury or illness.

SCRS-IL will make a reasonable effort to ensure that employees who return to work after an injury or illness are capable of performing their duties or assignments without risk of injury or relapse. A health care provider's written release is required before an employee can begin any type of work assignment. If the cause of the employee's illness or injury was job-related, management will make a reasonable effort to provide the returning employee with work assignments consistent with the instructions of the employee's health care provider until the employee is able to return to work with or without reasonable accommodation.

EMPLOYMENT STATUS  
&  
RECORDS

### EMPLOYMENT STATUS & RECORDS

#### Introductory Period

All newly-hired employees are required to complete an introductory period of ninety (90) days (“Introductory Period”) of continuous employment. The purpose of this initial period is to allow time for evaluation of the employee’s performance and capabilities prior to placing them on a regular status. It is during this time that the employee also has the opportunity to determine if the Company is where they wish to work. During this initial period, as well as the entire period of employment with the Company, the Company is free to change an employee’s terms and conditions of employment with or without notice, with or without cause, for any reason or for no reason at all, with respect to, but not limited to, termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Likewise, the employee may end the employment relationship at will at any time during or after the Introductory Period, with or without cause or advance notice and for any reason or no reason at all.

Upon successful completion of the Introductory Period for newly hired employees, employees will be assigned a new job category. The employee’s original date of employment will be considered his or her anniversary date. The Company retains the right to extend or shorten the duration of the Introductory Period, as it deems necessary.

#### Employment Categories

It is the intent of the Company to clarify the definitions of employment categories so that employees understand their employment status. These categories do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time, with or without cause, or for any reason or no reason at all, is retained by both the employee and the Company.

**Non-exempt Employees:** Those employees, fulltime or part-time who are paid an hourly rate and are subject to the provisions of federal and California law requiring the payment of daily and weekly overtime. In addition, non-exempt employees’ meal and rest breaks are regulated.

**Exempt Employees:** Those employees whose job assignments meet the federal and state requirement for overtime pay exemption. Exempt employees are paid on a salary basis in accordance with federal and California law.

**Regular Full-time Employees:** Those employees who have successfully completed the Introductory Period and who are normally scheduled to work at least thirty (30) hours or more per week but are not guaranteed 30 hours of work each week. Furthermore, the Company reserves the right to increase or decrease the regularly scheduled hours as business needs require.

**Regular Part-time Employees:** Those employees who have successfully completed the Introductory Period and who are normally scheduled to work less than 30 hours per week. SCRS-IL reserves the right to increase or decrease the scheduled hours as business needs require.

**Temporary employees:** Those employees who are hired for a short period of time (generally not to exceed 3 months) to temporarily supplement the work force.

**Interns:** A student or trainee who gets knowledge and/or experience, sometimes without pay, at a trade or occupation in order to gain work experience. Unpaid interns do not produce work or a service.

Although none of the above classifications guarantees employment for any specific period of time or hours, it is important that all employees understand their employment pay classification.

All new employees will be informed of their initial employment classification and of their status as an exempt or non-exempt employee upon hiring. If their positions change during their employment as a result of promotion, transfer or otherwise, CEO will inform employees of any changes regarding their exempt status. Please direct any questions regarding employment classification or exemption status to the CEO.

### **Performance Reviews**

Performance reviews will be conducted on a periodic basis to inform employees of their progress on the job. During the Introductory Period, an employee may receive one or more verbal counseling sessions regarding whether the employee is meeting job expectations. Thereafter, employees may receive a formal performance review on an annual basis close to the anniversary date of their hire, or at the end of the calendar year. Reviews may include such areas as quality and quantity of job performance, willingness to accept job responsibilities, attendance, and attention to detail. These reviews are intended to assist employees in the performance of their jobs and to indicate both areas of good performance and areas where improvement could be made.

Performance reviews do not in any way modify the at-will employment policy which permits either the employee or SCRS-IL to terminate the employment relationship at will at any time, with or without cause, with or without notice, for any reason or for no reason at all.

### **Personnel Records**

It is extremely important that SCRS-IL have all of its employees' current addresses, phone numbers, persons to contact in case of an emergency, as well as any information which will affect their tax situation or insurance coverage. Therefore, it is the responsibility of the employee to keep SCRS-IL informed regarding any changes affecting their current information.

SCRS-IL will attempt to restrict the disclosure of employees' personnel files only to the authorized individuals within SCRS-IL. Any request for information from personnel records must be directed, in writing, to the CEO. Only the CEO is authorized to release information about

current or former employees. Disclosure of personnel information to outside sources will be limited. However, SCRS-IL will cooperate with requests from authorized law enforcement or federal, state, and local agencies conducting official investigations. All medical or health care related documentation shall be maintained separate and apart from the regular personnel file in accordance with applicable state and federal law.

### **Access to Personnel Files**

If you wish to review or obtain a copy of your personnel file that SCRS-IL maintains relating to your performance or to any grievance concerning you, you must submit a written request on the form available from the Company. SCRS-IL will comply with your written request within thirty (30) days of receipt. You will be scheduled to review your own personnel file, or to receive a copy of your file, during normal working hours. If you request a copy of your file, you may be charged for the copies at an amount not to exceed the actual copying cost.

# EMPLOYEE PAY – HOURS WORKED & PAYROLL STATUS

### EMPLOYEE PAY – HOURS WORKED & PAYROLL STATUS

#### Work Schedules

Normal business hours are Monday through Friday 8:30 a.m. to 5:00 p.m. The normal scheduled shift for a Regular Full-time Non-exempt employee is eight hours each day. However, staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. This will be determined by your Supervisor, Director, or CEO.

#### Rest Periods

All non-exempt employees are provided with and must take an uninterrupted 15-minute paid rest break during each period of 4 hours worked or major fraction of four hours worked. Rest breaks are mandatory and may not be waived. You shall be relieved of all work obligations during your rest breaks. These rest breaks may not be extended, tacked on to a meal period or used to compensate for late arrivals or early departures.

#### Meal Periods

Non-exempt employees who work more than 5 hours in a day must take at a minimum, an uninterrupted net meal break for 30 minutes as required by California law. Meal break request, longer than 30 minutes may be permitted with prior approval by the employee's Manager. Such employees must begin their meal break no later than the end of the fifth (5<sup>th</sup>) hour of work. They must not miss or work through their meal break. Non-exempt employees are relieved of all duties during their unpaid meal breaks, and they are not required to stay at work during such meal breaks. Employees are to check with their Supervisor regarding their scheduled meal break or whenever they have questions about their meal period schedule. Employees should not leave their work areas and/or SCRS-IL office locations prior to their scheduled meal periods, doing so may be subject to disciplinary action, up to and including termination.

If an employee is working a shift of not more than six hours, the employee may submit a written request seeking permission to waive (that is, not take) the meal break. The employee's written request must be submitted on the form titled "Request for Waiver of Meal Period," which will be provided by the immediate Manager upon request. An employee may only waive a meal period if the Request for Waiver of Meal Period has been granted in writing. Non-exempt employees who work over six hours in a shift may not waive their meal breaks.

Every non-exempt employee is provided with and must take a second uninterrupted meal break of at least 30 minutes for any workday in which the employee works more than 10 hours, unless waived by the employee with the consent of the employee's Supervisor. The employee will be relieved of all duties during this second unpaid meal break.

The second meal break cannot be waived if an employee missed or did not take the first meal break, or if the employee works more than 12 hours in a workday. Every non-exempt employee

who may work or is required to work more than 12 hours in a workday shall take two meal breaks in the workday. The first meal break must begin by the end of the fifth hour of work, and the second meal break must begin by the end of the tenth hour of work.

Meal periods are not paid time and must therefore be regularly recorded by non-exempt employees by logging out and back in on the employee's time card. Employees are expected to promptly return to work after a meal break. Employees who return to work late may be subject to disciplinary action, up to and including termination.

### **Overtime**

Staffing needs and operational demands may require additional staffing for work to be performed either before or after an employee's shift, on the weekend, or over a holiday. SCRS-IL complies with all federal and state wage and hour requirements with regard to overtime pay. Therefore, non-exempt employees are eligible for additional pay according to state wage and hour laws for work performed resulting in overtime hours. You also will be notified if a change in your job duties or position results in a change in your eligibility to earn overtime pay.

Overtime pay is based on actual hours worked. For this reason, time off for vacation and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

From time to time, all employees may be required to work hours outside of or in addition to their regularly-scheduled working hours. Although you will be given advance notice of required overtime when feasible, advance notice is not always possible. If you are a non-exempt employee, you will be paid overtime pay for any hours that qualify as overtime hours under all applicable laws.

Overtime hours may only be worked with prior authorization from the CEO; therefore, employees who work unauthorized overtime may be subject to discipline up to and including termination.

### **Workday and Workweek Defined**

For purposes of computing overtime, the workday shall be defined as the 24-hour period beginning at 12:00 a.m. and ending the same day at 11:59 p.m. The workweek begins on the first day of the Fiscal Year beginning on October 1<sup>st</sup>.

### **Recording Your Time**

Employees are assigned a time card at the beginning of each payroll period to record their hours. It is the employee's responsibility to clock in and out each day. Clocking in and out for another employee is prohibited. Employees must not clock in prior to the beginning of their scheduled work shift without the authorization of a Supervisor. Time cards will be reviewed before payroll processing.

If corrections or modifications are made to the time record, both the employee and the Supervisor must verify the accuracy of the changes by initialing the time card.

If there is a mistake in recording your time, you must immediately inform your Supervisor, and then make and initial the necessary corrections provided to you by your Supervisor.

Your time records are official, legal documents and a personal certification of all hours worked and therefore must be accurately maintained. Falsifying or altering your time card may result in disciplinary action, up to and including termination of employment.

Exempt employees are responsible for documenting their time away from work such as when on vacation, jury duty, bereavement leave, or sick leave.

Failure to comply with this policy may result in discipline up to and including termination.

### **No Off-the-Clock Work Allowed**

**Furthermore, no employee may ever work off the clock. If anyone asks you to work before you clock in for your shift, during your rest breaks, during your meal breaks, or after you clock out at the end of your shift, you must contact the CEO and/or Human Resources immediately.**

### **Paydays**

All employees are paid semi-monthly on the 3<sup>rd</sup> and 18<sup>th</sup> of the month. In the event that a regularly scheduled payday falls on a day off (e.g., a holiday), employees will be paid on the last scheduled day of work before the regular payday. If you desire to have someone else pick up your check, you must leave a signed authorization form at the office designating the person who is authorized to pick up your check.

In the event of any inadvertent deductions from your paycheck, the Company agrees in advance to rectify such errors.

### **Pay Advances**

Advances or loans against current or future earnings are not permitted.

### **Deductions**

SCRS-IL is required by state and/or federal law to withhold a portion of an employee's pay for tax or government-mandated benefit programs and other mandatory deductions from time to time. These legally required deductions include, but are not limited to, Federal Income Tax, State Income Tax, Federal Social Security Insurance (FICA), Medicare deduction, Employee State Disability, Court-ordered deductions such as garnishments and Tax Liens. All deductions are itemized on each employee's paycheck stub.

SCRS-IL will adhere to all federal and state laws regarding the processing of levies and garnishments. This policy applies to all employees of SCRS-IL. Multiple garnishments reflect

poorly on an employee's responsibility and impose extensive paperwork burdens and hardships on the Company.

Any employee who believes there is an error in a paycheck should notify a Supervisor or CFO immediately. No employee will be retaliated against for bringing such a complaint, which the Company will investigate as soon as possible.

### **Wage and Salary Reviews**

Salary and wage rates are based upon an employee's job duties and responsibilities, work experience, work performance, potential for promotion, pay practices in the area, and the economic conditions of SCRS-IL. Pay increases are not automatic and will depend, in part, on the basis of progress in either meeting or surpassing performance standards such as quality and quantity of work performed, job knowledge, interpersonal skills, initiative, dependability, attendance, and other performance factors as deemed appropriate by management. Pay increases and promotions are solely within the discretion of SCRS-IL, and depend upon many factors in addition to performance. The pay rates for part-time and temporary employees are not reviewed on a regular basis and may be adjusted when considered appropriate by SCRS-IL. In the event of unusual economic conditions or other business reasons, SCRS-IL may elect to freeze or reduce pay rates. Performance reviews, salary or wage increases, and promotions do not in any way modify the at-will employment policy which permits either the employee or SCRS-IL to terminate the employment relationship at any time with or without cause, with or without notice, for any reason or for no reason at all.

### **Reporting to Work Pay**

At times, emergencies such as public utility failures, severe weather, earthquakes, fires or other emergency situations can disrupt SCRS-IL's operations. Under such circumstances, SCRS-IL may have to temporarily close its offices and send employees home. At the option of SCRS-IL, employees in these circumstances may be assigned to other work not normally performed instead of being sent home.

Non-exempt employees who report for work on their regularly scheduled time but are not assigned any work or are furnished less than half their usual scheduled day's work will be paid at least half of the hours they were scheduled to work, up to four (4) hours, but not less than two (2) hours' pay at their regular rate of pay.

However, reporting time pay is not applicable, for example, when business operations cannot commence or continue due to threats to employees or property; when business closure is recommended by civil authorities; when public utilities fail to supply electricity, water, gas, or there is a failure in the public utilities or sewer system; when the interruption of work is due to causes not within the employer's control; or where the employee is discharged / sent home for disciplinary reasons.

### **Reimbursement of Business Expenses**

Certain employees may incur business expenses in the course of their duties. You must be authorized in advance to incur business expenses and all such expenditures must be documented on an expense report that is submitted to CEO for review and approval.

All original receipts for expenses are to be attached to your expense report with an explanation as to the nature of the expense.

Employees are expected to exercise restraint and good judgment when incurring expenses. If you have any questions regarding how your particular expenses should be handled, please check with your immediate Supervisor or CEO before incurring the expenses.

### **Out-of-Town Trips**

Generally, travel time will be allowed for out of town travel. Non-exempt employees who travel out of town will be paid at minimum wage for travel time. This does not include: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (ii) meal periods. Time changes should be taken into consideration and the time zone at point of origination should be recorded on the time sheet. Overtime rules apply.

### **Local Travel**

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

### **Commuting Time**

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt/exempt employee regularly reports to a regular assigned location, but is required to report to a worksite farther away than the regular worksite commute, the additional time spent traveling is compensable.

# BENEFITS

**BENEFITS**

**Holidays**

Regular Part-time employees are eligible for holiday pay; all part-time employees will be paid 8 hours for that particular holiday regardless if they are scheduled to work on that specific holiday or not. In addition, temporary employees will not be eligible for this benefit. It is extremely rare that an employee would need to work on a SCRS-IL recognized holiday, but if an employee is required to work, after obtaining written approval from the CEO, they will be given another day off with pay.

Listed below is the current Holiday schedule:

<b>Holiday</b>	<b>Date</b>
Martin Luther King Jr.'s Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Cesar Chavez Day	Monday, April 1, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth National Independence Day	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas	Wednesday, December 25, 2024
Day After Christmas	Thursday, December 26, 2024
Disability Pride Floating Holiday	TBD
New Year's Day	Wednesday, January 1, 2025

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday and vacation time for that day is not used.

When a holiday falls on a Saturday, it will be observed the preceding Friday. When the holiday falls on a Sunday, it will be observed the following Monday.

In order for non-exempt full-time employees to receive regular holiday pay, the eligible employee must work the scheduled workday prior and the scheduled workday after the holiday. Holiday pay will be calculated based on the number of hours the employee is normally scheduled to work on that day, not to exceed eight hours. Holiday pay is calculated at the employee's base pay rate and does not include shift premium or incentive pay and does not count toward hours worked for purposes of overtime.

EXAMPLE: If you work on a holiday, you will receive eight (8) hours of holiday pay, plus pay for any hours worked on the holiday at your regular rate of pay.

Regular Part-time employees are eligible for holiday pay; however, they may not be paid more than their scheduled hours for that particular work day, unless approved by their Supervisor. In addition, temporary employees will not be eligible for this benefit.

It is extremely rare that an employee would need to work on a SCRS-IL recognized holiday, but if an employee is required to work, after obtaining written approval from the CEO, they will be given another day off with pay.

An exempt employee’s salary will not be reduced for partial weeks of worked missed due to business being closed on a Company-recognized holiday.

**Religious Belief Accommodation**

In order to reasonably accommodate the religious needs of employees, an employee may request time off without pay for religious observances that are not scheduled holidays observed by SCRS-IL. An employee seeking such time off must give reasonable advanced notice in writing to his or her Supervisor or CEO and obtain prior approval so that another employee may be assigned to the work being performed by the employee requesting the time off. Reasonable notice is generally considered to be a minimum of 30 consecutive calendar days. Employees are to use unused and accrued personal day and vacation for this purpose. SCRS-IL will reasonably accommodate the religious belief and observances of an individual unless the accommodation would be an undue hardship on SCRS-IL’s business.

**Vacation Benefits**

Vacation benefits begin accruing on date of hire for all eligible full-time employees. The length of vacation is based on the years of service to the Company. For newly hired full-time employees, they will be eligible to use their vacation after 90 days or sooner if approved by Supervisor.

Vacation benefits begin accruing on date of hire for all eligible part-time employees. The length of vacation is based on the years of service to the Company. For newly hired part-time employees, they will be eligible to use their vacation after 90 days. Listed below are vacation hours accrued, per semi-monthly pay period, based on regular fulltime working hours. Listed below are vacation hours accrued, per semi-monthly pay period, based on regular full-time working hours.

30-40 hours per week	4 hours per pay period
29-below hours per week	3 hours per pay period

Eligible employees may accrue vacation up to a cap 1.5 times their maximum yearly accrual. At that point, accrual stops until banked vacation is used. For example, (a full time employee) if maximum vacation accrual for a year is 96 hours, an eligible employee will stop accruing vacation once the employee has 144 banked vacation hours. Executive employees will stop acquiring vacation once the employee has banked 200 hours.

It is suggested that all requested vacations be submitted a minimum of two (2) weeks in advance to allow for approval by the department manager. Priority for vacation requests will be reviewed based on a number of factors, including business needs, staffing requirements, or upon length of continuous service to the Company.

Vacation is to be taken after it is earned/accrued. Employees who are on an unpaid leave of absence are not eligible to earn vacation benefits. Exempt employees may not take vacation in less than one-half day increments.

SCRS-IL reserves the right to require an employee to use vacation time for unscheduled absences unrelated to pregnancy disability leave, workers' compensation leave or any other State or Federal law that gives the employee the option whether to use vacation time.

If an employee's employment should terminate, the final paycheck check will include any unused accrued vacation benefits. Vacation pay will be based on the employee's base pay rate in effect at the time such vacation benefit is being paid out.

### **Paid Personal/Birthday**

Full-time employees (classified and regularly scheduled 30 or more hours per week) are eligible to accrue up to one (1) paid personal day (8 hours) per fiscal year. This will be eligible after 1 year after your date of hire and can be used at any time throughout the year.

Part-time employees who are regularly scheduled to work at least 20 hours per week (but less than 30 hours a week) will accrue personal days in a similar manner to full-time employees, at a rate of 6 hours. Employees regularly scheduled to work less than 20 hours per week and Temporary employees will not be eligible for this benefit.

Eligible employees accrue personal days up to a cap of 1.5 times their maximum yearly accrual. At that point, accrual stops until banked personal days are used. For example, if the maximum personal day accrual for a year is one (1) day, an eligible employee will stop accruing once the employee has 1.5-banked personal days.

Personal days must be used in at least 4-hour increments.

Personal days should be scheduled at least one (1) week in advance. Management reserves the right in its sole discretion to deny any requests.

Accrued, unused personal days are paid out at separation based on the employee's base pay rate in effect at the time such benefit is being paid out.

### Paid Sick Leave

#### Who Is Eligible for Paid Sick Leave?

Under the California Healthy Workplaces, Healthy Families Act, any employee who works for 30 or more days within a year for SCRS-IL from the beginning of employment is eligible to receive paid sick leave.

##### **Regular Full-Time Employees**

For purposes of this policy, the “Calendar Year” at SCRS will be July 1 through and including June 30 the following year.

On the first day of the Calendar Year (July 1st), all eligible regular full-time employees will be granted 7 days (56 hours) of sick pay leave to use that Calendar Year.

New regular full-time employees who start after the beginning of the Calendar Year (July 1<sup>st</sup>) will receive, after having worked 30 days, for the first partial year the greater of either 1) a grant of 3 days (24 hours) of paid sick time or 2) a prorated amount of the 7-day annual grant based on the date of hire.

At the end of the Calendar Year (June 30<sup>th</sup>), unused sick leave will be forfeited; at the beginning of the following Calendar Year (July 1<sup>st</sup>), you will receive a new grant of 7 days of sick leave to be used for qualifying events.

##### **All Employees Other than Regular Full-Time Employees**

All eligible current and new employees, other than regular full-time employees, will receive a grant of 3 days (24 hours) of paid sick time to use each Calendar Year.

New employees who start after the beginning of the Calendar Year will receive for their first partial year of employment will be granted 3 days (24 hours) of sick leave.

At the end of the Calendar Year, unused sick leave will be forfeited. At the beginning of the following Calendar Year all current and new employees, other than regular full-time employees, will receive a new grant of 3 days (24 hours) of sick leave to be used for qualifying events.

#### Using Paid Sick Leave

Employees will be entitled to use accrued sick days beginning on the 90<sup>th</sup> day of continuous employment.

For partial sick days, you must take at least two (2) hours of leave. Otherwise, it is up to you to decide how much time you need off for sick leave.

Besides for an employee's own illness, an employee may use paid sick days for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- For an employee who is a victim of domestic violence, sexual assault, or stalking, for the following:
  - Taking time off from work to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.
  - To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
  - To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
  - To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
  - To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

For purposes of this paid sick leave policy, "Family member" means any of the following:

- A biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis -- no matter how old the child is or whether the child is your dependent.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when you were a minor child.
- Your spouse.
- Your registered domestic partner.
- Your grandparent.
- Your grandchild.
- Your sibling.

You will not be required to find a replacement worker to cover the days, which you use, paid sick days as a condition of using paid sick days.

If the need for paid sick leave is foreseeable, you must provide reasonable advance notification verbally or in writing. If your need for paid sick leave is unforeseeable, you must provide notice of the need for the leave as soon as practicable. If you miss more than three (3) consecutive scheduled days due to illness, you may be required to provide a health care provider's note upon your return to work, to the extent permitted by applicable law.

The Company will provide each employee with written notice of the amount of accrued sick time available on his or her paystub.

The rate of sick pay will be your hourly wage. If you, in the 90 days of employment before taking accrued sick leave had different hourly pay rates or were a nonexempt salaried employee, then the rate of pay shall be calculated by dividing your total wages, not including overtime premium pay, by your total hours worked in the full pay periods of the prior 90 days of employment. Paid sick leave hours are not counted as hours worked for purposes of computing overtime pay.

You will receive payment for sick leave that you took no later than the payday for the next regular payroll period after you took sick leave.

SCRS has sole discretion to grant or deny any request for extra paid sick days not yet advanced. Any request for extra paid sick days must be submitted in writing. If your request is granted, your advance of extra paid sick days will be counted against future paid sick leave days and treated as a wage advance. Also, if you leave the company before your advance of extra paid sick days has been recovered from future sick leave grants, your extra paid sick leave advance will be recovered from your final paycheck.

### **Separation from SCRS**

Any unused sick leave will be lost at the time of termination, resignation, retirement, or other separation from employment from employment with SCRS. However, if you are rehired by SCRS within one (1) year from the date of separation, your unused paid sick accrued time will be reinstated. However, no employee will exceed the maximum of four paid sick days a calendar year.

### **Insurance Programs**

SCRS-IL is committed to providing a comprehensive benefit program as an integral part of the total compensation of each eligible full-time employee. Some benefit programs require contributions from the employee. SCRS-IL reserves the right to change benefits programs at its discretion.

#### **Medical Insurance**

SCRS-IL provides a group health insurance plan for full time employees. Coverage begins on the first day of the month after completed 60 days of employment. A variety of plans are available with options of plans at no cost to the employee and

plans with shared expenses. Eligible family members may be added at the employee's expense. Please contact the Supervisor or Human Resources for detailed information.

### Dental Insurance

SCRS-IL offers Dental Insurance to full time employees upon completion of 60 days of employment. Please contact the Supervisor or Human Resources for detailed information.

### Vision Insurance

SCRS-IL offers Vision Insurance to full time employees upon completion of 60 days of employment. Please contact the Supervisor or Human Resources for detailed information.

### Group Term Life Insurance

Full time employees who have completed 60 days of employment are eligible to receive a life insurance plan at no cost to the employee. Employees may buy-up in the plan to higher benefit if desired.

### Short and Long Term Disability Insurance

Full time employees who have completed the 60 days of employment are eligible to receive short term and full term insurance benefits at no cost to the employee. Please contact the Supervisor or Human Resources for detailed information.

## Summary Plan Description (SPD)

Upon your initial eligibility for benefits enrollment (generally, at the conclusion of the Introductory Period) and annually during SCRS-IL's open enrollment period, you will receive a "Summary Plan Description" (SPD) booklet. SPD booklets may also be distributed directly from the insurance carrier. The SPD summarizes the details of available benefits eligibility and coverage. Keep your SPD booklet for reference throughout the calendar year to answer specific questions regarding your benefits. SCRS-IL will periodically review the benefits program and reserves the right to amend or terminate the program.

## Employee Assistance Program (EAP)

SCRS-IL provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Please contact the CEO – Human Resources Coordinator and Administrative Services for detailed information.

### **Workers' Compensation**

In the event of an injury or illness arising out of and occurring in the scope of employment, workers' compensation coverage, which includes medical care, is provided, and is completely paid for by the Company. Because of this, it is imperative that all accidents, no matter how slight, be reported to your Supervisor immediately in order to ensure the proper Workers' Compensation procedures are followed. Failure to report an accident could result in an employee being ineligible for Workers' Compensation benefits and may be grounds for disciplinary action.

To ensure you receive quality care in case of work-related injury or illness, SCRS-IL will direct you to an appropriate healthcare provider for the treatment of any such injury or illness. If you wish to be treated by your own healthcare provider, you must notify SCRS-IL in writing before any injury or illness occurs.

Any employee who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments may be subject to criminal liability.

### **State Disability Insurance**

An employee who gets injured or sick, for reasons not related to work, may be entitled to State Disability Insurance ("SDI") benefits. These benefits are paid by the California Employment Development Department (EDD) and are funded from required employee payroll deductions. Employees who are not able to work may be eligible for SDI benefits; for more information go on line at [www.edd.ca.gov](http://www.edd.ca.gov)

### **Family Temporary Disability Benefits**

Family Temporary Disability (FTD) benefits are also known as Paid Family Leave (PFL) benefits. If you need to take time off work to care for a child, spouse, parent, grandparent, grandchild, sibling, parents-in-law, or registered domestic partner with a serious health condition or to bond with a new child. Please inform your Supervisor or Human Resources to request a leave of absence. If approved, you will be given information about the EDD's Family Temporary Disability Benefit program and how to apply. Employees also may contact their local Employment Development Department office for further information or on line at: [www.edd.ca.gov](http://www.edd.ca.gov).

Eligible employees may receive up to 6 weeks of benefits in a 12-month period. Benefits are approximately 55% of lost wages as determined by the Employment Development Department.

You should maintain regular contact with your Supervisor during the time you are off work so we may monitor your return-to-work status. In addition, you should contact your Supervisor when you are ready to return to work so we may determine what positions, if any, are open to you.

When an employee applies for FTD/PFL benefits, the payroll department will determine if the employee has any accrued but unused sick pay and vacation available. If the employee has accrued but unused time available, then the employee will be required to use up to two (2) weeks of such time before becoming eligible for FTD/PFL benefits. If eligible, any time off for FTD/PFL purposes will run concurrently with other leaves of absence, if applicable.

### **Unemployment Insurance Benefits**

An individual who files for unemployment insurance benefits must meet specific eligibility requirements before benefits can be paid, as determined by the Employment Development Department (EDD). Upon separation, you should be provided the booklet “For Your Benefits.” This booklet can also be found on EDD’s website at [www.edd.ca.gov](http://www.edd.ca.gov).

### **Social Security**

Federal Insurance Contributions Act (**FICA**) tax is a United States federal payroll (or employment) tax imposed on both employees and employers to fund Social Security and Medicare—federal programs that provide benefits for retirees, the disabled, and children of deceased workers.

### **401(k) Plan**

Eligibility begins on the first day of the month after completed 90 days of employment. Eligible employees are able to participate in the Company's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, you will receive a Summary Plan Description (SPD) describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the Supervisor, or Human Resources if you have any further questions.

### **COBRA**

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after experiencing a qualifying event as outlined below. Longer periods of coverage may be available dependent upon the qualifying event.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for:

#### **Employees**

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

### **Spouses**

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

### **Dependent Children**

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rule

# TIME OFF – LEAVES OF ABSENCE

### TIME OFF – LEAVES OF ABSENCE

#### Personal Leave of Absence

Regular employees may request up to 30 days leave of absence in a twelve-month period for medical or non-medical reasons other than those defined in SCRS-IL's employee handbook.

A leave of absence under this section is defined as an unpaid excused absence from work where the employee has received prior approval from his or her Supervisor.

#### Notification Obligation

It is your responsibility to notify your immediate Supervisor of any situation that may require your absence from work for any period of time.

Requests for a leave of absence must be submitted to your Supervisor in writing on SCRS-IL's Application for Leave of Absence form at least 30 days prior to the date the leave is to begin. In cases of unexpected emergency, the request should be submitted as soon as reasonably possible.

In the event of an unexpected medical emergency, you should make arrangements for someone to notify your Supervisor immediately.

#### Documentation Requirements

Documentation supporting your need for a leave of absence is required. Using a leave to work elsewhere is subject to termination. Also, in the case of a request for a medical leave of absence, a statement from a licensed physician giving the date of the onset of the temporary disability, excluding pregnancy, and the expected date of return to duty will be required. This pertains to all temporary medical disabilities, whether the cause is job related or non-job related.

Before returning to work from a medical leave of absent the employee will be required to provide a physician's releasing the employee back to work with or without reasonable accommodation.

SCRS-IL also recognizes that certain circumstances may prevent an employee from providing the necessary documents and/or evidence supporting a request for a leave of absence prior to the leave. Therefore, such documents and/or evidence must be presented upon your return.

#### Benefits During Leave

Benefit accruals, such as vacation and personal/birthday benefits will be suspended during unpaid leaves of absences and will resume upon returning to work. In Addition, employees are not eligible for holiday pay benefits during an unpaid leaves of absences.

Company sponsored premiums for benefits for all other leaves of absence will continue only through the end of the month in which the leave begins, subject to the term, conditions and limitations of the applicable plans for which the employee is otherwise eligible and except where otherwise mandated by state or federal law. When the Company's premium coverage ends if employees wish to continue medical/health benefits, they must elect to continue them under COBRA. When the employee returns from a leave, the Company will again provide benefits according to the applicable plan.

### **Prohibition Against Working While on a Leave of Absence**

An employee on a leave of absence approved by SCRS-IL may not, while on leave, work for the Company, engage in self-employment, or work for another employer. An employee on a SCRS-IL approved leave of absence, however, may engage in military or public service, or work for another employer if SCRS-IL previously approved outside employment with that other employer.

### **Reinstatement Policy**

Failure to return to work on the date specified on the Application for Leave of Absence form will be construed as a resignation without notice.

You must contact CEO one week prior to the effective date of your return to confirm your return date, so that the work schedule can be arranged for your return.

SCRS-IL cannot guarantee that your same position, prior to your leave of absence (other than Pregnancy Disability Leave), will be available upon your return; however, should your position not be available, SCRS-IL will make every effort to place you in a comparable position. If a comparable position is not available, your leave may be extended until such time as a comparable position becomes available.

If you are released to return to work with restrictions requiring job accommodations, notify your Supervisor or CEO before your return so that SCRS-IL can review and determine whether reasonable accommodation can be made without undue business hardship.

Reinstatement after leaves involving PDL, Military Duty, and Jury Duty, those leaves covered by workers' compensation or other leaves regulated by law will be in accordance with applicable state and federal laws in effect at that time.

### **Termination During Leave of Absence**

Employees may be terminated during a leave of absence for any of the following reasons:

- Notice of intent to resign or demonstration of intent not to return to work is given.
- Failure to return to work within the time specified without having obtained approval for an extension.

- Failure to supply a health care provider’s certificate or other requested documentation to substantiate the need for, or an extension of, a leave.
- Failure to accept his or her former position upon return, or if not available, another position for which he or she may be reasonably qualified.
- Employee is laid off for legitimate business reasons having nothing to do with the employee’s leave, where the lay-off would have occurred whether or not the employee had taken a leave of absence.

### **Military Duty Leave**

An employee who enters the U.S. Armed Forces or is called to active duty by the National Guard or a reserve component of the Armed Forces can take military leave in accordance with federal and state laws. The employee must provide advance notice of the need for military leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable. SCRS-IL will grant up to a total of 5 years for an employee’s military leave of absence, which includes the cumulative length of all absences from employment due to military service. Approved leave beyond 5 years of military service may be granted in limited circumstances when required by federal or state laws. Military leave of absence is without pay from SCRS-IL. The employee may choose to take earned vacation available during military leave.

On completing military service, the employee will be reinstated with full seniority to his or her former position or a comparable position if the employee is qualified to fill his or her position, has a certificate of successful completion, and complies with the following requirements:

- For service of less than 31 days, the employee returns to work no later than the beginning of the next full regularly-scheduled work period on the first full day after completing the period of service, allowing for safe travel home plus an 8-hour rest period.
- For service of more than 30 days but less than 181 days, the employee submits an application for reemployment no later than 14 days after completing the period of service.
- For service of more than 180 days, the employee submits an application for reemployment no later than 90 days after completing the period of service.

Any extension of this leave of absence will be considered on a case-by-case basis. The employee must notify CEO as soon as the extension of time is required. Only SCRS-IL’s corporate leadership has the authority to approve any extension.

### **Military Spouse Leave**

The spouse or registered domestic partner of a “qualified member” of the United States uniformed services, who works an average of twenty (20) hours per week, may be eligible to

take up to ten (10) days of unpaid leave during the time in which the employee's spouse or domestic partner is on leave from deployment during a period of military conflict. To be eligible for the leave, the employee must provide notice within two (2) business days of receiving official notice that the employee's spouse or registered domestic partner will be on leave from deployment and that the employee intends to take leave. Additionally, the employee may be required to submit written documentation to SCRS-IL certifying that the employee's spouse or registered domestic partner will be on leave from deployment.

Any extension of this leave of absence will be considered on a case-by-case basis. The employee must notify the CEO as soon as the extension of time is required. Only SCRS-IL's corporate leadership has the authority to approve any extension.

### **Pregnancy-Related Disability Leave and Transfer Privileges**

A pregnancy-related leave of absence will be granted in accordance with State law and regulations. If you are disabled by pregnancy, childbirth or related medical conditions, you are eligible to take a pregnancy disability leave (PDL). If you are disabled by pregnancy, childbirth or related medical condition, you also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and if SCRS-IL can reasonably make reasonable accommodations. In addition, if it is medically advisable for you to take intermittent leave, in 1-hour minimum increments, or work a reduced schedule, the Company may require you to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth or related medical condition up to four months (the working days you normally would work in one-third of a year -- 17½ weeks or 693 working hours) per pregnancy assuming you normally work 40 hours per week. If you are a part-time employee who normally works 20 hours per week, you would be entitled to 346.5 hours of leave. The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis in as little as 1-hour increments. In addition, time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth is covered by your PDL. Generally, we treat your pregnancy disability the same as we treat other disabilities of similarly situated employees.

You are required to obtain a certification from your healthcare provider of your pregnancy disability or the medical advisability for a transfer. The certification should include:

- The date on which you became disabled due to pregnancy or the date of the medical advisability for a transfer to a less strenuous job if available.
- Probable duration of the period of disability leave or the period for the advisability of a transfer to a less strenuous job if available.

- A statement that, due to the disability, you are either unable to work at all or to perform any one or more of the essential functions of your position without undue risk to yourself or to other persons; or a statement that, due to your pregnancy, a transfer to a less strenuous or hazardous position or duties is medically advisable.

You should advise your Supervisor and/or CEO what accommodations you believe are needed, such as modifying work practices, policies, work duties, and/or work schedules, permitting more frequent breaks, providing the use of a separate room or area near your work station so you can express breast milk in private, modifying equipment or extending your leave of absence. SCRS-IL will engage in a timely, interactive process with you to determine what reasonable accommodations, if any, can be made without an undue hardship on SCRS-IL. Such factors will include but not be limited to the employee's medical needs, the duration of the needed accommodation, SCRS-IL's legally permissible past and current practices, and other factors, under the totality of the circumstances.

As a condition of your return from pregnancy disability leave or transfer, the Company requires that you obtain a release to return to work from your healthcare provider stating that you are able to resume your original job duties with or without restrictions.

If you have unused accrued sick pay it will be paid for absences related to your pregnancy. At your option, you can request to use any accrued vacation benefits vacation as part of your PDL before taking the remainder of your leave on an unpaid basis. The substitution of any paid leave will not extend the duration of your PDL.

During the pregnancy disability leave period, SCRS-IL will maintain and pay for your group health insurance coverage, up to four months, under the same conditions as if you had remained actively working. You must continue to pay your portion of the required monthly insurance premiums, if any, while on leave. If you fail to return to work at the conclusion of your pregnancy leave, SCRS-IL may recover its share of health premiums paid on your behalf for the duration of the leave.

We encourage you to contact the Employment Development Department [www.edd.ca.gov](http://www.edd.ca.gov) regarding your eligibility for state disability insurance benefits for the unpaid portion of your leave.

If you do not return to work on the originally scheduled return date, or if before the expiration of your PDL you do not request an extension of the agreed-upon leave with appropriate medical documentation, you will be deemed to have voluntarily terminated your employment with SCRS-IL.

### **Lactation Accommodation**

Any employee who wishes to express breast milk while at work may do so upon request to her Supervisor. Reasonable efforts will be made to permit the employee to express breast milk in a

private area. The employee can exercise this privilege during a normal rest period, during which time will be paid. The employee also can make arrangements to exercise this privilege at a different time, or take additional time beyond a normal rest period. Such additional time for non-exempt employees will be unpaid.

### **Bereavement Leave**

If you are actively working full-time or part-time employment, you will be eligible for the payment of your regular base pay for an absence of up to five (5) days, in the event of a death in your immediate family, to assist in attending to your obligations and commitments.

Members of the immediate family include: spouse, registered domestic partner, children of the employee, children of the employee's spouse or registered domestic partner, siblings, sibling in-laws, step-children, children in loco parentis, parents, parent in-laws, step-parents, and Multi-generational family only. Additional timeoff, with or without pay, may be permitted at the sole discretion of the Company.

### **Reproductive Loss Leave**

If you are actively working full-time or part-time employment, you will be eligible for the payment of your regular base pay for an absence of up to five (5) days, following a reproductive loss event. This leave must be taken within three months of the event.

### **Time Off to Vote**

If an employee does not have sufficient time outside of working hours to vote in an official local, state, or national election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. An employee requesting time off to vote will give his or her supervisor at least three business days' notice before Election Day. SCRS-IL reserves the right to require a voter's receipt if an employee takes time off to vote with pay.

### **Jury Duty**

SCRS-IL encourages employees to serve on jury duty pursuant to a summons. Upon request, the Company will provide you with a paid leave of absence if you are called for jury duty. Both exempt and non-exempt employees should notify their supervisors of the need for time off for jury duty within two (2) weeks prior to jury summons date.

An employee must also give a copy of the jury duty notice to Human Resources for retention which will be maintained for the duration of the jury duty period.

When on jury duty, employees must report for work whenever their presence is not required at court, including during "phone in" or "on-call" status. Employees who cannot report to work due to jury duty may be required to show proof of jury service or appearance.

### **Leave for Victims of Domestic Violence and Serious Crimes**

Any employee who is a victim of domestic violence, sexual assault, stalking, or other serious felony is entitled to unpaid leave to obtain relief, such as a restraining order, to ensure the safety of the employee or the employee's child.

Also, any employee who is a victim of domestic violence, sexual assault, stalking, or other serious felony is entitled to unpaid leave related to pertinent issues including medical attention; recovery; psychological counseling and therapy related to an experience of domestic violence or sexual assault; services from a domestic violence shelter, program or rape crisis center; participation in safety planning with respect to increased safety from future domestic violation or sexual assault, including temporary or permanent relocation; and legal proceedings for the employee. The employee may use accrued vacation or sick leave benefits.

Any employee who requires such time off must provide advance notice where practicable. CEO will maintain the matter in confidence to the extent feasible. If an emergency court appearance requires the employee to be absent from work, proof of the Court appearance from the court or the prosecutor must be submitted to SCRS-IL within a reasonable period of time.

Upon the request by an employee -- who discloses himself or herself to the Company as a victim of domestic violence, sexual assault, or stalking -- for an accommodation for his or her safety at work, SCRS-IL will engage in a timely, good faith and interactive process with the employee to provide reasonable accommodations that are not an undue burden on the Company. If an employee no longer needs an accommodation, the employee shall notify SCRS-IL immediately that the accommodation is no longer needed.

### **Leave for Crime Victims**

An employee who is a victim of a violent felony, serious felony, or felony involving theft or embezzlement - or whose spouse, child, sibling, step-sibling parent, step-parent, registered domestic partner or registered domestic partner's child is victim to such a crime – may be absent from work to attend judicial proceedings related to that crime. The employee may use accrued vacation and sick leave benefits for this leave.

Any employee who requires such time off must provide advance notice where practicable and provide a copy of the notice of each scheduled proceeding. CEO will maintain the matter in confidence to the extent feasible. If an emergency court appearance requires the employee to be absent from work, proof of the Court appearance from the court, prosecutor's office or the advocating victim/witness office must be submitted to management within a reasonable period of time.

### **Witness & Victim Testimony**

Employees may take time off to appear as a witness in any judicial proceeding in compliance with a subpoena or other court order. Also, an employee who is a victim of certain felonies – or

whose spouse, parent, child, sibling or guardian is a victim -- may take time off to appear in court involving a post-arrest release decision, plea, sentencing, post-conviction release decision or any other proceeding where the victim's rights are at issue.

Any employee who requires such time off must provide advance notice where practicable. CEO will maintain the matter in confidence to the extent feasible. If an emergency court appearance requires the employee to be absent from work, proof of the Court appearance from the court, a police report, or documentation from a medical professional, advocate or counselor must be submitted to SCRS-IL within a reasonable period of time.

Employees may use their accrued vacation or sick leave benefits for these purposes. The salary of employees classified as Exempt will not be reduced for any workweek in which they perform any work and also appear in court or in response to a subpoena and/or court order, but may be offset by any amounts received by the employee as witness fees.

### Leave for School Visits

An employee may take time off without pay to attend a parent-teacher conference due to the suspension of the employee's child or to attend the school activity of his or her child with reasonable notice given to his or her Supervisor. Employees may use accrued vacation benefits for these purposes.

### Leave for School Activities

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Employees who are parents, guardians, or custodial grandparents having custody of one or more children in a licensed day care center, kindergarten or grades one to 12 may take time off for a school activity;
- The time off for school activity participation cannot exceed eight hours in any calendar month, or a total of 40 hours each school year;
- Employees planning to take time off for school visitations must provide at least thirty (30) days if possible before the time requested to take time off from work – to their supervisor;
- If both parents are employed by SCRS-IL, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use their unused, accrued vacation benefits in order to receive compensation for this time off;

- Employees who do not have unused accrued vacation time available or who do not qualify for vacation time, will take the time off without pay;
- Employees must provide their supervisor with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.

### **Bone Marrow Donor Leave**

An employee who has been employed for at least 90 days may request a leave of absence for up to five (5) business days in any 1-year period to undergo a medical procedure to donate bone marrow. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. An employee must use up to five (5) days of unused accrued vacation for this leave, but the use of vacation does not extend the term of this leave. Employees will receive health benefits for the duration of their Bone Marrow Donation Leave.

### **Organ Donor Leave**

An employee who has been employed for at least 90 days may request a leave of absence for up to 30 business days in any 1-year period to undergo a medical procedure to donate an organ. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. An employee must use up to two (2) weeks of accrued vacation for this leave, but the use of vacation does not extend the term of the leave. Employees will receive health benefits for the duration of their organ donation leave.

### **Alcohol and Drug Rehabilitation Leave**

SCRS-IL wishes to assist employees who recognize they have a problem with alcohol or drugs, which may interfere with their ability to meet the performance standards of their job. If an employee has a problem with alcohol or drugs outside of the workplace, and decides to voluntarily enter a rehabilitation program, the employee may request and may be granted unpaid time off to participate in the program, unless it would result in an undue hardship to SCRS-IL.

If an employee requests time off to participate in such a program, SCRS-IL will also make reasonable efforts to keep the fact that the employee enrolled in the program confidential. The employee may use any accrued vacation and sick leave benefits while on leave. However, additional benefits will not be earned during the leave of absence. The leave will be subject to the same provisions and rules as apply to SCRS-IL's Personal Leave policy.

SCRS-IL may deny a request for leave and terminate the employment of an employee who, because of the employee's current use of alcohol or drugs, is unable to perform his or her duties, or cannot perform the duties in a manner that would not endanger the health or safety of the employee or others. Consuming, possessing, transferring, distributing, or selling illegal drugs or alcohol while on duty may result in disciplinary action up to and including termination of

employment. Seek leave before engaging in conduct that could lead to disciplinary action up to and including termination.

### Other Leaves

SCRS-IL will provide employees with time off for other leaves of absence, such as employee literacy assistance; volunteer civil service; Civil Air Patrol duties in accordance with state law. For additional information about these leaves, contact Human Resources.

### Parental Leave

SCRS-IL offer workers up to 12 weeks of unpaid, job-protected family leave to bond with a new baby or child.

**In order to be eligible for this leave, the following is required:**

- The employee has worked for the employer for at least 12 months.
- The employee has at least 1,250 hours of service during the previous 12-month period.

**SCRS-IL adheres to the following guidelines as stated in the Parental Leave Act:**

- SCRS-IL would be prohibited from refusing an eligible employee protected family leave.
- SCRS-IL would be prohibited from refusing to maintain and pay for coverage. SCRS-IL an eligible employee's group health plan if the employee takes leave.
- SCRS-IL may grant simultaneous leave to two employees for the same birth, adoption, or foster care placement.
- SCRS-IL would be prohibited from refusing to hire, discharge, fine, suspend, expel, or discriminate against an employee for exercising the right to parental leave provided by the bill, or giving information or testimony as to his or her own parental leave, or another individual's parental leave, in an inquiry or proceeding.

**ON THE JOB – EMPLOYEE**  
**CONDUCT & WORKING**  
**CONDITIONS**

## ON THE JOB – EMPLOYEE CONDUCT & WORKING CONDITIONS

### Open Door Policy

Relationships can often suffer because people fail to communicate with each other. The Company believes that work-related problems, questions, or complaints can best be resolved by frank and prompt discussion between the employee and Management. If an employee has a work-related issue that needs resolution, the employee should discuss the issue privately with his or her immediate Supervisor. If the matter is personal in nature and the employee does not feel comfortable discussing the matter with his or her immediate Supervisor, the employee should discuss the matter with the next level of management up to and including the CEO. Employees shall be able to address employment related issues with SCRS-IL Human Resources without fear of retaliation.

### Standards of Conduct

The Company expects all employees to observe certain standards of behavior while at work. These standards are not intended to restrict an employee's legitimate rights, but are for the safety and well-being of all Company employees. Nothing here is meant to discourage protected activity. These standards apply equally to all employees.

Disciplinary action for non-professional behavior may include, but is not limited to, the following: verbal reprimand, written reprimand, suspension, demotion, or termination. The Company reserves the right to enforce these disciplinary measures, in any order, as it deems necessary.

It must be remembered that the Company employs its employees at-will, which permits the Company to change the terms and conditions of employment with or without notice, with or without cause, for any reason or no reason at all including, but not limited to, termination, demotion, promotion, transfer, compensation, benefits, duties, and locations of work. Accordingly, either the employee or the Company can terminate the employment relationship at any time, with or without cause at either party's option, with or without notice, or with or without any reason.

The following actions on the part of an employee, while not all inclusive, may be cause for disciplinary action up to and including termination without prior warning. This list includes, but is not limited to:

1. DISCLOSURE OF CONFIDENTIAL INFORMATION REGARDING SCRS-IL CLIENTS, VENDORS AND/OR CO-WORKERS.
2. OBTAINING EMPLOYMENT BASED ON FALSE OR MISLEADING INFORMATION, OR FALSIFYING INFORMATION OR MAKING MATERIAL OMISSIONS IN ANY COMPANY DOCUMENTS OR RECORDS.
3. DESTRUCTION OR DAMAGE TO COMPANY PROPERTY OR SUPPLIES, OR TO THE PROPERTY BELONGING TO ANOTHER EMPLOYEE, A CLIENT OR A VENDOR.

4. THEFT OR UNAUTHORIZED REMOVAL (OR ATTEMPT THEREOF) OF COMPANY PROPERTY, OR OF PROPERTY OF ANOTHER EMPLOYEE, A CLIENT OR A VENDOR.
5. MISAPPROPRIATION OR UNAUTHORIZED USE OF MONEY, CREDIT, PROPERTY OR EQUIPMENT OF COMPANY OR PROPERTY BELONGING TO ANOTHER EMPLOYEE, A CLIENT OR A VENDOR.
6. ASKING ANOTHER EMPLOYEE OR ANY PERSON TO LIE ON ONE’S BEHALF REGARDING THE PERFORMANCE OF WORK DUTIES.
7. FALSIFYING TIME CARDS, ANY COMPANY DOCUMENTS, AND/OR COMPANY FILES.
8. PUNCHING IN ANOTHER EMPLOYEE’S TIME CARD OR ALLOWING ANOTHER EMPLOYEE TO PUNCH IN ONE’S TIME CARD.
9. WORKING UNAUTHORIZED OVERTIME, REFUSING TO WORK ASSIGNED OVERTIME, WORKING OFF-THE-CLOCK, OR CAUSING ANOTHER EMPLOYEE TO WORK OFF THE CLOCK.
10. FAILURE TO ABIDE BY SCRS-IL POLICY ON MEAL AND REST BREAKS.
11. ENGAGING IN DISORDERLY OR DISRUPTIVE CONDUCT; ENGAGING IN ACTUAL OR THREATENED VIOLENCE TOWARD MANAGEMENT, EMPLOYEES, OR OTHERS IN THE WORKPLACE, INCLUDING THE COMPANY PARKING LOT.
12. BRINGING OR POSSESSING FIREARMS, WEAPONS OR ANY OTHER HAZARDOUS OR DANGEROUS DEVICES OR CHEMICALS ON COMPANY PROPERTY.
13. UNLAWFUL OR UNAUTHORIZED POSSESSION OF ALCOHOL OR DRUGS WHILE ON DUTY OR ON COMPANY PREMISES, OR REPORTING TO WORK UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.
14. ENGAGING IN THE ILLEGAL SALE OR DISTRIBUTION OF NARCOTICS, DRUGS OR CONTROLLED SUBSTANCES WHILE ON THE JOB OR ON COMPANY PROPERTY, OR ANY VIOLATION OF THE COMPANY DRUG AND ALCOHOL POLICY.
15. PLEADING GUILTY TO OR BEING CONVICTED OF A FELONY OR A MISDEMEANOR THAT AFFECTS AN EMPLOYEE’S SUITABILITY FOR CONTINUED EMPLOYMENT.
16. VIOLATING ANY CRIMINAL LAW, WHICH HAS SOME BEARING ON WORK, PERFORMED FOR THE COMPANY.
17. ENGAGING IN ANY ILLEGAL OR UNLAWFUL BEHAVIOR ON OR OFF COMPANY PREMISES THAT REFLECTS UNFAVORABLY ON SCRS-IL AND ITS REPUTATION.

18. POSSESSING CONFIDENTIAL OR PROPRIETARY COMPANY INFORMATION WITHOUT PROPER AUTHORIZATION.
19. COMMUNICATING CONFIDENTIAL OR PROPRIETARY COMPANY INFORMATION TO UNAUTHORIZED PERSONS OR ENTITIES.
20. UNSATISFACTORY JOB PERFORMANCE, INCLUDING BUT NOT LIMITED TO FAILURE TO PERFORM ASSIGNED DUTIES, RECURRING NEGLIGENCE OR INCOMPETENCE, DOING PERSONAL WORK DURING WORK TIME, RESTRICTING WORK OUTPUT OR ENCOURAGING OTHERS TO RESTRICT THEIR WORK OUTPUT.
21. PROVIDING MISLEADING OR FALSE INFORMATION DURING A WORKPLACE INVESTIGATION.
22. ENGAGING IN BEHAVIOR THAT INTERFERES WITH ANOTHER EMPLOYEE’S JOB PERFORMANCE.
23. EXCESSIVE UNEXCUSED ABSENCES, REPEATED UNEXCUSED TARDINESS, NOT BEING READY TO WORK AT THE START OF A WORKDAY, FAILING TO CALL IN WHEN THE EMPLOYEE IS LATE OR WILL BE ABSENT FROM WORK FOR ANY REASON NOT PROTECTED BY LAW.
24. FAILING TO NOTIFY THE APPROPRIATE SUPERVISOR OR MANAGEMENT WHEN UNABLE TO REPORT TO WORK.
25. FAILING TO OBSERVE WORK SCHEDULES, STOPPING WORK BEFORE THE END OF THE WORKDAY, OR FAILING TO OBTAIN PERMISSION TO LEAVE WORK FOR ANY REASON DURING WORKING HOURS.
26. FAILING TO PROVIDE A PHYSICIAN'S STATEMENT OR MEDICAL CERTIFICATION WHEN LEGALLY REQUESTED TO DO SO.
27. SLEEPING ON THE JOB.
28. LYING ABOUT MATTERS THAT PERTAIN TO THE PERFORMANCE OF ONE’S WORK DUTIES.
29. MOONLIGHTING OR ENGAGING IN ACTIVITIES OUTSIDE THE WORK PLACE THAT CREATES A CONFLICT OF INTEREST FOR THE COMPANY.
30. INSUBORDINATION, INCLUDING FAILURE TO FOLLOW JOB INSTRUCTIONS, REFUSAL TO DO ASSIGNED WORK, OR REFUSAL TO PERFORM WORK IN THE MANNER DESCRIBED BY A SUPERVISOR OR MANAGEMENT.

31. PARTICIPATING IN AN UNSAFE WORK PRACTICE, FAILING TO OBSERVE SAFETY RULES OR PROCEDURES, DISREGARDING ANY ESTABLISHED SAFETY RULES, VIOLATING ANY SECURITY RULES OR PROCEDURES.
32. HORSEPLAY OR ANY OTHER ACTION THAT ENDANGERS OTHER PEOPLE OR COMPANY PROPERTY OR THAT DISRUPTS WORK.
33. FIGHTING OR PROVOKING A FIGHT WITH A FELLOW EMPLOYEE, A VISITOR OR ANYONE DOING BUSINESS WITH THE COMPANY.
34. VIOLATING SCRS-IL POLICY AGAINST UNLAWFUL HARASSMENT, DISCRIMINATION AND RETALIATION.
35. INAPPROPRIATE AND/OR EXCESSIVE OR MISUSE OF THE INTERNET (E.G., OFFENSIVE E-MAILS, NON-WORK RELATED WEBSITES, CHAT ROOMS, BLOGGING OR TWEETING, ETC.) WHILE ON DUTY.
36. REDIRECTING BUSINESS OR EMPLOYEES AWAY FROM SCRS-IL.
37. SELLING OR PASSING OUT ANY PRODUCTS, INFORMATION OR DOCUMENTS ON COMPANY PROPERTY OR DURING WORK TIME.
38. UNAPPROVED DISTRIBUTION OF LITERATURE ON COMPANY PREMISES.
39. FOR EMPLOYEES IN POSITIONS REQUIRING THE USE OF A VEHICLE FOR COMPANY BUSINESS; BECOMING UNINSURABLE BASED ON THE STANDARDS OF THE ORGANIZATION'S INSURANCE CARRIER DUE TO A DEPARTMENT OF MOTOR VEHICLES RECORD, DRIVER'S LICENSE SUSPENSION OR REVOCATION, OR CANCELLATION OF THE EMPLOYEE'S AUTOMOBILE LIABILITY INSURANCE POLICY.
40. BEING ON COMPANY PROPERTY, DRIVING COMPANY VEHICLES, OR DRIVING PERSONAL VEHICLES WHILE ON COMPANY BUSINESS WHILE UNDER THE INFLUENCE OF, OR HAVING IN ONE'S POSSESSION, ANY INTOXICATING BEVERAGE OR ILLEGAL DRUG. THIS INCLUDES CONSUMPTION, SALE, OR TRANSFER OF SUCH SUBSTANCES DURING BREAK TIMES, MEAL PERIODS, OR DURING WORK TIME EITHER IN COMPANY VEHICLES OR PERSONAL VEHICLES ON COMPANY BUSINESS.
41. CARRYING UNAUTHORIZED PASSENGERS IN ANY VEHICLE DURING WORKING TIME.
42. DRIVING TO AN UNAUTHORIZED LOCATION DURING WORK TIME.
43. FAILING TO OBSERVE DRESS OR SAFETY RULES, INCLUDING FAILING TO WEAR APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT SUCH AS SHOES, SHOE COVERS, HATS, GLOVES, AND/OR GOGGLES AS REQUIRED.

44. PERFORMING ACTIVITIES OTHER THAN COMPANY WORK DURING WORKING HOURS.
45. FAILING TO IMMEDIATELY REPORT TO THE SUPERVISOR ANY KNOWN INJURY, NO MATTER HOW SLIGHT.
46. ENGAGING IN A RELATIONSHIP WITH OTHER EMPLOYEES WHICH MAY BE CONSIDERED A CONFLICT OF INTEREST OR CREATE A PROBLEM OF SUPERVISION, SAFETY, SECURITY OR MORALE.
47. ENTERING COMPANY PROPERTY AFTER NORMAL OPERATING HOURS FOR ANY REASON WITHOUT THE EXPRESS APPROVAL OF A SUPERVISOR OR MANAGEMENT.
48. FAILURE TO EXHIBIT APPROPRIATE AND PROFESSIONAL CONDUCT
49. INAPPROPRIATE COMMUNICATION AND/OR UNPROFESSIONAL BEHAVIOR WITH MANAGEMENT, STAFF, AND/OR SCRS-IL STAKEHOLDERS
50. ENGAGE IN FRAUD WASTE OR ABUSE
51. ANY OTHER VIOLATIONS OF RULES AND POLICIES OF SCRS-IL

### **Attendance and Punctuality**

All SCRS-IL employees are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for other employees and Supervisors. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized SCRS-IL business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Employees violating this policy may be subject to discipline, up to and including termination.

SCRS-IL will not retaliate, harass or discriminate against employees who are absent from work due to an authorized and/or legally protected leave of absence.

When, for any reason, an employee is unable to report for work or will be late, the employee must contact his or her immediate Supervisor or Director at least one (1) hour prior to the start of the employee's scheduled shift, or as soon as reasonably possible, unless verification can be presented proving that it was impossible to make contact with the Supervisor.

It is the employee's responsibility to make absolutely certain that the Supervisor received the message. Therefore, upon return to work, the employee must verify with the Supervisor the date and time of the call, the person to whom the message was relayed, and the reason for the inability to report to work. Failure to call and report for three (3) consecutive workdays shall be considered a voluntary resignation without notice.

An employee who is absent without notifying management may be considered to have voluntarily resigned from SCRS-IL.

A physician's statement may be required, at SCRS-IL's discretion, for any absence due to illness or injury. Failure to comply with such a request may be cause for disciplinary action, up to and including termination. SCRS-IL may also request a corroborating statement from a SCRS-IL-appointed physician at SCRS-IL's expense.

Attendance incidences will be recorded and reviewed on a regular basis and, when necessary, corrective action notices shall be issued to those employees who have repeatedly neglected their responsibility to establish and maintain good attendance.

SCRS-IL will require advance notice and justifiable reasons for each absence, lateness or early departure from work. However, notice alone without good cause does not fulfill the employee's obligation. On the other hand, a good reason for absence, lateness or leaving work early does not justify failure to provide notice.

### **Bulletin Boards**

The Company provides bulletin boards in order to keep you informed on a variety of subjects. Only authorized personnel are permitted to post, alter or remove anything on these boards. Unauthorized materials will be removed.

### Cellular Telephone Policy

The Company requires that employees act responsibly when using cellular telephones. Common courtesy dictates that employees not use cellular telephones and/or hands-free telephone equipment in the common areas of the office so as not to disturb other employees during working time. Further, employees who utilize cellular telephones in the office should place the ringers on vibrate or other silent notification so the work of other employees is not interrupted.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cellular telephones while driving. Accordingly, employees must not use cellular telephones if such conduct is prohibited by law, regulation, or other ordinance.

Employees may not use hand held cellular telephones while driving for business purposes. Employees whose job responsibilities include regular driving and, who choose to accept or make business calls during that time, are required to use hands-free telephone equipment to facilitate the provisions of this policy. Contact your Supervisor or Director to receive more information about this essential equipment.

Employees whose job responsibilities do not specifically include driving as an essential function, but who may use a cellular telephone for calls related to Company business, are also required to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of a cellular telephone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy may be subject to discipline up to and including termination.

### Company Issued Property

Certain employees may be issued tools, safety equipment, uniforms, portable computers, cellular phones, or other Company property which the Company considers essential for the satisfactory performance of the job. Employees are expected to treat Company equipment carefully in order to preserve its usefulness. **Employees may be asked to pay for Company equipment which is damaged through abuse or loss. Improper treatment** of Company property may result in disciplinary action up to and including termination.

Any employee who has not been issued a cellular telephone, laptop, or other device -- but believes that performance of duties requires any of these items -- may not use his or her own equipment but instead must discuss this need with an immediate Supervisor. If SCRS-IL agrees with the employee's assessment, SCRS-IL will provide such Company property to the employee.

### **Confidentiality and Trade Secrets**

As employees of SCRS-IL, employees will have access to confidential information about the Company, its vendors and consumers that is not available to others outside of the Company. Except as actually required to perform one's duties, employees are prohibited from directly or indirectly copying, disclosing or otherwise communicating any confidential information to any person or entity. This duty of confidentiality will survive the ending of an employee's employment with SCRS-IL and will continue for all time. If any employee breaches this duty of confidentiality, the employee will be subject to discipline up to and including termination and/or legal action. If an employee has any question as to whether certain information is confidential, do not disclose such information unless advance authorization to do so is received from CEO.

SCRS-IL employees will be required to review and execute a separate confidentiality agreement, which will identify SCRS-IL's confidential information as well as its trade secrets in greater depth. "Confidential Information" and "Trade Secrets" would include, for example, the Company's consumer lists, vendor lists, investor lists, reports, billing methods, pricing, data, sources of supply, production or merchandising systems or plans, marketing and sales strategies and plans, employee information, inventions, technical developments, trademarks, copyrightable works, business plans, sales, purchases, distribution, finances, banking, loans, real estate, investments, acquisitions, agreements, and any other aspect of the Company's business which has not been advertised or communicated to the general public to which the SCRS-IL employees may have access as a result of employment.

Employees may not utilize for their own purposes, other than in the performance of their job duties, such trade secret(s) and confidential information – all which shall remain the exclusive property of SCRS-IL. As such, trade secret(s) and confidential information shall not be removed from SCRS-IL's premises without the prior written consent of the CEO.

Trade secret(s) and confidential information shall be promptly returned to the Company on separation of employment with SCRS-IL or at any time upon the Company's request. Furthermore, upon separation from employment with SCRS-IL, employees shall promptly deliver to the Company all records, documents, contracts, correspondence, notes, notebooks, papers, files and the contents thereof, financial statements, bank checks, credit cards, reports, tables, data, computer software, computer printouts, consumer lists, supplier lists, product lists, purchase orders, receipts, invoices, blank forms, business cards, stationery, manuals, books, specifications, compilations, calculations, formulae, all copies of the foregoing and any other materials which contain any trade secret(s) or confidential information of the Company.

Employees who improperly disclose and/or utilize any trade secret(s) and/or confidential information will be subject to disciplinary action up to and including termination.

### **Conflicts of Interest**

SCRS-IL expects its employees to devote their full work time, energies, abilities and attention to our business. Employees are expected to avoid situations that create an actual or potential

conflict between the employee's personal interests and the interests of the Company. Employees who, because of other work or activities, cannot make this commitment may be asked to end their employment with the Company.

A conflict of interest may exist when an employee's prohibited conduct is divided between the Company and a competitor, supplier, or consumer. Employees who are unsure whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss the situation with their supervisor or a member of management for clarification. Any exceptions to this policy must be approved in writing by the CEO.

Some examples of the more common conflicts that should be avoided by all employees include, but are not limited to:

- Working for a competitor, supplier, or consumer while employed by SCRS-IL;
- Engaging in self-employment in competition with SCRS-IL;
- Using proprietary or confidential Company information for personal gain or to the Company's detriment;
- Having a direct or indirect financial interest in or relationship with a consumer, or supplier;
- Acquiring any interest in property or assets of any kind for the purpose of selling leasing it to SCRS-IL; and
- Committing SCRS-IL to give its financial or other support to any outside activity or organization without appropriate written authorization.

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

Furthermore, SCRS-IL's Workers' Compensation Insurance will not pay for illness or injury arising from any outside employment or outside business activity.

### **Payments, Gifts or Other Favors**

Employees may not under any circumstances accept or seek any unauthorized payment, fee, salary, commission, gift, bonus, reward, rebate, gratuity, remuneration, service, rebate, reward, valuable privilege, vacation, pleasure trip, loan (other than a conventional loan from a financial institution or credit union) or other valuable favor from any person or business organization

which does or seeks to do business with or is a competitor of the Company in excess of \$100.00 per year, in total, without prior specific authorization in writing by the CEO.

Employees also may not accept anything of value in exchange for referral of a third party or parties to any person or business organization, which does or seeks to do business with, or is a competitor of, the Company.

### **Solicitation of Consumers, Suppliers and Company Employees**

Employees shall not, directly or indirectly, either for their own benefit or purposes or for the benefit or purposes of any other person or subsequent employer after separation from employment with SCRS-IL, use SCRS-IL's trade secret(s) or confidential information in order to solicit, call on, interfere with, accept any business from, attempt to divert or entice away any consumers or suppliers to the Company.

### **Voice Mail, Emails, Internet and Computers**

SCRS-IL's voice mail, e-mail, instant messaging, Internet access and any other electronic communications and computer systems are Company property and are intended solely for job-related activities and for carrying out Company business. All files and messages sent, received, composed and/or stored on any computer system are the property of SCRS-IL. Use of SCRS-IL's electronic communications, cell phones and computer systems constitutes consent to this policy.

All messages transmitted via these systems will be treated as business messages. Any employee who sends a personal message on these systems should be aware that such messages will be viewed as a business message and not a personal, confidential message of the employee. Any use by an employee of a private password does not in and of itself entitle that employee to any confidentiality.

The use of passwords to gain access to these systems is for the protection of the Company, not the employee. Employees are not to use or disclose their own or someone else's password or network login ID, access a file, or retrieve any stored communication without authorization. All employees who have access to the Company's electronic communication and information systems are required to provide their Supervisors with all passwords/pass codes and must immediately notify their Supervisor when a password/pass code is changed or a new password/pass code is created.

It is inappropriate for an employee, without permission or approval by SCRS-IL, to access another employee's Company's voice mail, e-mail, instant messaging, or computer files without the consent or knowledge of that other employee and the Supervisor(s).

An employee may not send or disclose messages containing SCRS-IL's confidential or proprietary information to anyone who does not have a right to or need for such information. Company confidential or proprietary information should not be transmitted via these systems outside the

organization or even to employees within the Organization unless such recipients are authorized to receive such information. Employees must not copy and send by mail or through the Internet any Company confidential or copyrighted information, electronic files or software that is protected by copyright or other intellectual property laws.

No software licensed to SCRS-IL may be duplicated or installed for use on another computer, unless SCRS-IL purchases a special "multi-user license" software package. Employees are not to load any software programs or download from the Internet any software, screen savers, music or video files without first obtaining the express written consent of the CEO. Upon obtaining written consent to do so, employees must virus-scan all files and documents downloaded from the Internet before accessing them.

Employees are not to connect any personal devices such as massive storage or back-up drives, cell phones, iPods, MP3 players, flash drives or other similar devices to any Company computer to download or save files.

No one may use SCRS-IL voice mail, e-mail, instant messaging, the Internet or other computer systems to download, send or forward to others any discriminatory, harassing or threatening messages or images; ethnic or racial slurs, indignities, or obscenities; sexual or offensive comments, or off-color jokes; inappropriate pictures, lewd graphics or images, pornography, or obscene materials; or anything that may be construed as harassment or defamation of others.

Also, employees may not use SCRS-IL voice mail, e-mail, instant messaging, or the Internet during Company time (while on duty) for playing games; blogging or participating in chat rooms; going on social networking sites (e.g., Facebook, LinkedIn, Twitter, Snapchat, Instagram, etc.) personal advertising, or religious or political causes; soliciting outside organizations; or engaging in other non-business matters.

Furthermore, employees may not use SCRS-IL voice mail, e-mail, instant messaging, or the Internet for any unlawful activities such as gambling, swapping or downloading copyrighted music or video files; passing off personal views as representing those of the Organization; sending or posting messages that disparage another or damage the Organization's image or reputation; soliciting others for personal business or commercial ventures that create a conflict of interest with SCRS-IL.

SCRS-IL reserves the right to monitor, access, search, retrieve, read, and review any and all voice mail, e-mail, instant messaging, computer files or messages, or internet data of any employee, without advance notice, that are composed, sent, received, stored on or deleted from its electronic communications and computer systems. Accordingly, no employee should expect his or her voice mail, e-mail, Internet usage, computer files an, or communications to be confidential or private.

Employees who have access to or possess Company data or computer files, and who may quit or who are transferred to other positions, laid off or terminated from SCRS-IL are prohibited

from misusing, copying, deleting, altering, damaging, corrupting, or destroying any computer files or data containing Company information before or after termination of employment. Upon termination of employment, an employee shall not remove any software, files or data from Company computers.

Violation of any of the Company's policies and guidelines regarding use of its voicemail, e-mail and/or Internet systems may result in loss of computer access and/or disciplinary action, up to and including immediate termination of employment. If necessary, the Company will advise appropriate legal officials of any unlawful activity.

### **Telephone Monitoring**

SCRS-IL also wants to ensure that its consumers receive a consistently high level of service. To this end, SCRS-IL may monitor telephone calls made from or to Company phone lines. To help ensure high-quality consumer service, telephone monitoring may be used to verify that employees comply with Company policies and procedures, and to identify and correct performance problems. SCRS-IL may monitor and/or record incoming as well as outgoing calls as permitted by applicable federal and state laws. Accordingly, employees should not assume that their telephone conversations on Company telephones are confidential.

### **Social Media - Personal Communications**

#### **SCRS Commitment**

SCRS-IL is committed to maintaining a strategic and competitive advantage in our industry. With this goal in mind, we recognize that social media is a beneficial tool in helping us achieve this purpose. SCRS-IL also maintains a commitment to protecting its reputation, values and policies. We ask that you, as an employee of SCRS-IL, take ownership of the privilege and responsibilities inherent in social media use. Accordingly, SCRS-IL is setting forth this Social Media Policy to provide clear rules for you when you use social media sites.

This Policy is intended to define Social Media and its use. However, please note that because the field of Social Media is rapidly changing, and new tools and technologies may come into use, the same standards still apply, regardless of whether these new tools and technologies have been specifically named in this Policy.

This Social Media Policy covers both the use of SCRS-IL sponsored Social Media, as well as the use of any general, public Social Media not sponsored by SCRS-IL, in which an employee's name and/or affiliation with SCRS-IL may be in any way identifiable.

### **Definitions**

For the purposes of this Policy, Social Media is defined to include, but is not limited to, the following:

- Blogs
- Message Boards
- Chat rooms
- Online forums
- Social networks such as Facebook, Instagram, SnapChat, Twitter, TikTok and LinkedIn
- Video sites/Radio
- Comment posts
- Check-In sites

### **Social Media Use**

Accessing and using social media sites, (Facebook, Twitter, LinkedIn, Snapchat, Instagram, YouTube, emails, texting, blogs, message boards, personal websites, chat rooms, group discussions, etc.) is a privilege that could result in adverse consequences depending how these sites are utilized. Social Media involves any form of “communication” or socializing using servers or internet websites. At any time, if SCRS-IL determines that your usage undermines Company policies, you may be subject to discipline up to and including termination.

### **Social Media Use Must Not Interfere with the Optimum Performance of Your Job**

You are not permitted to access social media sites during Company time, unless you are required to do so to perform your job duties. SCRS-IL depends on its employees’ productivity, and the use of social media at the cost of this productivity undermines the Company’s business objectives.

### **SCRS-IL Reserves the Right to Monitor Your Use**

SCRS-IL expects that its resources are used for business purposes. We reserve the right to monitor your electronic usage. This includes our right to monitor your use of social media sites when you use any electronic equipment, servers or services provided to you by SCRS-IL.

### **You Should Not Expect Privacy and You Should Be Transparent**

Do not expect any privacy of your use, transmissions or received postings or blogging, even when you set “privacy” settings.

Also, even when you are “talking” on social media sites as an individual, people may perceive you to be talking on behalf of SCRS-IL. If you blog or discuss topics related to our business, be upfront and explain that you work for SCRS-IL; however, if you are not an official company

spokesperson, add a disclaimer to the effect: “The opinions, perceptions, beliefs and positions expressed here are my own and are not necessarily aligned with those of SCRS-IL, its partners or employees.” Do not use SCRS-IL’s logo, trademark or other proprietary information without the expressed written consent of SCRS-IL.

### **You May Not Use Social Media Sites to Harass, Discriminate or Defame**

SCRS-IL has a commitment to provide its employees with a workplace that is free of discrimination and harassment. You may not use social media sites to post or talk about SCRS-IL employees, clients, customers, vendors, suppliers or other third parties you know through our business in a way that may be interpreted as unlawful harassment, retaliation and/or discrimination based on race, religion, color, sex, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship status, military and veteran status, marital status, pregnancy, breastfeeding or related medical condition, age, medical condition, genetic characteristic or information, a diagnosis or history of cancer, physical or mental disability or any other category protected by applicable federal, state, or local laws. This applies to behavior on social media sites that you access or use outside of work or after working hours as well.

In order to maintain SCRS-IL’s reputation and legal standing, the additional following subjects may not be discussed by employees in any form of social media:

- Company confidential or proprietary information;
- Confidential or proprietary information of SCRS-IL’s clients, partners, vendors, and suppliers;
- Embargoed information such as launch dates, release dates, and pending reorganizations; and/or
- Company intellectual property such as drawings, designs, software, ideas and innovation.

In complying with the policy against posting or disclosing any of SCRS-IL’s confidential, secret, copyrighted, trademark, service mark, patent, or intellectual property, employees may not take photographs, videos, or upload pictures, or take pictures of our facilities, people or products without permission from a member of the management team. You may not use SCRS-IL’s logo or trade name without permission from the CEO.

### **Subject to Discipline or Termination for Violation**

If you violate this Social Media Policy, you may be subject to disciplinary action, up to and including termination. If you believe that another’s use of social media violates this SCRS-IL’s policies, please inform the CEO so that SCRS-IL can investigate this matter. SCRS-IL will not retaliate against anyone who in good faith reports such violations of this Policy.

### Personal Appearance and Personal Hygiene

Each employee is a representative of SCRS-IL and projects an image of SCRS-IL to the people we do business with, including the general public. Therefore, you are required to maintain a proper standard of dress and personal hygiene whenever you are working.

You are expected to consistently utilize good judgment in determining your dress and appearance on a daily basis. You are expected to check with your Supervisor if you are unsure about the appropriateness of your attire or grooming.

Hair must be clean, neat, and appropriately styled for the work setting. Brightly colored hair is discouraged as we provide services in a professional setting.

All employees are expected to practice good hygiene, including cleanliness and use of deodorant so as to avoid any noticeable body odor that might offend others. Employees are not to use strong or pungent perfumes or other strong fragrances from colognes, aftershaves, lotions or hair sprays.

Mustaches, beards, and sideburns must be neatly trimmed and maintained at all times. Fingernails must be kept clean and at a length compatible with job requirements. Earrings are acceptable; however, rings or jewelry through the nose, eyebrow, lip, tongue, or other body parts other than the ear lobe may not be visibly worn while working unless with prior management approval or consent. Tattoos should be discreet and should be covered or concealed if requested by CEO so not readily noticeable while at work and may not be offensive in nature.

Sunglasses or non-prescription, tinted lenses are unacceptable when worn indoors. Glasses with tinted lenses are acceptable when issued by a prescription.

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Examples of inappropriate attire include but are not limited to: pants below the waistline or low rise pants showing undergarments; Low front tops, halter tops, bare midriffs; beach styled flip-flop sandals; T-shirts or clothing articles that may create a hostile or abusive work environment, such as sexually suggestive cartoons, picture or words. Non-exempt employees will not be compensated for the time away from work. Employees who violate SCRS-IL's dress code policy and/or grooming standards may be subject to disciplinary action, up to and including termination.

However, any employee whose personal appearance or grooming style that violates this policy, but does so for religious and/or medical reasons, must so notify the CEO of the religious and/or medical necessity. SCRS-IL will then engage in the interactive process with the employee to determine whether a reasonable accommodation can be made without undue hardship to the Company.

### **Employee Gifts**

The Company understands that occasionally co-workers may want to acknowledge events such as births, deaths, marriages or illnesses by soliciting contributions. As stated, this activity must be done during non-work time (i.e., breaks and meal periods) away from all work areas. The CEO must pre-approve any request for these activities and must be notified before any collections may be made.

### **Employee Solicitation**

In the interest of maintaining a proper working environment and preventing interference with work and inconvenience to others, no employee or guest may distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time on the premises.

### **Outside Employment**

The Company discourages its full-time employees from accepting employment outside the Company; however, an employee's personal activities outside working hours are a private matter. The Company's primary concern is to avoid conflicts of interest and the effect of such outside activities on the employee's job performance.

All employees must submit a written request to the CEO to receive approval to obtain outside employment in order to ensure that a conflict of interest will not arise. The written request should include the name of the organization for which the employee will be working, a description of the job duties the employee will be performing, and a statement as to why this will not be a conflict of interest with the employee's current employment at the Company.

If the CEO, in his sole discretion, deems the outside employment to conflict with, or to adversely impact the employee's employment with the Company, the employee may be terminated unless he or she resigns from the outside employment.

If an employee is unable to maintain acceptable performance standards following acceptance of outside employment, the employee may be subject to disciplinary action, up to and including termination.

### **Personal Phone Calls and Mail**

Employees are required to keep personal phone calls to an absolute minimum. Our telephones are our business lifeline and must be kept free for that purpose. Employees may not make personal long distance calls.

Employees also are requested to not have personal mail sent to the Company address. Employees are not to use the Company's postage meter for personal mail. Abuse of telephone

or mail privileges may subject the employee to disciplinary action up to and including termination.

### **Closing Statement**

This Employee Handbook has only briefly described some of the policies, benefits and procedures of the Company. If an employee has any questions, he or she should approach his or her Supervisor, Director, or Human Resources.

Because conditions change and future work situations are unpredictable, SCRS-IL reserves the right to add, delete, modify or change the contents of this handbook, except for the “at-will” policy. Any future revisions to the statements contained in this handbook will be distributed to all employees as soon as reasonably possible.

The policies and procedures set forth in this Employee Handbook supersede any prior policies and/or procedures established to the contrary.

**ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK**

ALL EMPLOYEES MUST READ THE ATTACHED EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PAGE TO THE PERSONNEL ADMINISTRATOR WITHIN ONE (1) WEEK OF RECEIVING THE HANDBOOK.

I acknowledge that I have been given a copy of the Southern California Resource Services for Independent Living's ("SCRS-IL" or "the Company") Employee Handbook (hereafter referred to as the "Handbook") dated January 2024.

I further acknowledge that I have read, understand, and agree to abide by all of its terms including SCRS-IL's requirement that I comply with SCRS-IL's policies set forth in this Handbook concerning confidentiality, trade secrets, solicitation and conflicts of interest.

**I UNDERSTAND THAT I AM EMPLOYED AS AN "AT-WILL EMPLOYEE" OF SCRS-IL. THIS MEANS THAT I MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON OR FOR NO REASON, WITH OR WITHOUT ADVANCE NOTICE, OR WITH OR WITHOUT CAUSE, AND SCRS-IL MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, WITH OR WITHOUT ADVANCE NOTICE OR FOR ANY REASON OR FOR NO REASON. THIS ARRANGEMENT CANNOT BE MODIFIED IN ANY WAY EXCEPT BY A WRITING SIGNED BY ME AND EITHER THE PRESIDENT OF THE BOARD OF SCRS-IL OR SCRS-IL'S CEO. THIS IS AN INTEGRATED AGREEMENT AS TO THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN SCRS-IL AND ME.**

I further understand that SCRS-IL may modify, revise supplement or rescind any policy, benefit, practice or procedure described in the Handbook at any time, in its sole and absolute discretion, with or without prior notice to me. When new policies are added or existing policies are changed, the most recent policy will prevail and govern any new action taken.

I understand that if I have entered into a written employment agreement signed by the CEO or President of the Board of SCRS-IL and me, the written employment agreement will prevail to the extent it is inconsistent with any policy set forth in the Handbook. However, to the extent a written employment agreement is silent as to a particular issue, the provisions of the Handbook, as amended from time to time, will control.

I understand that SCRS-IL may enter, search and monitor the voicemail, e-mail, computer files telephone calls, desks and/or lockers of any employee, without any notice to the employee.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

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**ACKNOWLEDGMENT OF RECEIPT AND PROMISE TO COMPLY WITH SCRS-IL'S ZERO TOLERANCE HARASSMENT AND DISCRIMINATION POLICY**

I acknowledge that I have received a copy of Southern California Resource Services for Independent Living's ("SCRS-IL" or "the Company") written policy against unlawful harassment and discrimination. I understand that SCRS-IL has a "**Zero Tolerance**" Policy on unlawful harassment, discrimination and/or retaliation by any employee. I recognize that the only way SCRS-IL can achieve its goal of providing a work environment free from unlawful discrimination, harassment and retaliation is with the assistance of its employees. SCRS-IL and its employees must therefore be partners in the commitment to provide a work environment that is free of unlawful discrimination, harassment and retaliation.

I agree to comply with all aspects of the policy against unlawful harassment, discrimination and retaliation, and I promise that I will not violate the relevant laws or SCRS-IL's policy. I also promise to fulfill all of my responsibilities under the policy, including any responsibility to report any unlawful harassment, discrimination or retaliation immediately to the CEO, Regional Director, Human Resources Coordinator or my supervisor in accordance with the procedures of the policy. In this way, I will do all that I can to assist SCRS-IL to provide and maintain a workplace that is free of unlawful discrimination, harassment and retaliation.

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Employee's Signature

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Date

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Employee's Printed Name

**ACKNOWLEDGMENT OF RECEIPT AND PROMISE TO COMPLY WITH SCRS-IL’S ZERO TOLERANCE POLICY REGARDING ABUSE OR NEGLECT OF INDIVIDUALS WITH DEVELOPMENTAL/INTELLECTUAL DISABILITIES**

I acknowledge that I have received a copy of Southern California Resource Services for Independent Living’s (“SCRS-IL” or “the Company”) written policy against abuse or neglect of individuals with Developmental/Intellectual Disabilities. I understand that SCRS-IL has a “**Zero Tolerance**” Policy against abuse or neglect of individuals with Developmental/Intellectual Disabilities. (1) I recognize that all SCRS-IL staff/employees serving clients are required to report abuse, pursuant to Welfare and Institutions Code (WIC) Section 15630, to the appropriate entities any incident or allegation of suspected abuse or neglect. (2) I understand the entities to which I shall report suspected abuse or neglect as a mandated reporter. (3) That upon becoming aware of a reportable incident or allegation of abuse or neglect of a client, pursuant to WIC Section 15630, SCRS-IL shall take immediate action to ensure the health and safety of the involved client and all other clients receiving services from SCRS-IL. (4) SCRS-IL shall ensure its employees are fully informed upon hire and annually thereafter regarding the SCRS-IL Zero Tolerance Policy and mandatory abuse and neglect reporting laws. Each SCRS-IL Employee must be knowledgeable of his or her responsibility to protect clients from abuse and neglect, the signs of abuse and neglect, the process for reporting suspected abuse or neglect, and the consequences of failing to follow the law and complying with the SCRS-IL Zero Tolerance Policy.

I agree to comply with all aspects of the Zero Tolerance Policy against abuse or neglect of individuals with Developmental/Intellectual Disabilities, and I promise that I will not violate the relevant laws or SCRS-IL’s policy. I also promise to fulfill all of my responsibilities under the policy, including any responsibility to report any unlawful abuse or neglect immediately to the CEO, Regional Director, Human Resources, or my supervisor in accordance with the procedures of the policy. In this way, I will do all that I can to assist SCRS-IL to provide and maintain a workplace that is free of unlawful abuse or neglect.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

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ACKNOWLEDGMENT OF RECEIPT AND PROMISE TO COMPLY WITH SCRS-IL'S  
**WHISTLEBLOWER POLICY**

I acknowledge that I have received a copy of Southern California Resource Services for Independent Living's ("SCRS-IL" or "the Company") written policy against abuse or neglect of individuals with Developmental/Intellectual Disabilities. I understand that SCRS-IL has a "**Whistleblower**" Policy against any form of retaliation and encourages employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation. Pursuant to California Labor Code Section 1102.5, employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [California Labor Code Section 1106]

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the **California State Attorney General's Whistleblower Hotline at 1-800-952-5665**. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

I agree to comply with all aspects of the Whistleblower Policy, and I promise that I will not violate the relevant laws or SCRS-IL's policy. I also promise to fulfill all of my responsibilities under the policy, including any responsibility to report the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

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Employee's Signature

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Date

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Employee's Printed Name