

Community Development Alliance, Inc.

March 18, 2025
COMMUNITY DEVELOPMENT ALLIANCE



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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a group of colleagues that are dedicated to advancing racial equity by providing a quality affordable home for every Milwaukeean. We hope that your employment with COMMUNITY DEVELOPMENT ALLIANCE INC (CDA) will be rewarding and challenging. We take pride in our employees as well as the programming we provide.

The CDA complies with all federal and state employment laws, and this handbook generally reflects those laws. CDA also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to demonstrate your understanding of an agreement with the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. CDA reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by leadership or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact the Operations Director.

We wish you success in your employment here at CDA!

All the best,

Teig Whaley-Smith, Chief Alliance Executive
COMMUNITY DEVELOPMENT ALLIANCE INC

1.2 At-Will Employment

Your employment with COMMUNITY DEVELOPMENT ALLIANCE INC is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave CDA at any time, with or without notice and with or without cause.

Nothing in this handbook or any other CDA document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Chief Alliance Executive has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Alliance Executive.

If a written contract between you and CDA is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 About the Community Development Alliance

The Community Development Alliance (CDA) is a collaboration of residents, neighborhood and policy organizations, implementors, philanthropy, public and private sector funders, and other allies that are advancing racial equity in housing in Milwaukee.

CDA is organized around three principles: (1) stable housing is a primary driver of the quality of life for families and communities, (2) following the direction of residents is fundamental to systems change, and (3) no one individual, organization, or sector can build effective housing systems by themselves, but together we can advance racial equity by providing a quality affordable home to every Milwaukeean. CDA convenes and is governed by residents, neighborhood organizations, policy organizations, implementors, philanthropy, and private and public affordable housing funders. CDA invests heavily in continuous collaboration with residents by co-hosting more than 30 collaboration sessions each year with more than 300 residents to make sure we are meeting the residents' vision. The new systems CDA has helped build include (a) the expansion of downpayment assistance and homebuyer counseling, (b) creation of an acquisition fund to convert landlord owned homes to homeownership, (c) converting vacant lots to entry level homes, and (d) an alternative lending product reach more homeowners of color.

2.2 Mission Statement

Systemwide collaboration to advance racial equity in housing.

2.3 Vision Statement

Advance Racial Equity by providing a quality affordable home for every Milwaukeean.

2.4 Our Values

Racial Equity. Race should not predict housing outcomes. We use a racial equity lens in all decisions, including leadership and process.

Collective Impact. We will go further together. We are the backbone of collaboration by aligning the actions of different actors across different sectors. We champion a common agenda, shared measurement systems, and continuous communication to implement mutually reinforcing activities.

Resident Collaboration. We will look to residents for direct advice and innovation in formulating solutions and will incorporate residents' advice and recommendations into decisions to the maximum extent possible.

Accomplice. We will not overshadow or substitute our own judgment for those of our allies. We will continue to support work that is effective while we support new systems. We will seek additional funding and not diminish existing resources.

Innovation. We relentlessly champion improved ownership models, physical structures, and processes.

Homeownership. The systems we develop are focused on improving the chances of people of color to become homeowners and create homeownership options and pathways for households making \$15/hour or less.

Affordability. We prioritize permanent neighborhood affordability. We champion programs and policies to ensure affordability now, and in the future, for families that already live in neighborhoods that are marginalized, at affordable rates relative to neighborhood incomes, not the larger County Median Income.

Whole Person. We recognize that housing is not the only social determinant of health and will lend our support to other efforts that share our values, including wrap-around services and increased wages.

Whole Community. Housing is a regional amenity, and we need to work with our regional neighbors on effective solutions. Systems that have led to racial segregation must be dismantled to allow for people to freely choose where they want to live.

2.5 Community Development Alliance Facilities

The Community Development Alliance is located at the Homeownership Lab, 3800 W. Lisbon Ave. Milwaukee, WI 53208. The Homeownership Lab is designed to include non-exclusive workstations for staff and allies of the CDA (“Workstations”), together with non-exclusive access to flexible collaboration space (“Collab Space”), conference rooms (“Conference Space”), and Accessory Areas. The Homeownership Innovation Lab also can be reconfigured as an open meeting area (“Meeting Area”).

2.6 Ethics Code

COMMUNITY DEVELOPMENT ALLIANCE INC

CDA is committed to conducting business honestly and ethically in all locations where we operate. We continuously strive to enhance the quality of our services, products, and operations, maintaining a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment.

Expectations for Employees

All employees are expected to uphold high standards of business and personal integrity. This commitment reflects our business practices and always aligns with your duty of loyalty to CDA.

We expect that the Board, Officers, and Staff will not knowingly misrepresent CDA and will not speak on behalf of CDA unless specifically authorized. The confidentiality of organizationally-sensitive information (i.e. employment information, information that allies have asked us to treat sensitively, proprietary information, and similar confidential, etc.) about CDA or operations, or that of our partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violations of the Code of Ethics may result in disciplinary action, up to and including termination of employment. The severity of the discipline may be influenced by whether the violation was voluntarily disclosed and the level of cooperation during any subsequent investigation.

2.7 Revisions to Handbook

This handbook is designed to keep you informed about the terms and conditions of your employment, including the policies and procedures of Community Development Alliance Inc. Please note that this handbook is not a contract. CDA reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically through written supplements to the handbook, in a posting on the organization bulletin boards, or other means such as team meetings.

3.0 Hiring, Orientation & Accomodation Policies

3.1 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

COMMUNITY DEVELOPMENT ALLIANCE INC recognizes the importance of supporting employees experiencing limitations related to pregnancy, childbirth, or related medical conditions by providing reasonable accommodations. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.

- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of your job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you need an accommodation, inform the Operations Director, who will request written approval from the Chief Alliance Executive. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed.
- A description of the proposed accommodation.
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for an accommodation is obvious.
- If CDA is already aware of the limitation due to previous disclosures.
- When requesting accommodations such as additional restroom breaks, fluid intake, food breaks, or seating arrangements, which are considered presumptively reasonable.
- For any lactation accommodations.
- When a similar accommodation has been provided to other employees without requiring documentation.

CDA will engage in an interactive process with you to identify suitable accommodations. While we strive to accommodate all requests, certain accommodations may not be provided if they would result in undue hardship to CDA. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

CDA strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

1. Interactive Process:

- Employees should inform the Operations Director of the need for accommodation. The accommodation will be granted based on approval of the Chief Alliance Executive.
- CDA will engage in an interactive process to determine suitable accommodations.

2. Non-Retaliation:

- Employees will not be retaliated against for requesting or using accommodations.

3. Compliance:

- This policy complies with the PWFA and other applicable federal, state, and local laws.

3.2 PUMP Act Policy

CDA supports breastfeeding employees and complies with the PUMP for Nursing Mothers Act by providing reasonable break time and a private space for expressing breast milk.

Policy:

1. Break Time:

- Employees are entitled to reasonable break time to express breast milk for one year after the birth of a child.
- Breaks may be unpaid if they exceed 20 minutes, unless otherwise required by law.

2. **Private Space:**
 - A private space, other than a bathroom, will be provided for expressing breast milk. This space will be shielded from view and free from intrusion. A room available will be one of the zoom rooms that will have a shade for privacy.
 - Employees should contact Operations Director to reserve the space.
3. **Storage:**
 - A designated refrigerator for storing breast milk is available in the kitchen. Employees must label their milk with their name and the date.
4. **Non-Discrimination:**
 - Discrimination or harassment related to breastfeeding is prohibited.
5. **Compliance:**
 - This policy complies with the PUMP Act and other applicable federal, state, and local laws.

3.3 Disability Accommodation

COMMUNITY DEVELOPMENT ALLIANCE INC complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, CDA will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify the Operations Director. The accommodation will be granted based on approval of the Chief Alliance Executive. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, CDA will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by CDA in connection with a request for accommodation will be treated as confidential.

CDA encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, CDA is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on CDA.

Where state or local law provides greater protections to employees than federal law, CDA will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

CDA will not discriminate or retaliate against employees for requesting an accommodation.

3.4 Associational Disability Policy

CDA is committed to ensuring a workplace free from discrimination. In accordance with the Americans with Disabilities Act (ADA), we prohibit discrimination against employees or applicants based on their known relationship or association with an individual with a disability.

Policy:

1. Prohibited Discrimination:

- Discrimination against employees or applicants due to their association with a person with a known disability is prohibited.
- This includes adverse employment actions such as refusal to hire, termination, demotion, or denial of benefits based on the disability of a family member, friend, or any other person with whom the employee has a relationship.

2. Examples of Prohibited Conduct:

- Refusing to hire an applicant because they have a child with a disability.
- Terminating an employee because their spouse has a disability.
- Denying an employee a promotion because they care for a parent with a disability.

3. Reporting and Resolution:

- Employees who believe they have experienced discrimination based on their association with a person with a disability should report the incident to the Chief Alliance Executive.
- All reports will be investigated promptly and thoroughly. Appropriate corrective action will be taken if discrimination is found.

4. Non-Retaliation:

- Retaliation against employees who report discrimination or participate in an investigation is prohibited.

5. Compliance:

- This policy complies with the ADA and other applicable federal, state, and local laws.

3.5 Conflicts of Interest

COMMUNITY DEVELOPMENT ALLIANCE INC is committed to addressing conflicts of interest that may create actual or potential job-related concerns, particularly in the areas of confidentiality, partnership relations, safety, security, and employee morale. If you have an actual or potential conflict of interest involving a funder, partner, competitor, supplier, distributor, or contractor, you must disclose it to the Operations Director immediately. The Operations Director will inform the conflict of interest to the Chief Alliance Executive in writing. Upon determining that an actual or potential conflict of interest exists, CDA will take appropriate steps to reduce or eliminate the conflict.

3.6 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with CDA. If you are currently employed and have not complied with this requirement or if your status has changed, inform the Operations Director.

If you are authorized to work in this country for a limited period, you must provide proof of renewed employment eligibility before your current authorization expires to continue your employment with CDA. To renew a work authorization (Employment Authorization Document or EAD) for employees born outside of the United States, it's recommended to file Form I-765 within 6 months (180 days) before the expiration date of the current EAD. This ensures that the renewal process is completed in time, avoiding any gaps in employment authorization.

The EAD is typically valid for one year, but the duration can vary depending on the individual's immigration status. It's important to keep track of the expiration date and start the renewal process early to avoid any disruptions.

3.7 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at COMMUNITY DEVELOPMENT ALLIANCE INC. It is your obligation to inform CDA in advance of any such potential conflict so CDA can determine best to respond to the situation.

3.8 Job Descriptions

CDA attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from the Operations Director.

Job descriptions provided by CDA are intended as general guidelines. Due to business needs, you may be asked to perform tasks outside your written job description. Additionally, CDA reserves the right to revise, add, or remove job duties, as necessary. Job descriptions may be updated with or without prior notice to employees. If you have any questions regarding your job description or the scope of your duties, please speak with the Chief Alliance Executive.

3.9 New Hires and Introductory Periods

The new employee will receive an onboarding checklist to ensure that employee understands the onboarding process and set up for success at the organization.

The first 30 days of your employment are considered an introductory period. During your probationary period, you will become familiar with Community Development Alliance Inc. and your job responsibilities. This period allows us to assess the quality and value of your performance and make any necessary adjustments to your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the at-will employment relationship.

Assessment Process:

1. **Ongoing Feedback:** Chief Alliance Executive will provide regular feedback to employees during the introductory period to support their development.
2. **Formal Review:** A formal assessment will be conducted at the end of the introductory period to evaluate the employee's:
 - Job knowledge and skills
 - Work quality and productivity
 - Adaptability and learning ability
 - Communication and teamwork
 - Attendance and punctuality
 - Initiative and adherence to policies
3. **Employee Discussion:** The Chief Alliance Executive will meet with the employee to review their job description, assessment, discuss strengths and areas for improvement, and outline expectations moving forward.

Possible Outcomes:

- **Successful Completion:** The employee meets expectations and continues employment as is.
- **Extension of Introductory Period:** If additional time is needed for evaluation, the introductory period may be extended with a structured development plan.

- **Non-Continuation of Employment:** If performance does not meet expectations, employment may be discontinued at the organization's discretion.

Documentation & Acknowledgment:

The assessment will be documented in the employee's file. The employee will sign the assessment to acknowledge receipt and discussion, though signature does not imply agreement.

Policy Adherence:

This policy applies to all new employees and internal transfers/promotions subject to an introductory period. The organization reserves the right to modify or waive the introductory period based on operational needs.

3.10 Religious Accommodation

COMMUNITY DEVELOPMENT ALLIANCE INC recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, CDA complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. CDA will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with the Operations Director. The accommodation will be granted based on approval of the Chief Alliance Executive. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, CDA will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. CDA encourages you to suggest specific reasonable accommodations. However, CDA is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on CDA.

CDA will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

3.11 Training Program

In most cases, the Operations Director conducts training individually. Even if you have prior experience in your job functions, it is essential to learn our specific procedures and the responsibilities of your position. If you ever feel you need additional training, please consult the Operations Director.

4.0 Wage and Hour Policies

Introduction to Wage and Hour Policies

At COMMUNITY DEVELOPMENT ALLIANCE INC, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with the Chief Alliance Executive.

4.1 Attendance

COMMUNITY DEVELOPMENT ALLIANCE INC requires regular and punctual attendance by employees. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Attendance Expectations

Employees are expected to:

- Arrive on time for their scheduled shifts.
- Notify the team as soon as possible if they will be late or absent.
- Follow the proper procedures for requesting time off.
- Be in person at the Homeownership Lab on Mondays and Wednesdays.
- Conducted other day to day activities virtually from Employee's home, space secured by Employee, or the Homeownership Lab.
- Conduct in person meetings with Organizational allies that should be at a space coordinated by the Employee or Organization.

CDA may from time to time revisit the hybrid status of all positions and provide new guidance.

Tardiness

Employees are considered tardy if they arrive more than 15 minutes after their scheduled start time. Repeated tardiness may result in disciplinary action. Employees are expected to notify the Chief Alliance Executive as soon as possible. If the Chief Alliance Executive is unavailable, contact the Operations Director.

Unplanned Paid Time Off (PTO)

If you must miss work due to an emergency or other unexpected circumstance, you must notify the Chief Alliance Executive as soon as possible for approval and inform the team of your absence. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify the Chief Alliance Executive as soon as possible. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Reporting Paid Time Off (PTO)

If you are unable to report to work, you must notify the Chief Alliance Executive as soon as possible and inform the team of your absence. Absences will be considered excused if you request the time off in accordance with CDA policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Planned Paid Time Off (PTO)

Requests for planned absences, such as vacation or medical appointments, should be submitted in the employee portal as far in advance as possible. The Operations Director will approve staff PTO requests and the Chief Alliance Executive will approve the Operations Director PTO requests. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for absence, as permitted by applicable law. Approval is subject to business needs and staffing requirements.

Tracking Paid Time Off (PTO)

Employees need to certify they are working 40 hours per week, not including breaks or lunches, and accurately report their PTO hours within the employee portal. CDA reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences when permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

Disciplinary Actions

Excessive absenteeism, unexcused absences, or repeated tardiness may result in disciplinary action, up to and including termination of employment. The severity of the discipline will depend on the frequency and nature of the attendance issues. If you fail to report to work for 3 or more consecutive days and have not provided proper notification, CDA will assume that you have voluntarily resigned your position and will proceed with the termination process. The Chief Alliance Executive will communicate to the employee about disciplinary actions.

Accommodations

CDA will provide reasonable accommodations for employees with disabilities or other legitimate needs, in accordance with applicable laws. Employees requiring accommodations should notify the Operations Director.

Communication of Changes

Any changes to this attendance policy will be communicated from the Operations Director promptly through written supplements to the handbook or other means such as team meetings.

4.2 Business Expenses

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at COMMUNITY DEVELOPMENT ALLIANCE INC.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal CDA procurement processes.

Authorized uses under \$1,000 with the debit or credit card by the Operations Director include:

- Airline or rail tickets (economy or tourist class) for properly authorized business trips. The account code will help reconcile the costs of travel with the proper CDA program to be charged. Any roundtrip flight costing more than \$1,000 must be approved by the Chief Alliance Executive before purchase.
- Lodging and meal charges do not exceed the authorized reimbursement rate for persons traveling on official CDA business. Daily meal allowance of \$59/person/day (includes meals and one non-alcoholic drink; alcoholic beverages are NOT reimbursable). Any hotel charges exceeding \$300/day require prior approval from the Chief Alliance Executive.
- Car rental charges (for mid-size or smaller vehicles) for properly authorized business trips. Car rental expenses are capped at \$100/day.
- Properly authorized expenditures for which a credit card is the only allowed method of payment (such as monthly internet access)
- Office supplies
- Authorized per diem travel expenses for Operations Director and other employees
- Receipts should be compiled and submitted with an expense report on a monthly basis to the Operations Director and approved by the Chief Alliance Executive.

Authorized uses of the debit or credit card by the Chief Alliance Executive include:

- Purchases related to contracting expenses up to \$50,000.
- Receipts should be compiled and submitted with an expense report on a monthly basis to the Operations Director and approved by the Chief Alliance Executive.

Authorized uses of the debit or credit card by the Resident Collaboration Director include:

- Gift cards
- Event materials
- Food
- Authorized per diem travel expenses for Resident Collaboration Director and other employees
- Receipts should be compiled and submitted with an expense report on a monthly basis to the Operations Director and approved by the Chief Alliance Executive.

Unauthorized use of the debit card includes:

- Personal or non-business expenditures of any kind

- Expenditures which have not been properly authorized
- Meals, entertainment, gifts, or other expenditures which are prohibited
- Alcoholic beverages
- Unauthorized purchases
- Late fees or penalties

4.3 Federal, state, or local laws or regulations

Proper Documentation for all Purchases, including Debit Card Purchases:

- Every instance of debit card or other purchase use must be documented with travel authorizations, receipts, individuals paid for, nature of business, etc. before the expense will be considered authorized and will be approved for reimbursement. See details below:
 - Lodging – should be pre-booked by the Operations Director. Provide an itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging was provided.
 - Meals - Provide a receipt showing separately the cost for food/beverage and gratuities and including the names of every person for whom food or beverage was provided and the specific business purpose which was furthered by the expenditure.
 - Other Expenditures - A receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose for each expenditure. Travel booked through Operations Director except travel during the conference (e.g., ride share) can be reimbursed for up to \$50/day).

Business Meetings (Employer-Sponsored Events and Meetings)

Meals for resident collaboration meetings must be approved by the Resident Collaboration Director and must be part of the Resident Collaboration budget.

Meals for any other group meetings must be approved by Operations Director or Chief Alliance Executive.

Meals for employees will be covered on approved travel days, at a per diem of \$59 per day when the employee provides receipts.

Generally, CDA does not pay for employee meals for team meetings, but may do so for strategy sessions, orientations, or otherwise approved by Chief Alliance Executive.

Generally, CDA will pay for meals for critical project team and governance meetings. Per person cost will not exceed \$25 per meeting.

Generally, CDA does not pay for meals when meeting individually with a partner or partners and the employee meeting with them, but may do so for critical relationships as approved by Chief Alliance Executive. In which case the meals will not exceed \$25 per person.

Employees are issued a company card, so any approved expenses must be submitted for reimbursement, with the exception of the Chief Alliance Executive and Operations Director which will have a separate card for expenditures. The Resident Collaboration director will also have a separate card for approved budget expenditures.

Entertainment

Generally, CDA does not pay for entertainment expenses, but the Chief Alliance Executive may do so for time to time for employee wellness or to advance critical strategic partnerships.

Technical and Training Seminars

CDA INC pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by the Chief Alliance Executive.

4.4 Gifts

CDA INC is committed to maintaining the highest standards of ethics and integrity. This policy outlines the guidelines for receiving gifts to avoid any potential conflicts of interest or the appearance of impropriety. Generally, CDA does not provide gifts but may do so in certain circumstances such as to extend condolences or celebrate life or work milestones of partners. Each gift may not exceed \$100 in value and must be approved by the Operations Director. CDA does not provide gifts to public officials other than what is provided to other nonpublic officials such as meals at a conference, or ceremonial gifts such as plaques.

Acceptable Gifts

Employees may accept nominal gifts, such as promotional items or tokens of appreciation, provided they do not exceed a value of \$50. Examples include:

- Pens, notepads, or calendars
- Modest holiday gifts
- Small food items like cookies or fruit baskets

Prohibited Gifts

Employees are prohibited from accepting gifts that:

- Exceeding a value of \$50
- Could influence or appear to influence business decisions.
- Create a conflict of interest or the appearance of one.

Reporting Gifts

Any gift valued over \$50 must be reported to the Chief Alliance Executive. In some cases, the gift may need to be returned or donated to CDA.

Exceptions

Exceptions to this policy may be made in certain circumstances, such as:

- Gifts are given as part of a public event, ceremony, or conference that are given to all participants.
- Gifts from family members or close friends that are not related to business activities.
- Gifts that are part of a cultural tradition.
- Gifts from funders that are related to a holiday or employee wellness that are given to multiple organizations.

Approval Process

If you are unsure whether a gift is acceptable, seek guidance from Operations Director. Any exceptions to this policy must be approved by the Chief Alliance Executive.

Other Expenses

CDA INC will pay for postage and telephone expenses that are for business purposes. CDA does not pay for personal cell phones, even if they are used for business purposes.

Reporting

Report approved expenses on the standard expense report form and include a description of the expense (which should include the date, vendor, business purpose, and a list of any attendees/participants) and a digital of the receipt as soon as possible or within 30 days.

4.5 Employment Classifications

CDA INC designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt Employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

CDA INC also assigns each employee to one of the following categories:

- **Regular full-time Employees.** Regular full-time employees are normally scheduled to work at least 30 hours per work week, except for approved time off. Full-time employees are eligible for most CDA benefits with the option to waive.
- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work 30 hours or less per workweek. Part-time employees are not eligible for most CDA benefits.
- **Temporary/Seasonal Employees.** Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available. Temporary/seasonal employees are not eligible for most CDA benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact the Operations Director. These classifications do not alter your employment at-will status.

4.6 Direct Deposit

COMMUNITY DEVELOPMENT ALLIANCE INC encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, contact the Operations Director for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be provided by the employee portal online system.

4.7 Recording Time

COMMUNITY DEVELOPMENT ALLIANCE INC is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees.

Salaried employees are expected to work 40 hours per week and are exempt from submitting a timesheet. However, they are required to accurately certify their work hours and any PTO including any overtime, sick leave, vacation, holidays, and leaves of absence in the employee portal online system.

To ensure that CDA has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using the employee portal. Speak with the Operations Director for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked and must follow established CDA procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

For part-time and seasonal employees, time sheets are to be turned in to your Supervisor or appropriate department at the close of business each Friday.

Notify Operations Director of any pay discrepancies, unrecorded or misrecorded work hours recorded incorrectly, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be

subject to discipline up to and including termination. Immediately report to Chief Alliance Executive any employee who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.8 Travel Expenses

This policy outlines the procedures and guidelines for business travel to ensure consistency, compliance, and cost-effectiveness.

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at CDA.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved CDA business trips. Travel is limited to business activities for which other means of communication are inadequate and for which prior approval from the Chief Alliance Executive has been received.

Travel Authorization

All business travel must be pre-approved by the Chief Alliance Executive. Travel requests should include the purpose of the trip, estimated costs, and any necessary documentation.

Booking Travel

CDA Inc pays the actual amounts incurred for hotel, airline expenses, and other transportation which must be booked by the Operations Director. Airline travel, rental cars, and hotels must be booked through the Operations Director in order to be reimbursed.

Lodging

- Employees should choose reasonably priced accommodations that meet business needs.
- Any hotel charges above \$300 per day must be approved by Chief Alliance Executive. Neither in-room movies nor refreshment bars are approved as CDA expenses. The employee is responsible for any additional room expenses.

Meals and Incidentals

- CDA will pay a per diem rate of \$59/day for meals.
- Receipts are not required for meals and incidentals if the per diem rate is used.

Transportation

- Employees should use economy or tourist class fares when traveling on CDA business. Any roundtrip flight above \$1,000 must be approved by the Chief Alliance Executive. In addition, private, noncommercial aircraft or chartered aircraft are not to be used. Airfare class may be upgraded at employee's expense by notifying Operations Director and employee submitting payment to the CDA.
- Car rentals should be booked through the CDA's approved vendors and should be mid-size or smaller unless a larger vehicle is necessary for business purposes. Daily rental expenses are capped at \$100.
- CDA will also reimburse for actual intra-city travel (eg. Car rental, rideshare, taxi, parking) up to \$50 per day.

Expense Reporting

- Employees must submit a travel expense report of approved expenses including a description of the expense, its business purpose, date, place, and the participants within 30 days of returning from a trip.

- Digital receipts are required for all expenses except those covered by per diem rates.
- Expense reports should be reviewed by Operations Director who will prepare the digital signature for the Chief Alliance Executive.

Non-Reimbursable Expenses

- Personal expenses such as entertainment, alcohol, and personal phone calls are not reimbursable.
- Any expenses not directly related to business travel are the responsibility of the employee.

Family Members

The CDA will pay the travel expenses of spouses or other family members only when their presence is necessary for the business purpose of the trip and when approved in advance in writing by the Chief Alliance Executive.

Advances

No travel cash advances will be made except under special conditions and pre-approved by the Chief Alliance Executive. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form up to \$59 per diem. Reimbursements will be paid upon full expense reporting within the normal disbursement schedule.

For travel advance checks, an Expense Pre-Approval form with the reason for the advance, and for conferences, a copy of the registration form or program announcement.

Insurance

CDA does not pay for personal travel insurance for employees.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services to avoid the hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate only when traveling with personal car within the city limits to a location outside of the city limits. The Chief Alliance Executive must authorize any deviation from this policy prior to usage. Employees may drive to other states for business purposes but reimbursement will be capped at the cost of an airline ticket.

4.9 Resident/Partner Transportation Policy

Purpose

This policy establishes guidelines and procedures for employees who transport residents or program partners as part of their job duties. CDA INC. prioritizes the safety and well-being of both our staff and those we serve while ensuring compliance with all applicable regulations and insurance requirements.

Scope

This policy applies to all employees, volunteers, and contractors who transport residents or program partners in either organization-owned vehicles or personal vehicles for business purposes.

Driver Requirements

Eligibility Criteria

- Valid driver's license appropriate for vehicle type

- Minimum 21 years of age
- Clean driving record for the past three years
- Current auto insurance meeting organizational minimums

Required Documentation

- Copy of current driver's license
- Current DMV record (updated annually)
- Proof of personal auto insurance (if using personal vehicle)
- Signed acknowledgment of transportation policy

Vehicle Requirements

Organization Vehicles

- Must undergo monthly safety inspections
- Regular maintenance according to manufacturer schedule
- Daily pre-trip inspection by driver
- Equipped with first aid kit and emergency supplies
- Clean and well-maintained interior

Personal Vehicles

- Must meet organizational safety standards
- Current registration and insurance
- Annual safety inspection
- No modifications that impact safety
- Clean and professional appearance

Safety Procedures

Before Transport

1. Verify authorization for transport
2. Complete vehicle inspection checklist
3. Ensure proper restraints/car seats if needed
4. Review route and destination
5. Verify emergency contact information

During Transport

1. Follow all traffic laws and speed limits
2. No mobile phone use while driving
3. No smoking, eating, or drinking
4. Maintain appropriate professional boundaries
5. Monitor passenger safety and comfort

Emergency Procedures

1. Call 911 for any accident
2. Call your personal insurance company to file a claim
3. Notify the Operations Director for any incidents
4. Documentation of all accidents or safety concerns
5. Emergency contact protocol for various situations
6. First aid/medical emergency procedures
7. Vehicle breakdown procedures

Documentation Requirements

Trip Documentation

- Transport authorization form
- Start and end time of transport
- Mileage log
- Passenger sign-in/sign-out
- Incident reports (if applicable)

Vehicle Documentation

- Daily inspection logs
- Maintenance records
- Fuel logs
- Accident reports
- Safety inspection certificates

Insurance and Liability

- Organization maintains appropriate vehicle insurance
- Additional liability coverage for authorized drivers
- Personal vehicle insurance requirements
- Incident reporting procedures
- Risk management guidelines

Prohibited Activities

- Unauthorized passengers or stops
- Personal errands during transport
- Deviation from approved routes
- Use of mobile devices while driving
- Transport without proper authorization

Special Considerations

Medical Needs

- Protocol for passengers with medical conditions
- Emergency medication procedures
- Special equipment requirements
- Medical emergency response

Behavioral Support

- De-escalation procedures
- Behavior management guidelines
- Support staff requirements
- Communication protocols

Training Requirements

Initial Training

- Defensive driving course
- Organization vehicle orientation
- Emergency response procedures
- Documentation requirements
- Passenger assistance techniques

Ongoing Training

- Annual safety refresher
- Updates on policy changes
- Incident response review
- Best practices updates
- Specialized needs training

Policy Enforcement

- Regular compliance monitoring
- Progressive discipline for violations
- Annual driver record review
- Random safety audits
- Incident investigation procedures

Review and Updates

This policy will be reviewed annually and updated as needed to ensure compliance with current regulations and best practices.

For questions or clarification about this policy, please contact the Operations Director.

4.10 Use of Employer Credit Cards

All employees in possession of a credit card issued by COMMUNITY DEVELOPMENT ALLIANCE INC will adhere to the strict guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to CDA INC will need to be approved by the Chief Alliance Executive. Credit cards will have a \$5,000 limit.

Reconcile and submit all sales receipts and generated using the CDA INC credit card monthly to the Chief Alliance Executive. Your CDA INC credit card may not be used for personal reasons. Use of the CDA credit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a credit card issued by CDA INC will be the cardholder's responsibility. You must reimburse any such purchase to CDA within 20 days.

Immediately report lost or stolen CDA INC cards to the Chief Alliance Executive. Failure to follow this policy may result in disciplinary action up to and including termination.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Performance Reviews

COMMUNITY DEVELOPMENT ALLIANCE INC will make efforts to periodically review your work performance.

The purpose of this performance review policy is to provide a structured approach for evaluating, coaching, and rewarding employees. This policy aims to enhance employee performance, identify training needs, and align individual goals with CDA's objectives.

Review Frequency

Performance reviews will be conducted **annually**. Additionally, informal check-ins will occur **quarterly** to ensure continuous feedback and development.

The Chief Alliance Executive is responsible for completing performance reviews.

The Board Chair is responsible for completing a performance review with the Chief Alliance Executive. The review will be shared at the board of directors annual meeting.

Review Process

1. **Preparation:**
 - **Chief Alliance Executive/Board Chair:** Gather performance data, feedback from peers or board members, and any relevant metrics.
 - **Employees/Chief Alliance Executive/Board Chair:** Complete a self-assessment form reflecting on achievements, challenges, and goals.
2. **Evaluation Criteria:**
 - **Job-Specific Goals:** Achievement of set targets and objectives based on role description and expectations.
 - **Competencies:** Demonstration of required skills and behaviors.
 - **CDA Values:** Adherence to the company's core values and culture.
3. **Review Meeting:**
 - **Discussion:** A two-way dialogue or board meeting discussion to discuss performance, feedback, and future goals.
 - **Feedback:** Constructive feedback highlighting strengths and areas for improvement
 - **Goal Setting:** Setting SMARTIE (Specific, Measurable, Achievable, Relevant, Time-bound, Inclusive, Equitable) goals for the next review period.

Documentation and Confidentiality

- **Written Records:** All performance reviews will be documented and stored securely.
- **Confidentiality:** Performance review documents are confidential and will only be accessible to relevant personnel.

Training and Development

- **Identify Needs:** Use performance reviews to identify training and development needs.
- **Development Plans:** Create personalized development plans to support employee growth.

Rewards

- **Compensation:** Performance reviews will influence decisions on compensation.

Legal and Ethical Considerations

- **Non-Discriminatory:** The review process will be fair and non-discriminatory, complying with all relevant labor laws.
- **Transparency:** The process will be transparent to build trust and credibility.

Continuous Improvement

- **Policy Review:** This policy will be reviewed annually to ensure its effectiveness.
- **Feedback:** Feedback from employees and Chief Alliance Executive will be collected to improve the review process.

A positive performance review does not guarantee a pay raise, continued employment, or continued position.

5.2 Pay Raises

The purpose of this pay raise policy is to outline the criteria and process for awarding salary increases to employees of Community Development Alliance Inc. This policy aims to ensure fair and consistent compensation practices that recognize and reward employee performance and contributions.

Eligibility

- **All Employees:** All full-time and part-time employees are eligible for pay raises, subject to the criteria outlined below.
- **Probationary Period:** Employees must have completed their probationary period to be eligible for a pay raise.

Types of Pay Raises

1. **Merit-Based Increases:**
 - Awarded based on individual performance as evaluated during annual performance reviews.
 - Performance ratings and achievement of goals will determine the percentage increase.
2. **Cost-of-Living Adjustments (COLA):**
 - Adjustments made to account for inflation and changes in the cost of living.
 - Typically reviewed and applied annually.
3. **Promotional Increases:**
 - Granted when an employee is promoted to a higher position with greater responsibilities.
 - The increase will reflect the new role's salary range and market standards.

Review Process

1. **Performance Reviews:**
 - Conducted annually to assess employee performance.
 - Chief Alliance Executive will evaluate employees based on predefined criteria and provide feedback.
2. **Recommendation and Approval:**
 - Chief Alliance Executive will recommend pay raises based on performance review outcomes and include in a budget to be considered by the Board of Directors.
3. **Budget Considerations:**
 - Pay raises are subject to CDA INC's financial performance and budget constraints.
 - The Board will ensure that pay raises are within the allocated budget.

Communication

- **Notification:** Employees will be notified of their pay raise after the board's approval.
- **Documentation:** All pay raise decisions will be documented and stored in the employee's personnel file by the Chief Alliance Executive.

Legal and Ethical Considerations

- **Non-Discriminatory:** Pay raises will be awarded based on merit and performance, without discrimination based on race, gender, age, religion, or any other protected characteristic.
- **Compliance:** The policy will comply with all relevant labor laws and regulations.

Continuous Improvement

- **Policy Review:** This policy will be reviewed annually to ensure its effectiveness and alignment with the CDA' goals.
- **Feedback:** Feedback from employees and the Chief Alliance Executive will be collected to improve the pay raise process.

5.3 Promotions

The purpose of this promotion policy is to outline the criteria and procedures for promoting employees within COMMUNITY DEVELOPMENT ALLIANCE INC. This policy aims to ensure a fair, transparent, and merit-based promotion process that recognizes and rewards employee performance and potential. Promotions are possible but less frequent due to the small staff size and low vacancy rates at CDA.

Eligibility

- **Performance:** Employees must have consistently demonstrated high performance in their current role, as evidenced by performance reviews and feedback
- **Tenure:** Employees must have completed at least one year in their current position unless an exception is approved by Chief Alliance Executive.
- **Skills and Qualifications:** Employees must possess the necessary skills, qualifications, and experience required for the new role.

Promotion Process

1. **Identification of Candidates:**
 - **Chief Alliance Executive:** Identify potential candidates for promotion based on performance evaluations, feedback from peers, and demonstrated potential.
 - **Employees:** Employees may express interest in promotion opportunities through a formal application process.
2. **Evaluation:**
 - **Performance Reviews:** Review of the candidate's performance history, including recent performance reviews and any documented achievements.
 - **Skills Assessment:** Assess the candidate's skills and qualifications against the requirements of the new role.
 - **Interviews:** Conduct interviews with the candidate to evaluate their readiness for the new role.
3. **Recommendation and Approval:**
 - **Chief Alliance Executive:** Chief Alliance Executive will consider recommendations for approval.
4. **Notification:**
 - **Communication:** Notify the employee of the promotion decision, including details of the new role, responsibilities, and any changes in compensation.
 - **Documentation:** Chief Alliance Executive will update the employee's personnel file with the promotion details.

Training and Development

- **Onboarding:** Provide training and support to help the promoted employee transition into their new role.
- **Development Plans:** Create a development plan to address any skill gaps and support the employees' continued growth.

Legal and Ethical Considerations

- **Non-Discriminatory:** The promotion process will be fair and non-discriminatory, complying with all relevant labor laws and regulations.
- **Transparency:** Maintain transparency in the promotion process to build trust and credibility.

Continuous Improvement

- **Policy Review:** This policy will be reviewed annually to ensure its effectiveness and alignment with the CDA's goals.
- **Feedback:** Collect feedback from employees and managers to improve the promotion process.

All employees promoted into new job positions will undergo an introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive CDA INC benefits for which they are eligible.

5.4 Standards of Conduct

COMMUNITY DEVELOPMENT ALLIANCE INC is committed to creating a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all employees, clients, customers, and other stakeholders. We all share the responsibility of improving the quality of our work environment. By choosing to work here, you agree to adhere to our rules and standards of conduct.

General Conduct

While it is impossible to list every action that could be considered misconduct, the following are examples of behaviors that may result in disciplinary action, up to and including immediate termination of employment. This policy does not limit our right to discipline or discharge employees for any reason permitted by law.

Examples of Inappropriate Conduct

- **Policy Violations:** Breaching any policies and procedures outlined in this handbook.
- **Substance Abuse:** Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances. Being under the influence of alcohol during working hours on CDA INC property (including company vehicles) or while on company business
- **Inaccurate Reporting:** Falsely reporting PTO hours for yourself or others.
- **Misrepresentation:** Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of CDA INC or in preparing any employment-related documents, including job applications, personnel files, performance reviews, intra-company communications, or expense records.
- **Theft or Vandalism:** Taking or destroying CDA INC property.
- **Unauthorized Possession:** Possessing potentially hazardous or dangerous items (e.g., firearms, weapons, chemicals) without prior authorization.
- **Violence and Harassment:** Engaging in fighting or harassment (as defined in our EEO policy) of any employee, vendor, or customer.
- **Confidentiality Breach:** Disclosing CDA INC trade secrets or proprietary and confidential information (e.g., employee information or sensitive partner information) of CDA INC or its partners, clients, contractors, suppliers, or vendors.
- **Insubordination:** Refusing or failing to follow directions or perform a required job task.
- **Safety Violations:** Failing to follow safety rules and procedures.
- **Attendance Issues:** Excessive tardiness or absences.
- **Smoking:** Smoking in non-designated areas.
- **Unauthorized Overtime:** Working overtime without prior authorization.
- **Solicitation:** Soliciting fellow employees on CDA premises during working hours.
- **Dress Code Violations:** Failing to dress according to company policy.
- **Inappropriate Language:** Using obscene or harassing language (as defined by our EEO policy) in the workplace.
- **Conflict of Interest:** Engaging in outside employment that interferes with your ability to perform your job at CDA INC.
- **Gambling:** Gambling on CDA INC premises.
- **Unauthorized Access:** Lending keys or keycards to CDA INC property to unauthorized persons.

Legal and Ethical Considerations

Nothing in this policy is intended to limit your rights under the National Labor Relations Act or to modify the at-will employment status where at-will employment is not prohibited by state law.

By adhering to these standards, we can maintain a positive, productive, and respectful work environment for everyone.

5.5 Disciplinary Process

The purpose of this disciplinary process policy is to provide a structured approach for addressing employee misconduct or inadequate performance. This policy ensures that employees are aware of the consequences of their actions and provides a fair and consistent method for handling violations. COMMUNITY DEVELOPMENT ALLIANCE INC encourages a system of progressive discipline depending on the type of prohibited conduct. However, CDA INC is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Any attempt at progressive discipline does not imply that your employment is anything other than on an “at-will” basis consistent with applicable law.

Scope

This policy applies to all employees of COMMUNITY DEVELOPMENT ALLIANCE INC.

Policy Elements

1. Verbal Warning:

- **Description:** A verbal warning is issued for minor infractions or first-time offenses. It serves as an initial alert to the employee about unacceptable behavior or performance.
- **Procedure:** The Chief Alliance Executive will discuss the issue with the employee, explaining the nature of the misconduct and the expected changes. This discussion will be documented in the employee’s file.

2. Written Warning:

- **Description:** A written warning is issued if the behavior or performance does not improve after a verbal warning, or for more serious infractions.
- **Procedure:** The Chief Alliance Executive will provide a written document outlining the misconduct, previous warnings, and the required corrective actions. The employee must sign the document to acknowledge receipt, and it will be placed in their personnel file.

3. Final Written Warning:

- **Description:** A final written warning is issued if the employee fails to improve after a written warning or commits a serious violation.
- **Procedure:** The Chief Alliance Executive will issue a final written document detailing the misconduct, previous warnings, and the consequences of further infractions. The employee must sign this document, which will be added to their personnel file.

4. Suspension:

- **Description:** Suspension without pay may be used for severe infractions or repeated misconduct
- **Procedure:** The Chief Alliance Executive will issue a suspension notice outlining the reasons for the suspension and its duration. The notice will be documented in the employee’s file.

5. Demotion, Transfer, or Leave Without Pay:

- **Description:** Depending on the severity of the misconduct or failure to improve, the employee may be demoted, transferred, or placed on leave without pay.
- **Procedure:** The Chief Alliance Executive, in consultation with the Board, will determine the appropriate action and communicate it to the employee. The decision will be documented in the employee’s file.

6. Termination:

- **Description:** Termination of employment may occur if the employee’s behavior or performance does not improve after previous warnings or for gross misconduct.
- **Procedure:** The Chief Alliance Executive will make termination decisions. For performance-based terminations of non-executive staff, the Chief Alliance Executive will report at regular board meetings. For immediate terminations for serious misconduct, the Chief Alliance

Executive will inform board chair promptly and inform the full board at next meeting. The Chief Alliance will provide a termination notice to the employee detailing the reasons for termination. The employee will be required to return CDA INC property and complete any necessary exit procedures.

Documentation and Record-Keeping

- **Documentation:** All disciplinary actions will be documented and stored in the employee's personnel file.
- **Confidentiality:** Disciplinary records are confidential and will only be accessible to relevant personnel.

Appeals Process

- **Right to Appeal:** Employees have the right to appeal disciplinary actions. Appeals must be submitted in writing to the Board Chair within five business days of the disciplinary action.
- **Review:** The Board Chair will consult with the Professional Employee Organization to review the appeal and conduct any necessary investigations. A decision will be communicated to the employee within ten business days.

Legal and Ethical Considerations

- **Non-Discriminatory:** The disciplinary process will be fair and non-discriminatory, complying with all relevant labor laws and regulations.
- **Transparency:** The process will be transparent to build trust and credibility.
- **State Law Compliance:** The specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed.

Continuous Improvement

- **Policy Review:** This policy will be reviewed annually to ensure its effectiveness and alignment with the CDA INC's goals.
- **Feedback:** Feedback from employees will be collected to improve the disciplinary process

5.6 Criminal Activity/Arrests

COMMUNITY DEVELOPMENT ALLIANCE INC will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by CDA INC, whether on or off CDA INC property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.7 Open Door/Conflict Resolution Process

COMMUNITY DEVELOPMENT ALLIANCE INC strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we encourage employees to bring any problems, concerns, or grievances about the workplace to the attention of the Chief Alliance Executive. This policy aims to promote a positive work environment where all employees feel respected and valued.

Scope

This policy applies to all employees of COMMUNITY DEVELOPMENT ALLIANCE INC.

Policy Elements

1. Definition of Conflict

- Conflict is defined as any disagreement or dispute between employees that disrupts the work environment or affects job performance.

2. Reporting Mechanisms

- **Informal Resolution:** Employees are encouraged to resolve conflicts directly with the parties involved through open and respectful communication.
- **Formal Reporting:** If an informal resolution is not possible or effective, employees should report the conflict to the Chief Alliance Executive.

3. Problem-Solving Procedure

- If you believe there is inappropriate conduct or activity on the part of the CDA INC , its employees, vendors, customers, or any other persons or entities related to CDA INC, bring your concerns to the attention of the Chief Alliance Executive at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and the Chief Alliance Executive.
- If you have already brought this matter to the attention of the Chief Alliance Executive before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to the Board chair. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

4. Confidentiality

- All reports of conflict will be managed with the utmost confidentiality. Information will only be shared with those directly involved in the resolution process.

5. No Retaliation

- CDA INC prohibits retaliation against any employee who reports a conflict or participates in the resolution process. Any form of retaliation will result in disciplinary action.

6. Conflict Resolution Procedures

- **Step 1: Initial Assessment:** The Chief Alliance Executive will assess the conflict to understand its nature and severity.
- **Step 2: Mediation:** If necessary, a neutral third party will mediate the conflict to facilitate a resolution.
- **Step 3: Investigation:** For more serious conflicts, a formal investigation may be conducted to gather facts and determine the appropriate course of action.
- **Step 4: Resolution:** Based on the findings, CDA INC will take appropriate actions to resolve the conflict, which may include counseling, training, or disciplinary measures.

7. Documentation and Record-Keeping

- All conflict resolution processes will be documented and stored securely. Records will include details of the conflict, steps taken to resolve it, and the outcome.

8. Training and Support

- CDA INC will provide training for employees on conflict resolution techniques and effective communication skills.
- Employees will have access to support resources, such as counseling services, to help manage and resolve conflicts.

9. Continuous Improvement

- The conflict resolution policy will be reviewed annually to ensure its effectiveness and alignment with the CDA INC's goals.
- Feedback from employees will be collected to improve the conflict resolution process.
-

Legal and Ethical Considerations

- **Non-Discriminatory:** The conflict resolution process will be fair and non-discriminatory, complying with all relevant labor laws and regulations
- **Transparency:** The process will be transparent to build trust and credibility

5.8 Whistleblower Policy

General

Code of Ethics and Conduct (“Code”)

The (Code”) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of CDA INC, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, or employee who in good faith reports a violation of the Code suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within CDA INC prior to seeking resolution outside of CDA INC.

Reporting Violations

The Code addresses CDA INC’s open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. The Chief Alliance Executive has specific and exclusive responsibility for investigating all reported violations. The Chief Alliance Executive will inform the Board of Directors. For suspected fraud, or when you are not satisfied or uncomfortable with following CDA INC’s open-door policy, or if the suspected employee is the Chief Alliance Executive, individuals should contact the CDA INC’s Board Chair directly.

5.9 Outside Employment

The purpose of this policy is to provide guidelines for employees who engage in outside employment while maintaining their primary responsibilities and commitments to COMMUNITY DEVELOPMENT ALLIANCE INC. This policy aims to prevent conflicts of interest and ensure that outside employment does not negatively impact job performance or CDA INC’s interests.

Scope

This policy applies to all employees of COMMUNITY DEVELOPMENT ALLIANCE INC.

Policy Elements

1. General Guidelines

- Employees may engage in outside employment, including self-employment, provided it does not conflict with their duties and responsibilities at COMMUNITY DEVELOPMENT ALLIANCE INC.
- Outside employment must not interfere with the employee’s ability to perform their job effectively or meet CDA INC’s performance standards.

2. Conflict of Interest

- Employees must avoid any outside employment that creates a conflict of interest with their role at COMMUNITY DEVELOPMENT ALLIANCE INC. This includes, but is not limited to, working for funders, grantees, partners, competitors, clients, or vendors.
- Employees must disclose any potential conflicts of interest to the Chief Alliance Executive for review and approval.

3. Use of CDA Resources

- Employees are prohibited from using CDA INC resources, including time, equipment, and proprietary information, for outside employment activities.
- Any violation of this policy may result in disciplinary action, up to and including termination of employment.

4. **Performance and Attendance**

- Outside employment must not affect the employee's attendance, punctuality, or overall job performance.
- Employees are expected to manage their time effectively to ensure that their primary job responsibilities are not compromised.

5. **Approval Process**

- Employees must seek written approval from the Chief Alliance Executive before engaging in any outside employment.
- The approval process includes a review of the nature of outside employment, potential conflicts of interest, and its impact on the employee's job performance.

6. **Revocation of Approval**

- CDA INC reserves the right to revoke approval for outside employment if it is determined that the outside job is interfering with the employee's performance or creating a conflict of interest.
- Employees will be notified in writing if their outside employment approval is revoked, and they must cease the outside employment immediately.

7. **Legal and Ethical Considerations**

- Employees must comply with all relevant labor laws and regulations regarding outside employment.
- CDA INC will ensure that the policy is applied fairly and consistently to all employees.

8. **Continuous Improvement**

- This policy will be reviewed annually to ensure its effectiveness and alignment with CDA INC's goals.
- Feedback from employees will be collected to improve the policy.

Non-Retaliation

COMMUNITY DEVELOPMENT ALLIANCE INC prohibits retaliation against any employee who discloses outside employment or potential conflicts of interest. Any form of retaliation will result in disciplinary action.

While on a leave of absence, you may not work or be gainfully employed either for yourself or by another employer unless express, written permission to perform such outside work has been granted by CDA INC. If you are on a leave of absence and are found to be in violation of this policy, you will be subject to disciplinary action up to and including termination.

5.10 Resignation Policy

COMMUNITY DEVELOPMENT ALLIANCE INC hopes that your employment with CDA INC will be a mutually rewarding experience. However, CDA INC acknowledges that varying circumstances can cause you to resign from employment. CDA INC intends to oversee any resignation in a professional manner with minimal disruption to the workplace.

The purpose of this resignation policy is to outline the procedures and expectations when an employee voluntarily decides to leave CDA INC. This policy aims to ensure a smooth transition for both the departing employee and CDA INC.

Scope

This policy applies to all employees of COMMUNITY DEVELOPMENT ALLIANCE INC.

Policy Elements

1. **Notice Period**

- Employees are required to provide a minimum of **two weeks' notice** in writing before their intended last working day. This notice period allows for the transition of duties and responsibilities.
- For managerial, director or specialized positions, a notice period of **four weeks** may be required.

2. **Submission of Resignation**
 - Resignations are requested to be in writing to the Chief Alliance Executive. The resignation letter should include the intended last working day and the reason for leaving (optional).
3. **Exit Interview**
 - An exit interview will be scheduled with the Chief Alliance Executive to discuss the employee's experience, reasons for leaving, and any feedback they may have. This information helps CDA INC improve its work environment and retention strategies.
4. **Return of CDA Property**
 - Employees must return all CDA property, including but not limited to, keys, keycards, laptops, and any other equipment or documents to Operations Director, on or before their last working day.
 - Failure to return CDA INC property may result in deductions from the final paycheck or other legal actions.
5. **Final Paycheck**
 - The final paycheck will include payment for all hours worked up to the last working day. CDA does not pay out unused or accrued PTO.
 - CDA INC reserves the right to provide you with pay in lieu of notice in situations where a job or business needs warrant.
 - The final paycheck will be processed and delivered according to state laws and CDA policy.
6. **Post-Employment Obligations**
 - Employees are reminded of any post-employment obligations, such as non-compete agreements, confidentiality agreements, and the return of CDA INC property.
 - Any outstanding obligations must be fulfilled to avoid legal consequences.
7. **Rehiring Considerations**
 - Former employees who left CDA INC in good standing may be considered for rehire. The decision to rehire will be based on the employee's previous performance, the reason for leaving, and the needs of CDA.
8. **Legal and Ethical Considerations**
 - The resignation process will comply with all relevant labor laws and regulations.
 - CDA will ensure that the policy is applied fairly and consistently to all employees.
9. **Continuous Improvement**
 - This policy will be reviewed annually to ensure its effectiveness and alignment with CDA INC's goals.
 - Feedback from departing employees will be collected to improve the resignation process.

Non-Retaliation

COMMUNITY DEVELOPMENT ALLIANCE INC prohibits retaliation against any employee who resigns. Any form of retaliation will result in disciplinary action.

Notify CDA INC if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

5.11 Workforce Reductions (Layoffs)

The purpose of this workforce reduction policy is to provide a structured approach for reducing the workforce in a fair and consistent manner. This policy aims to minimize the impact on employees while ensuring CDA INC's operational needs are met.

Scope

This policy applies to all employees of COMMUNITY DEVELOPMENT ALLIANCE INC.

Policy Elements

1. **Reasons for Workforce Reduction**
 - **Budget Reductions:** Financial constraints or budget cuts that necessitate a reduction in staff.

- **Organizational Restructuring:** Changes in the organizational structure that result in the elimination of certain positions.
 - **Changes in Business Needs:** Shifts in business strategy or market conditions that require adjustments to staffing levels.
2. **Notification and Communication**
 - **Advance Notice:** When possible, employees will be given advance notice of 60 days in the event of a workforce reduction, in accordance with legal requirements and CDA INC policy.
 - **Communication Plan:** A clear communication plan will be developed by the Chief Alliance Executive to inform affected employees and other stakeholders about the reduction process and its implications.
 3. **Selection Criteria**
 - **Performance and Skills:** Employees will be evaluated based on their performance, skills, and qualifications.
 - **Seniority:** Length of service may be considered as a factor in the selection process.
 - **Business Needs:** The CDA's current and future business needs will be considered.
 4. **Support for Affected Employees**
 - **Severance Packages:** Eligible employees will receive severance packages based on their length of service and position.
 - **Outplacement Services:** Assistance with job search, resume writing, and interview preparation will be provided.
 - **Counseling Services:** Access to counseling services to support employees during the transition
 5. **Legal and Ethical Considerations**
 - **Compliance:** The workforce reduction process will comply with all relevant labor laws and regulations.
 - **Non-Discriminatory:** The process will be fair and non-discriminatory, ensuring that decisions are based on objective criteria.
 6. **Documentation and Record-Keeping**
 - **Documentation:** All decisions and actions related to the workforce reduction will be documented and stored securely.
 - **Confidentiality:** Information about the workforce reduction will be kept confidential and shared only with those directly involved in the process.
 7. **Continuous Improvement**
 - **Policy Review:** This policy will be reviewed annually to ensure its effectiveness and alignment with the company's goals.
 - **Feedback:** Feedback from employees will be collected to improve the workforce reduction process.

Non-Retaliation

COMMUNITY DEVELOPMENT ALLIANCE INC prohibits retaliation against any employee affected by the workforce reduction. Any form of retaliation will result in disciplinary action.

5.12 Exit Interview

The purpose of this exit interview policy is to gather valuable feedback from departing employees to understand their reasons for leaving, identify areas for improvement, and enhance our workplace environment. This policy aims to ensure a smooth transition and provide insights that can help improve employee retention and satisfaction.

Scope

This policy applies to all employees of COMMUNITY DEVELOPMENT ALLIANCE INC who voluntarily resign from their positions.

Policy Elements

1. Exit Interview Process

- **Scheduling:** The **Operations Director will schedule an exit interview** with the departing employee as soon as the resignation notice is received. The interview should ideally take place during the employee's last week of work.
 - **Format:** Exit interviews can be conducted in person, over the phone, or via video conferencing, depending on the employee's preference and availability.
 - **Voluntary Participation:** Participation in the exit interview is voluntary. Employees are encouraged to share their honest feedback, but there will be no repercussions for choosing not to participate.
2. **Objectives of Exit Interviews**
- **Understand Reasons for Leaving:** Identify the primary reasons for the employee's departure.
 - **Gather Feedback:** Collect feedback on the employees' experience, including what they liked and disliked about working at CDA.
 - **Identify Improvement Areas:** Discover areas where CDA can improve its policies, procedures, and work environment.
 - **Assessment of Job Descriptions:** Determine if official job descriptions accurately reflect the employee's actual work.
3. **Conducting the Interview**
- **Interviewers:** Exit interviews will be conducted by Operations Director.
 - **Interview Questions:** Standardized questions will be used to ensure consistency. Sample questions may include:
 - What prompted your decision to leave the company?
 - What did you enjoy most about working here?
 - What would you change about our workplace?
 - How would you rate the availability of guidance and training opportunities?
 - Do you feel you were recognized for your work?
4. **Confidentiality**
- All information shared during the exit interview will be kept confidential and used solely for the purpose of improving the workplace. Feedback will be aggregated and anonymized before being shared with relevant departments.
5. **Documentation and Record-Keeping**
- The PEO will document the exit interview, including the employee's feedback and any suggested improvements. These records will be stored securely and used to identify trends and areas for improvement.
6. **Follow-Up**
- The Chief Alliance Executive will review the feedback from exit interviews regularly and share relevant insights with Board. Action plans will be developed to address common issues and improve employee satisfaction.
7. **Continuous Improvement**
- This policy will be reviewed annually to ensure its effectiveness and alignment with the CDA's goals. Feedback from departing employees will be collected to improve the exit interview process.

Non-Retaliation

COMMUNITY DEVELOPMENT ALLIANCE INC prohibits retaliation against any employee who participates in an exit interview. Any form of retaliation will result in disciplinary action.

5.13 Post-Employment References

COMMUNITY DEVELOPMENT ALLIANCE INC policy is to confirm dates of employment and job title only. With written authorization, CDA will confirm compensation information when permissible by applicable law. Forward any requests for employment verification to the Operations Director.

6.0 General Policies

6.1 Computer Security and Copying of Software

The purpose of this policy is to ensure the proper use of software and hardware resources provided by COMMUNITY DEVELOPMENT ALLIANCE INC (CDA) and to comply with all applicable laws and regulations regarding software usage and copyright.

Scope

This policy applies to all employees, contractors, and other personnel who use CDA INC hardware, software, and networking systems.

Policy

1. **Authorized Use of Software**
 - Software programs purchased and provided by CDA INC are to be used exclusively for creating, researching, and processing materials for CDA INC use.
 - By using CDA hardware, software, and networking systems, you assume personal responsibility for their use and agree to comply with this policy, other applicable CDA policies, and city, state, and federal laws and regulations.
2. **Ownership and Licensing**
 - All software acquired for or on behalf of CDA INC or developed by CDA INC employees or contract personnel on behalf of CDA INC, is and will be deemed CDA INC property.
 - CDA INC respects all computer software rights and adheres to the terms of all software licenses to which CDA INC is a party.
 - The Operations Director is responsible for enforcing these guidelines.
3. **Prohibited Actions**
 - You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or CDA to both civil and criminal penalties under the United States Copyright Act.
 - You may not duplicate, copy, or give software to any outsiders, including clients, contractors, customers, and others.
 - Software may be used on local area networks or on multiple machines only in accordance with applicable license agreements entered into by CDA INC.
4. **Software Acquisition**
 - To purchase software, you must obtain the Chief Alliance Executive approval.
 - All software acquired by CDA INC must be purchased through the Operations Director.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. CDA reserves the right to report on any illegal activities to the appropriate authorities.

Acknowledgment

By using CDA INC hardware, software, and networking systems, you acknowledge that you have read, understood, and agree to comply with this policy.

6.2 Employer Sponsored Events

COMMUNITY DEVELOPMENT ALLIANCE INC holds periodic social events for employees.

The purpose of this policy is to provide guidelines for the conduct and participation of employees in employer-sponsored events to ensure a safe, respectful, and enjoyable experience for all participants.

Scope

This policy applies to all employees, contractors, and guests attending employer-sponsored events organized by COMMUNITY DEVELOPMENT ALLIANCE INC (CDA).

Policy

1. Participation

- Participation in employer-sponsored events is encouraged but voluntary. Employees are not required to attend events outside of regular working hours.
- Employees who choose to participate in these events are expected to conduct themselves in a manner that reflects positively on CDA.

2. Behavior and Conduct

- All participants must adhere to the CDA's Standards of Conduct and Non-Harassment policies during employer-sponsored events.
- Any form of harassment, discrimination, or inappropriate behavior will not be tolerated and may result in disciplinary action.

3. Alcohol Consumption

- If alcohol is served at an event, employees are expected to consume it responsibly.
- Employees must not drink and drive. CDA encourages the use of designated drivers, ride-sharing services, or public transportation.

4. Safety and Liability

- CDA will take reasonable steps to ensure the safety of all participants at employer-sponsored events.
- Employees are responsible for their own actions and any consequences that arise from those actions during the event.

5. Attendance and Compensation

- Attendance at employer-sponsored events is not considered work time and will not be compensated unless otherwise specified.
- If attendance is mandatory, employees will be compensated in accordance with applicable wage and hourly laws.

6. Guests

- Employees may bring guests to employer-sponsored events only if the event invitation explicitly allows it.
- Employees are responsible for ensuring their guests adhere to the same standards of conduct expected of employees.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of Employment. CDA reserves the right to remove any individual from an event if their behavior is deemed inappropriate.

Acknowledgment

By attending employer-sponsored events, you acknowledge that you have read, understood, and agree to comply with this policy.

6.3 Employer-Provided Phone Number

COMMUNITY DEVELOPMENT ALLIANCE INC may issue certain employees a CDA Zoom phone Unlimited Calling Plan linked to personal cell phone for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

The Operations Director will set up the zoom phone for all employees. Employees must have their zoom phone listed in their email signature and maintain their call logs.

The CDA owns and remains entitled to all zoom phone numbers issued to employees, including all passwords controlling access to them. At the time of employment termination, the employee's zoom phone number will be disconnected.

Violation of this policy may result in discipline, up to and including termination of employment.

6.4 Non-Solicitation/Non-Distribution Policy

COMMUNITY DEVELOPMENT ALLIANCE INC (CDA) prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. This policy aims to ensure a balanced approach to interactions within the workplace.

Scope

This policy applies to all employees, contractors, and visitors on CDA premises.

Policy

1. Solicitation

- For the purposes of this policy, solicitation includes activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.
- During your assigned working hours, soliciting other employees is prohibited. Working hours refer to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities.
- You are permitted to engage in solicitation during authorized non-working times, such as breaks, provided that the recipients of the solicitation are also on non-working time.

2. Distribution

- To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is always prohibited. Working areas do not include break/rest areas, lunchrooms, and parking lots.
- Electronic distribution of materials during work hours is also not allowed.
- Any literature that violates the CDA's equal employment opportunity (EEO) and non-harassment policies, or knowingly spreads false information, is prohibited.
- Nonemployees are not permitted to distribute materials on CDA premises under any circumstances.

3. Statutory Rights and Communication

- This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment.
- Open communication remains a vital part of our workplace culture.

4. Reporting Violations

- If you become aware of violations of this policy, report them to the Chief Alliance Executive.

Acknowledgment

We appreciate your cooperation in maintaining a respectful and focused work environment.

6.5 Off-Duty Use of Employer Property or Premises

You may not use COMMUNITY DEVELOPMENT ALLIANCE INC property for personal use during working time. You are responsible for returning CDA property in good condition and repairing or

replacing any damaged property as the result of personal use or as the result of negligence. This includes the use of copy machines, computers, CDA products, or office supplies for personal use without prior authorization.

It is CDA INC policy to control off duty and nonworking hours use of CDA INC facilities either for business or personal reasons. You are prohibited from using CDA INC facilities during off duty or nonworking hours without the written consent from the Chief Alliance Executive. If you use CDA INC facilities during your off-duty hours or CDA INC off hours, you must schedule that designated time on the calendar.

6.6 Personal Appearance

The purpose of this policy is to ensure that all employees of COMMUNITY DEVELOPMENT ALLIANCE INC CDA present themselves in a professional manner that reflects positively CDA while respecting individual expression and cultural diversity.

Scope

This policy applies to all employees, contractors, and temporary staff working at or representing CDA.

Policy

1. General Guidelines

- Employees are expected to maintain a neat, clean, and professional appearance appropriate for their role and work environment.
- Personal appearance should not interfere with the performance of job duties or the safety of the employee or others.

2. Dress Code

- CDA encourages business casual attire.
- Employees should wear clothing that is clean, in good repair, and appropriate for the workplace.
- Clothing with offensive language, images, or slogans is not permitted.

3. Cultural and Religious Attire

- CDA respects and allows attire that reflects an employee's cultural, religious, or ethnic background.
- Employees are encouraged to discuss any specific needs or accommodations with the Operations Director.

4. Personal Grooming

- Employees should maintain good personal hygiene.
- Hairstyles, facial hair, and makeup should be neat and professional. CDA INC respects individual expression and cultural grooming practices.
- Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

5. Tattoos and Piercings

- Visible tattoos and piercings are permitted, provided they are not offensive or disruptive to the work environment.
- Employees may be asked to cover tattoos or remove piercings if they do not align with the CDA's professional standards.

6. Safety Considerations

- Employees in roles that require specific safety gear or uniforms must always adhere to those requirements.
- Personal appearance should not compromise the safety of the employee or others.

7. Special Events and Client Meetings

- Employees may be required to adhere to a more formal dress code for special events, client meetings, or other occasions as determined by the Chief Alliance Executive.

8. Accommodations

- CDA is committed to providing reasonable accommodations for employees with disabilities or medical conditions that affect their personal appearance.

- Employees should discuss any accommodation needs with the Operations Director.

Enforcement

The Operations Director is responsible for ensuring compliance with this policy. Employees who do not adhere to the personal appearance policy may be subject to disciplinary action, up to and including termination of employment.

Acknowledgment

By adhering to this policy, employees contribute to a respectful, inclusive, and professional work environment.

6.7 CROWN Act Policy

CDA INC is committed to fostering an inclusive and respectful workplace. In line with the Creating a Respectful and Open World for Natural Hair (CROWN) Act, we prohibit discrimination based on hair texture and protective hairstyles commonly associated with race or national origin.

Policy:

1. Prohibited Discrimination:

- Discrimination against employees or applicants based on hair texture or protective hairstyles, such as braids, locs, twists, Bantu knots, and Afros, is prohibited.
- This policy applies to all aspects of employment, including hiring, promotion, termination, and other employment conditions.

2. Dress Code and Grooming Standards:

- Our dress code and grooming policies will not prohibit or restrict hairstyles that are culturally significant or commonly associated with a particular race or national origin.
- Employees are encouraged to express their cultural identity through their natural hair and protective hairstyles.

3. Reporting and Resolution:

- Employees who believe they have experienced discrimination based on their hair texture or hairstyle should report the incident to the Operations Director.
- All reports will be investigated promptly and thoroughly. Appropriate corrective action will be taken if discrimination is found.

4. Non-Retaliation:

- Retaliation against employees who report discrimination or participate in an investigation is prohibited.

5. Compliance:

- This policy complies with the CROWN Act and other applicable federal, state, and local laws.

6.8 Personal Cell Phone/Mobile Device Use

Personal Cell Phone and Mobile Device Use Policy

Purpose

The purpose of this policy is to ensure that personal cell phone and mobile device use does not interfere with the productivity, safety, and professionalism of employees at COMMUNITY DEVELOPMENT ALLIANCE INC (CDA) including those working remotely. Personal phones should only be used for work-related purposes during work hours and limited to non-work related purposes.

Scope

This policy applies to all employees, contractors, and temporary staff working at or representing CDA, both on-site and remotely.

Policy

1. **General Guidelines**

- Personal cell phones and mobile devices should be set to silent or vibrate mode during working hours to minimize disruptions.
- Personal cell phone and mobile device use should be limited to nonworking times, such as breaks and lunch periods, and should not interfere with work responsibilities.

2. **Work Areas**

- Personal cell phone and mobile device use is not permitted in work areas where it may disrupt others or interfere with job duties.
- Employees should use designated break areas for personal calls, text messages, and other mobile device activities.
- For remote workers, a dedicated workspace should be maintained to minimize distractions and ensure a professional environment.

3. **Emergency Use**

- Employees may use personal cell phones and mobile devices for emergency purposes at any time. If an emergency call or message is necessary, employees should inform the Chief Alliance Executive as soon as possible.

4. **Safety Considerations**

- Employees are prohibited from using personal cell phones and mobile devices while operating machinery, driving, or performing any task that requires full attention to ensure safety.
- Hands-free devices should be used if cell phone or mobile device use is necessary while driving, in accordance with local laws.
- Remote workers should ensure their home office setup is safe and free from hazards.

5. **Confidentiality**

- Employees must not use personal cell phones or mobile devices to discuss or transmit confidential or sensitive CDA information.
- Taking photos or videos in restricted areas or of confidential documents is prohibited.
- Remote workers should ensure that their work environment is secure, and that confidential information is protected.

6. **CDA-Issued Devices**

- If CDA provides a zoom phone number for work purposes, employees must adhere to the guidelines for its use as outlined in the CDA's Employer-Provided Phone Number policy.

7. **Remote Work Guidelines**

- Remote workers should be accessible during their scheduled working hours and respond to communications in a timely manner.
- Personal cell phone and mobile device use should not interfere with virtual meetings or other remote work responsibilities.
- Remote workers should follow the same guidelines for personal appearance and professional conduct as on-site employees during virtual meetings.

8. **Disciplinary Action**

- Excessive or inappropriate use of personal cell phones and mobile devices during working hours may result in disciplinary action, up to and including termination of employment.

Acknowledgment

By adhering to this policy, employees contribute to a productive, safe, and professional work environment.

Employees may connect their personal devices to the CDA Wi-Fi network or CDA equipment (e.g., computers, printers, etc.) as part of normal usage. However, this is permitted only if it does not interfere with your work responsibilities or disrupt the work environment for others. CDA does not provide a monthly phone stipend to employees.

You may have the opportunity to use your personal devices for work purposes. Before using a personal device for work-related purposes, you must obtain written authorization from the Chief Alliance Executive.

The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. To ensure the security of CDA information, personal devices require antivirus protection, a multi-factor authentication (MFA) for all financial and accounting system access, and to upload all files

to the one drive. Upon termination of employment, employee must ensure that all documents have been uploaded to the CDA one drive in its appropriate location. Operations Director will provide guidance.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

6.9 Personal Data Changes

The purpose of this policy is to ensure that COMMUNITY DEVELOPMENT ALLIANCE INC (CDA) maintains accurate and up-to-date personal information for all employees. This helps CDA to communicate effectively, provide appropriate benefits, and comply with legal requirements.

Scope

This policy applies to all employees, contractors, and temporary staff working at or representing CDA.

Policy

1. Types of Personal Information

- Employees are required to keep the following personal information up to date:
 - Legal name
 - Home address
 - Telephone numbers
 - Emergency contact information
 - Marital status
 - Beneficiary designations
 - Tax withholding information
 - Dependent information
 - Any other information relevant to employment or benefits

2. Reporting Changes

- Employees must report any changes in their personal information as soon as possible.
- Changes should be reported to the Operations Director using the designated forms or online systems provided.

3. Process for Updating Information

- Employees can update their basic personal information by:
 - Accessing the CDA's employee self-service portal, EmpowerHR vensure. If you need assistance, you can contact vensure in the following ways:
 1. If it is urgent, call 888.818.0707.
 2. A chat option is available on www.vensure.com
 3. Reach out to employeesupport@vensure.com

4. Confidentiality

- CDA is committed to protecting the confidentiality of personal information.
- Personal information will be used only for legitimate business purposes and will be disclosed only to authorized personnel or as required by law.

5. Responsibility

- It is the employee's responsibility to ensure that their personal information is accurate and up to date.
- Failure to provide accurate information or to update changes in a timely manner may affect the employee's benefits, tax status, and other employment-related matters.

6. Assistance

- Employees who need assistance with updating their personal information should contact the Operations Director.
- The Operations Director will provide guidance and support to ensure that changes are processed correctly and promptly.

Acknowledgment

By adhering to this policy, employees help maintain accurate records, which is essential for effective communication and administration of benefits.

6.10 Security

The purpose of this policy is to establish a framework for protecting the confidentiality, integrity, and availability of COMMUNITY DEVELOPMENT ALLIANCE INC's (CDA) information assets.

Immediately advise the Operations Director of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of CDA INC. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

Scope

This policy applies to all employees, contractors, and temporary staff working at or representing CDA.

Policy

1. Information Security

- Employees must protect the confidentiality, integrity, and availability of CDA INC information always.
- Access to sensitive information is restricted to authorized personnel only.

2. Access Control

- Employees must use unique user IDs, strong passwords, and enable multi-factor authentication (MFA) where possible to access CDA systems.
- Passwords must be at least 12 characters long, include a mix of uppercase, lowercase, numbers, and special characters.
- Passwords must be changed regularly and should not be shared with others.
- Employees must never store passwords in unsecured locations.
- Access to financial data and software and data files is granted based on job responsibilities. Employees will be assigned minimum necessary privileges to perform their duties.

3. Data Protection

- Sensitive data must be encrypted both in transit and at rest.
- Employees must ensure that sensitive data is stored only on approved devices and systems.
- Regular backups of critical data must be performed and stored securely.

4. Physical Security

- Employees must ensure that physical access to CDA facilities and information systems is restricted to authorized personnel.
- Workstations and devices must be locked when unattended.

5. Network Security

- Employees must have access to their designated locations and upload work-related files to the CDA shared drive.
- Firewalls, antivirus software, and other security measures must be used to protect the CDA network.
- Keep software and security updates current.

6. Incident Response

- Employees must report any security incidents or suspicious activities immediately to the Operations Director.
- The CDA has an incident response plan in place to address security breaches and other incidents promptly.

7. Training and Awareness

- Employees must participate in regular security training and awareness programs.
- Employees are responsible for staying informed about the latest security threats and best practices.

8. Acceptable Use

- Employees must use CDA INC systems and data for authorized purposes only.
- Personal use of CDA INC systems should be limited and must not interfere with work responsibilities.
- Employees must agree to the Acceptable Use Policy.

9. Zoom Phone Assess

- Employees must be logged into zoom during work hours.
- If the zoom app is on the employee's personal device, employee must log off after work hours.

10. Compliance

- Employees must comply with all applicable laws, regulations, and CDA INC policies related to information security.
- Non-compliance may result in disciplinary action, up to and including termination of employment.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. CDA reserves the right to report on any illegal activities to the appropriate authorities.

Acknowledgment

By adhering to this policy, employees contribute to a secure and compliant work environment.

6.11 Social Media

COMMUNITY DEVELOPMENT ALLIANCE INC acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to the CDA's confidential and proprietary information, reputation, and brand.
- Expose CDA to discrimination, harassment, and other claims.
- Jeopardize CDA's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the CDA's IT resources and communications systems are used appropriately, all employees must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, **social media** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the CDA or not.

Use Good Judgment

While CDA respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on CDA as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect employee information, sensitive partner information, trade secrets, intellectual property, and confidential information related to CDA.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not express or imply threats of violence.
- Avoid linking personal accounts to CDA as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the CDA's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of COMMUNITY DEVELOPMENT ALLIANCE INC on your personal account and are posting about CDA, make it clear that your views are your own and that you are not speaking on behalf of CDA.

This policy aims to protect the CDA's reputation, ensure compliance with legal requirements, and promote a respectful and productive work environment.

Scope

This policy applies to all employees, contractors, and temporary staff working at or representing CDA.

Policy

1. General Guidelines

- Employees are encouraged to use social media responsibly and in a manner that reflects positively on CDA.
- The personal use of social media should not interfere with work responsibilities or productivity.
- Do not use social media while on your work time, unless it is work related as authorized by the Chief Alliance Executive or consistent with policies that cover equipment owned by CDA.

2. Professional Conduct

- Employees must adhere to the CDA's Code of Conduct and Anti-Harassment policies when using social media.
- Any form of harassment, discrimination, or inappropriate behavior on social media will not be tolerated and may result in disciplinary action.

3. Confidentiality

- Employees must not disclose confidential or proprietary information about CDA, its clients, or its employees on social media.
- Employees should avoid discussing sensitive CDA matters in public forums.

4. Representation

- Employees must not represent themselves as spokespersons for CDA unless authorized to do so.
- When expressing personal opinions on social media, employees should make it clear that their views are their own and do not represent the views of CDA INC.

5. Use of CDA Resources

- Employees should not use CDA resources, such as computers or internet access, for excessive personal use of social media during working hours.
- Limited personal use of social media is permitted during breaks and nonworking times, provided it does not interfere with work responsibilities.

Media Contacts

If you are not authorized to speak on behalf of CDA, do not speak to the media on behalf of CDA. Direct all media inquiries for official CDA responses to Chief Alliance Executive, Resident Collaboration Director, or Policy and Advocacy Director.

For preparation measures, all employees are required to participate in media training with the Communications team as deemed appropriate by the Chief Alliance Executive.

Reporting Violations

Employees who become aware of violations of this policy should report them to the Chief Alliance Executive.

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

This policy does not limit employees' rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

6.12 Third Party Disclosures

The purpose of this policy is to provide guidelines for handling inquiries from third parties, such as media, legal representatives, and other external entities, to ensure that COMMUNITY DEVELOPMENT ALLIANCE INC (CDA) communicates consistently and appropriately.

Scope

This policy applies to all employees, contractors, and temporary staff working at or representing CDA.

Policy

1. Handling Inquiries

- From time to time, CDA INC may become involved in news stories or legal proceedings. During such times, employees may be contacted by lawyers, former employees, journalists, law enforcement agencies, or other external parties seeking information.
- Employees must not speak on behalf of CDA INC or provide any information to these third parties.

2. Referral Procedure

- If you receive a contact from an external party requesting information about CDA INC, you should refer the inquiry to the Chief Alliance Executive.
- Do not attempt to answer questions or provide information yourself.

3. Designated Contact

- All inquiries should be directed at CDA INC's designated media contact person: the Chief Alliance Executive.

4. Confidentiality

- Employees must maintain confidentiality of CDA INC information and not disclose any details about incidents, legal proceedings, or other sensitive matters to unauthorized parties.

5. Questions and Clarifications

- If you have any questions about this policy or are uncertain about how to manage a specific inquiry, contact the Chief Alliance Executive.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. CDA reserves the right to take appropriate legal action if necessary.

Acknowledgment

By adhering to this policy, employees help ensure that CDA INC communicates consistently and protects its interests.

6.13 Use of CDA Technology

The purpose of this policy is to provide guidelines for the use of COMMUNITY DEVELOPMENT ALLIANCE INC's (CDA) information technology (IT) resources and communications systems to ensure their proper use and to protect the CDA's interests.

Scope

This policy governs the use of all IT resources and communications systems owned by or available at CDA INC as well as the use of such resources and systems when accessed using personal devices. This includes, but is not limited to:

- Email systems and accounts.
- Internet and intranet access
- Zoom phone and voicemail systems
- Printers, photocopiers, and scanners
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

General Provisions

- CDA IT resources and communications systems are to be used for business purposes only, unless otherwise permitted under applicable law.
- All content maintained in CDA INC IT resources and communications systems is the property of CDA. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on CDA electronic information and communications systems.
- CDA INC reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over CDA INC IT resources and communications systems in accordance with applicable law. Employees are hereby notified that CDA will exercise this right periodically, without prior notice and without prior consent.
- The interests of the CDA INC in monitoring and intercepting data include, but are not limited to: protection of CDA INC trade secrets, proprietary information, and similar confidential commercially-sensitive information (e.g., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.
- The use of password protection should not be interpreted as creating a right or expectation of privacy. Employees should not have a right or expectation of privacy regarding the receipt, transmission, or storage of data on CDA INC IT resources and communications systems.
- Employees should not use CDA INC IT resources and communications systems for any matter that they would like to be kept private or confidential.

Violations

Violations of this policy may result in corrective action, up to and including termination of employment. If necessary, CDA will also advise law enforcement officials of any illegal conduct.

6.14 Workplace Privacy and Right to Inspect

The purpose of this policy is to ensure a safe and secure work environment at COMMUNITY DEVELOPMENT ALLIANCE INC by outlining CDA INC's rights to inspect and monitor its property and resources.

Scope

This policy applies to all employees, contractors, and temporary staff working at or representing CDA.

Policy

1. General Provisions

- CDA INC respects the privacy of its employees but maintains the right to inspect and monitor its property and resources to ensure a safe and productive work environment.
- COMMUNITY DEVELOPMENT ALLIANCE INC property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of CDA and is subject to inspection at any time, without notice to any employees, and without their presence.

- You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of or damage to, your property maintained on CDA premises including that kept in lockers and desks.
2. **Right to Inspect**
 - CDAs reserves the right to inspect and search for CDA property, including but not limited to:
 - Desks, lockers, and storage areas
 - Computers, email, and internet usage
 - Telephones and voicemail systems
 - Vehicles on CDA premises
 - Inspections may be conducted by the Operations Director with or without prior notice and with or without the employee's consent.
 3. **Personal Belongings**
 - CDA may inspect personal belongings brought onto CDA premises, including bags, briefcases, and personal electronic devices, if there is a reasonable basis for doing so.
 - Employees are encouraged to avoid bringing unnecessary personal items to work to minimize the need for inspections.
 4. **Monitoring of Electronic Communications**
 - CDA reserves the right to monitor electronic communications, including email and internet usage, to ensure compliance with CDA policies and to protect its interests.
 - Employees should not expect privacy when using CDA-provided electronic communication systems.
 5. **Confidentiality and Data Protection**
 - Any information obtained through inspections or monitoring will be treated confidentially and used only for legitimate business purposes.
 - CDA will respond appropriately to protect the confidentiality of personal information obtained during inspections.
 6. **Employee Cooperation**
 - Employees are expected to cooperate fully with any inspections or monitoring conducted by CDA.
 - Refusal to cooperate or attempts to hinder inspections may result in disciplinary action, up to and including termination of employment.
 7. **Reporting Concerns**
 - Employees who have concerns about privacy or the inspection process should report them to the Chief Alliance Executive.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. CDA reserves the right to take appropriate legal action if necessary.

Acknowledgment

By adhering to this policy, employees contribute to a safe, secure, and productive work environment.

7.0 Benefits

7.1 Benefits Enrollment

Eligible full-time and part-time employees can enroll with the option to waive in the following plans:

- **Healthcare Plan** – Eligible employees can enroll immediately upon hire with CDA's current provider United Healthcare. The current monthly premium contribution for an employee only healthcare plan is \$200/month, and for a family plan (including employee) is \$400 per month.
- **Vision Plan** - Eligible employees can enroll immediately upon hire with our current provider Delta Vision. There is no monthly premium contribution required by employee.
- **Dental Plan** - Eligible employees can enroll immediately upon hire with our current provider Delta Dental. There is no monthly premium contribution required by employee.
- **401k Plan** – Employees are eligible to enroll in the 401k plan after 3 months of hire. Enrollment into the 401k Plan is completed on the Transamerica website at <https://www.transamerica.com/portal/>

If you are interested in rolling over your balance from your former 401k plan to Transamerica, you can contact our designated rollover representative at Transamerica, Josh Schmidt.

Josh Schmidt CRPC®, MBA | Transamerica Retirement Plan Specialist III
Office#: 1-800-288-7634, ext. 8993 | Direct#: 720-482-8993 | Fax: 855-821-2273
Email: josh.schmidt@transamerica.com

- **Other Benefits: CDA may find additional benefits for employees wellness and care through Vensure.**
 - They need a month to implement – need to enroll in June
 - Annual enrollment is July 1st
 - FSA
 - EAP
 - Legal Services

If you have any questions regarding this information or enrollment, contact the Operations Director.

7.2 Paid Time Off (PTO)

At CDA INC, we understand the importance of work-life balance and offer a Paid Time Off (PTO) program to provide employees with flexible paid time to use for vacation, illness, personal days, or other personal needs. This is in addition to any days where the CDA office is closed within this handbook. This policy outlines the eligibility, accrual, and use of PTO.

Eligibility

All regular full-time employees and part-time employees working a minimum of 30 hours per week may be eligible to accrue PTO starting from their date of hire.

Accrual of PTO

All eligible employees receive 160 hours of PTO at the beginning of the fiscal year starting on January 1st. If the hire date is after January 1st, PTO is accrued within the first year of employment. Accrual begins immediately upon hire. For example: If hired July 1st, employees will have a balance of 80 PTO hours. The accrual schedule is as follows:

After X Months	Accrual Amount	Max Per Year	Accrual Stop Balance	Max Carryover
1	13.33	160	200	40
12	160	160	200	40

Carryover of Unused PTO

At the end of each fiscal year ending on December 31st, employees may carry over up to 40 hours of unused PTO into the following year. Any carried-over PTO must be used within 12 months, or it will expire. Any PTO above this limit will be forfeited unless otherwise required by state law. Any unused PTO time will not be paid out.

Accrual Cap

Once an employee reaches the 200-hour maximum accrual, they will not accrue additional PTO until some of the accrued but unused PTO is used, and the balance falls below the maximum limit. There will be no retroactive credit for any period in which PTO was not accrued due to reaching the maximum limit.

Use of PTO

- **Requesting Time Off:** Employees must request PTO in advance, except in case of illness or emergency, through contacting the Chief Alliance Executive. PTO requests should be submitted through the employee portal as early as possible.

- **Approval of PTO:** All PTO requests are subject to the Chief Alliance Executive approval based on staffing needs, workload, and business operations. While we strive to accommodate all requests, PTO may be denied or rescheduled if necessary.
- **PTO for Illness:** Employees must use PTO for personal illness or injury. If an employee is absent for more than three consecutive days due to illness, a doctor's note may be required upon return to work.
- **Minimum Time Increments:** PTO must be taken in increments of at least 1 hour.
- **The Maximum hours requested:** 80 hours

PTO Payout at Termination

Any unused PTO time will not be paid out.

Separation of Employment

Upon separation of employment for any reason, you will forfeit any earned but unused PTO time unless the state dictates otherwise.

Holidays and PTO

If a CDA-recognized holiday occurs during an employee's scheduled PTO, that holiday will not be charged against the employee's accrued PTO balance.

PTO and Leave of Absence

PTO continues to accrue during periods of paid leave (such as sick leave or family leave) but does not accrue during periods of unpaid leave of absence.

During a Leave of Absence

CDA may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, or federal law.

You will not accrue PTO during unpaid leaves of absence or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

7.3 Holidays

COMMUNITY DEVELOPMENT ALLIANCE INC offers the following paid holidays each year:

- New Year's Day – January 1st
- Martin Luther King Jr Day
- Memorial Day
- Juneteenth – June 19th
- Independence Day – July 4th
- Labor Day
- Indigenous Peoples' Day – October 13th
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve – December 24th
- Christmas Day – December 25th
- New Year's Eve – December 31st – half workday

When a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. Additionally, the organization may designate floating holiday(s) at its discretion.

If a holiday falls on your regular day off, ask the Operations Director how it affects you. You will be compensated for holidays in accordance with federal and state law.

The office will remain closed on all observed holidays.

7.4 Parental Leave

The Federal Employee Paid Leave Act (FEPLA) makes paid parental leave available to employees covered under Title 5 following in connection with a qualifying birth of a son or daughter or the placement of a son or daughter with an employee for adoption or foster care. As a result, the Family and Medical Leave Act (FMLA) provisions were amended in Title 5, United States Code (U.S.C.) to provide up to 12 weeks of paid parental leave to covered employees in connection with the birth or placement (for adoption or foster care) of a child occurring on or after October 1, 2020.

[Paid Parental Leave | U.S. Department of Labor](#)

Purpose and Scope

This policy outlines the parental leave benefits available to all full-time and part-time employees of CDA INC. We recognize the importance of supporting our employees during significant life events such as welcoming a new child into their family, whether through birth, adoption, or foster placement.

Eligibility

- All full-time employees who have completed at least 12 months of continuous employment
- Part-time employees who work at least 20 hours per week and have completed 12 months of continuous employment
- Applies to all new parents, regardless of gender, including birth mothers, fathers, adoptive parents, and foster parents

Leave Duration and Pay

Primary Caregiver Leave

- 12 weeks of paid leave at 100% of regular salary
- Additional 4 weeks of unpaid leave available if needed
- May be taken continuously or intermittently within 12 months of the child's birth or placement

Secondary Caregiver Leave

- 4 weeks of paid leave at 100% of regular salary
- Additional 2 weeks of unpaid leave available if needed
- Must be taken within 6 months of the child's birth or placement

Notice and Documentation Requirements

1. Employees must provide at least 30 days' advance notice when possible
2. Required documentation:
 - Birth: Medical certification indicating expected due date
 - Adoption/Foster Care: Official placement documentation
 - All relevant FMLA paperwork as applicable

Benefits During Leave

- Health insurance coverage continues under normal premium contributions.
- Paid time off and other benefits continue to accrue during paid leave.
- 401(k) or retirement plan contributions continue during paid leave period.

Return to Work

- Guaranteed return to same or equivalent position with same pay and benefits.
- Employees must provide at least two weeks' notice of return date.
- Flexible return-to-work arrangements available upon request and manager approval.

Additional Provisions Concurrent Leave

- Parental leave runs concurrently with FMLA leave where applicable.
- Short-term disability benefits may be used in conjunction with this policy for birth mothers.

Multiple Births/Adoptions

- Leave duration remains the same regardless of multiple births or adoptions in same event.

Extended Leave

- Requests for extended leave beyond policy limits will be considered on a case-by-case basis.
- Must be approved by Chief Executive Director.

Support and Resources

- The Operations Director will provide detailed information about leave options and paperwork.
- Employee Assistance Program (EAP) available for additional support.
- Information about local parenting resources and support groups available upon request.

Policy Review

This policy will be reviewed annually and updated as needed to ensure compliance with applicable laws and organizational needs.

Non-Discrimination

This policy applies equally to all eligible employees regardless of gender, sexual orientation, gender identity, or family structure

7.5 Bereavement Leave

The purpose of this policy is to provide employees of COMMUNITY DEVELOPMENT ALLIANCE INC (CDA) with guidelines for taking time off in the event of the death of a loved one. This policy aims to support employees during their time of loss and ensure they have the necessary time to mourn and manage related responsibilities.

Scope

This policy applies to all full-time and part-time employees of CDA.

Policy

1. Eligibility

- All full-time and part-time employees are eligible for bereavement leave in the event of the death of an immediate family member or close friend.

2. Definition of Immediate Family

- For the purposes of this policy, immediate family includes:
 - Spouses or domestic partners
 - Parents, stepparents, and legal guardians
 - Children, stepchildren, and adopted children.
 - Siblings, stepsiblings, and half-siblings
 - Grandparents and grandchildren
 - In-laws (parents-in-law, siblings-in-law, children-in-law)
 - Aunts, uncles, nieces, and nephews

3. Bereavement Leave Entitlement

- Employees are entitled to up to five (5) days of paid bereavement leave for the death of an immediate family member. This is in addition to Paid Time Off.

- Employees are entitled to up to three (3) days of bereavement leave for the death of a close friend and must use available PTO hours.
 - Additional unpaid leave may be granted on a case-by-case basis, subject to Chief Alliance Executive approval.
- 4. Use of Bereavement Leave**
- Bereavement leave can be used for:
 - Arranging and attending funeral or memorial services.
 - Managing legal and financial matters related to the deceased.
 - Personal mourning and reflection.
- 5. Requesting Bereavement Leave**
- Employees should notify the Chief Alliance Executive soon as possible when they need to take bereavement leave.
 - Employees may be required to provide documentation, such as a death certificate or obituary, to support their request for bereavement leave.
- 6. Return to Work**
- Employees are encouraged to communicate with the Chief Alliance Executive about their return-to-work plans.
 - CDA will provide support to employees transitioning back to work after bereavement leave.
- 7. Confidentiality**
- CDA will treat all bereavement leave requests and related information with confidentiality and sensitivity.

7.6 Jury Duty Leave

At COMMUNITY DEVELOPMENT ALLIANCE INC encourages employees to fulfill their civic duties related to federal jury duty service. If you are summoned for federal jury duty, notify the Operations Director as soon as possible to make scheduling arrangements.

Eligibility

All full-time and part-time employees are eligible for jury duty leave upon receipt of an official summons for jury service from a federal, state, or local court.

Notification

Upon receiving jury duty summons, employees must notify the Operations Director as soon as possible, providing a copy of the summons to facilitate proper documentation and planning.

Leave Provisions

Time spent for federal jury duty service is unpaid; however, if you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. CDA INC will continue to provide benefits as if the employee were actively working, according to applicable laws and CDA policy. You may opt to use PTO/vacation in place of unpaid leave.

Compensation

For jury duty in federal courts, employees who are serving as jurors will receive their regular salary for up to [X days, e.g., 10 days] of jury service. After [X days], jury duty leave will be unpaid unless state law dictates otherwise, or the employee chooses to use accrued PTO or vacation days.

- Any fees or compensation received by the employee from the court for jury duty service may be retained by the employee and will not affect their regular salary payments during the jury duty period.

Returning to Work

Upon completion of jury duty, employees are expected to return to work on the next scheduled business day. If the employee is released from jury duty early on any given day, they should notify the Chief Alliance Executive and may be required to report to work if there is sufficient time left in the

workday.

Protection from Retaliation

CDA will not discriminate or retaliate against employees for missing work due to federal jury service. Upon return to work, you will be reinstated to your prior position without loss of seniority and will be treated as if you have been on a leave of absence or furlough.

7.7 Military Leave (USERRA)

At CDA INC, we are committed to supporting employees who serve in the armed forces. CDA complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law.

Eligibility

This policy applies to all employees who are called to serve in the United States Armed Forces, including the Reserves, National Guard, or any other uniformed services as defined under USERRA. Both full-time and part-time employees are eligible for military leave.

Notification

Employees must provide advance notice of their military service to the Chief Alliance Executive as soon as reasonably possible, except in cases of emergency. Employees are expected to submit a copy of their official military orders or training schedule, if available.

Types of Military Leave

Military leave will be granted for the following types of service:

- **Active Duty:** For employees called to serve in the armed forces.
- **Training or Drills:** For employees required to attend military training, weekend drills, or annual training.
- **Emergency Duty:** For National Guard or Reserve members called to respond to emergencies or natural disasters.

Duration of Leave

The length of military leave will be determined by the duration of the service commitment. Employees are entitled to military leave for as long as required by law for the performance of their service duties.

Pay During Military Leave

- **Unpaid Leave:** Military leave is unpaid. However, employees may choose to use any available paid time off (PTO) or vacation days to receive compensation during their leave.

Benefits During Military Leave

- **Health Benefits:** Employees may elect to continue their health insurance coverage under the CDA's group health plan for up to 24 months while on military leave. If an employee chooses to continue coverage, they may be required to pay up to 102% of the premium cost as outlined under USERRA.
- **Retirement Benefits:** Military leave will not constitute a break in service for retirement plan purposes, and employees will be entitled to make up contributions to retirement plans upon employment as per USERRA guidelines.

Reemployment Rights

When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law.

- The employee must notify the Chief Alliance Executive of your intent to return to employment based on requirements of the law.
- The cumulative length of the employee's military service with CDA INC does not exceed five years, as stipulated by law.
- The employee returns to work or applies for reemployment within the required timeframe based on the length of military service:
 - **1 to 30 days of service:** Report back to work by the next scheduled workday after release from service.
 - **31 to 180 days of service:** Apply for reemployment within 14 days after release from service.
 - **181 or more days of service:** Apply for reemployment within 90 days after release from service.

For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Operations Director.

Protection from Discrimination and Retaliation

CDA INC prohibits discrimination or retaliation against employees based on their military obligations or service. Employees who take military leave will not lose their seniority, or any employment benefits accrued prior to leave.

Deposits Into Your Leave Account

PTO is calculated according to the fiscal year, which begins on January 1st and ends on December 31st. PTO is granted in a lump sum of 160 hours at the beginning of each year. Employees are eligible to begin using time immediately upon hire. PTO granted will be prorated based on your hire date.

7.8 Personal Leave of Absence

At CDA INC, we recognize that employees may occasionally need time off for personal reasons beyond their available Paid Time Off (PTO) or other paid leave benefits. This policy outlines the procedures for requesting and taking a personal leave of absence.

Eligibility of Personal Leave

All regular full-time and part-time employees who have completed at least 1 year of continuous service are eligible to apply for a personal leave of absence.

A personal leave of absence is unpaid time off that is granted for personal reasons, which may include but are not limited to:

- Family or personal emergencies
- Personal or professional development
- Extended travel
- Other personal matters that cannot be resolved through PTO or other paid leave
- You will be required to use all available paid leave balances prior to taking unpaid personal leave of absence. You may substitute any applicable and available paid leave for all or a portion of your unpaid personal leave.

Duration of Leave

- The maximum duration for a personal leave of absence is 30 days.
- Extensions beyond the initial approved period will be considered on a case-by-case basis but may not exceed a total of 3 months.
- CDA INC reserves the right to approve or deny any extension request based on business needs and operational requirements.

Requesting Personal Leave

Employees must submit a written request for a personal leave of absence to the Chief Alliance Executive at least 2 weeks before the intended start date, except in cases of emergency. The request should include:

1. The reason for the leave
2. The requested start and end dates of the leave
3. Any supporting documentation (if applicable)

Approval of Leave

Approval of personal leave requests is at the sole discretion of CDA INC and will be based on factors such as:

- The reason for the leave
- The employee's performance and work history
- The needs of the business and availability of coverage for the employee's duties
- The expected impact on the department and workload

The Chief Alliance Executive will review the request and the Operations Director will notify the employee of the decision in writing within 3 days of receiving the request.

Effect on Benefits

- **Unpaid:** Personal leave is unpaid.
- **PTO Accrual:** PTO will not accrue during unpaid personal leave of absence.
- **Health Insurance:** Employees on approved personal leave may continue their health insurance coverage, provided they pay their portion of the premiums. CDA INC will notify the employee of any required premium payments and the due dates for those payments.
- **Other Benefits:** Other benefits, such as retirement contributions, life insurance, and disability coverage, may be impacted during unpaid leave. Employees should consult with the Operations Director for details on how their leave may affect these benefits.
- If you are on a personal leave of absence that exceeds # weeks/months as shown in the benefit plan document, or you fail to pay your premium payment in a timely manner, CDA will provide you with information about your rights under COBRA and/or applicable state continuation coverage policies.

Job Protection and Reinstatement

- CDA INC will make every effort to reinstate the employee to their original position or a comparable one upon their return from personal leave. However, reinstatement is not guaranteed, especially if the position has been eliminated or CDA's business needs have changed during the leave period.
- If an employee fails to return to work on the agreed-upon date or does not request an extension in writing, it will be assumed that they have voluntarily resigned from their position.

Return to Work

Employees returning from a personal leave of absence must notify the Chief Alliance Executive at least 7 days before their planned return date. If the employee is unable to return on the scheduled date, they must request an extension to the in writing to the Chief Alliance Executive. Approval of extensions is not guaranteed and will depend on the same factors considered for the original leave request.

In advance of your scheduled return date, the Chief Alliance Executive will arrange for you to resume your previous position, if available. However, CDA INC's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. CDA INC retains the discretion to determine the similarity of any open positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Unpaid Nature of Personal Leave

Personal leave is unpaid, meaning employees will not receive any compensation during the leave period. However, employees may choose to use any accrued PTO before transitioning to unpaid leave.

Alternative Employment

While on unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless express written permission to perform such outside work has been granted by CDA INC. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

All full-time employees employed are eligible to apply for an unpaid personal leave of absence.

7.9 Sick Pay

CDA INC provides paid sick leave to support the health and well-being of our employees. This policy allows employees to take time off to recover from illness or attend medical appointments without a loss of income. If an employee feels unwell but is still able to perform their job duties, they may also have the option to work from home, subject to approval. This policy outlines the accrual, usage, and notification procedures for sick leave.

Scope

This policy applies to all full-time and part-time employees. Temporary employees may have different provisions as outlined in their contracts.

Policy Elements

1. **Accrual of Sick Leave**
 - Full-time employees accrue .5 days of sick leave per month, totaling 6 days per year.
 - Part-time employees accrue sick leave on a pro-rata basis.
2. **Usage of Sick Leave**
 - Sick leave can be used for personal illness, injury, or medical appointments.
 - Employees must notify the Chief Alliance Executive as soon as possible if they need to take sick leave.
 - For absences longer than three consecutive days, a medical certificate may be required.
3. **Unpaid Leave**
 - If employees exhaust their sick leave but still need time off, unpaid leave may be considered.

Procedure

- Employees should notify the Chief Alliance Executive soon as they know they will be absent.
- For extended absences, employees should provide a medical certificate.
- Employees should update the Chief Alliance Executive daily if the duration of sick leave is uncertain.

You may use sick leave benefits for dental or doctor visits or to care for immediate family members who are sick. There may also be state mandated use of sick time. Unused sick days may not be converted to a cash payment, nor carried forward. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

7.10 Medical Leave

Purpose and Scope

This policy outlines the medical leave benefits available to employees of CDA INC, including eligibility requirements, request procedures, and return-to-work guidelines.

Eligibility

All full-time employees who have completed their introductory period are eligible for medical leave benefits. Part-time employees working at least 30 hours per week are eligible for prorated medical leave benefits.

Medical Leave Entitlement

Eligible employees are entitled to:

- 6 paid sick days (48 hours) per calendar year for full-time employees
- Prorated sick days for eligible part-time employees based on their regular work schedule
- Accrual of sick leave at the rate of 0.5 days per month

Permitted Uses of Medical Leave

Medical leave may be used for:

- Personal illness or injury
- Medical, dental, or mental health appointments
- Care for an immediate family member (spouse, child, parent, or domestic partner) who is ill or injured
- Medical appointments for immediate family members
- Recovery and safe leave related to domestic violence, sexual assault, or stalking

Request Procedure

1. For foreseeable medical leave, employees should provide at least seven days' advance notice to the Chief Alliance Executive.
2. For unforeseeable circumstances, employees should notify the Chief Alliance Executive as soon as practicable.
3. For absences exceeding three consecutive workdays, a healthcare provider's certification may be required.

Documentation Requirements

- Medical certification may be requested for leaves exceeding three consecutive workdays.
- Certification should include the healthcare provider's name, dates of treatment, and expected return date.
- All medical information will be kept confidential and separate from personnel files.

Pay During Medical Leave

- Employees will receive their regular rate of pay for approved medical leave.
- If medical leave extends beyond available sick days, employees may use accrued vacation time or take unpaid leave.
- Employees may be eligible for short-term disability benefits for extended illnesses (refer to Short-Term Disability Policy)

Extended Medical Leave

For serious health conditions, employees may be eligible for:

- Extended medical leave in accordance with the Family and Medical Leave Act (FMLA) if applicable
- Reasonable accommodations under the Americans with Disabilities Act (ADA)
- State-specific paid family and medical leave programs, where applicable

Return to Work

- Employees returning from medical leave must provide a fitness-for-duty certification if requested
- CDA INC will make reasonable efforts to return employees to their original position or an equivalent position

- Accommodations for modified duties or schedules will be considered based on healthcare provider recommendations

Carryover and Payout

- Unused Sick leave may not be carried forward.
- Unused sick leave is not paid upon termination of employment

Coordination with Other Policies

This policy works in conjunction with federal, state, and local laws, including:

- Family and Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)
- State-specific paid sick leave laws
- Workers' compensation

Non-Retaliation

CDA INC prohibits retaliation against employees for using medical leave benefits in accordance with this policy.

Policy Administration

The Operations Director is responsible for administering this policy. Questions or concerns should be directed to the Operations Director at CDA INC.

7.11 Workers' Compensation Policy & Insurance

Our Workers' Compensation Policy ensures that employees who are injured or become ill due to work-related activities receive appropriate medical care and compensation. Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. This policy outlines the procedures for reporting injuries, filing claims, and the role of workers' compensation insurance.

Scope

This policy applies to all employees, including full-time, part-time, and temporary workers.

Policy Elements

1. Coverage

- Workers' compensation insurance covers medical expenses, rehabilitation costs, and a portion of lost wages for employees who suffer work-related injuries or illnesses.
- Coverage begins from the first day of employment.
- Our workers' compensation insurance is provided through Selective Insurance Company of the Southeast ensuring compliance with all relevant state and federal regulations.

2. Reporting an Injury

- If you are injured on the job while working at COMMUNITY DEVELOPMENT ALLIANCE INC, no matter how slightly, you are to report the incident immediately to the Operations

Director. Consistent with applicable state law, failure to report an injury within a reasonable period could jeopardize your claim for benefits.

- Employees must report any work-related injury or illness to the Operations Director immediately, no later than 24 hours after the incident.
- Operations Director must document the incident within 24 hours of receiving the report.

3. Filing a Claim

- The Operations Director will provide the necessary forms and assist the employee in filing a workers' compensation claim.
- Employees must complete and submit the claim forms as soon as possible to ensure timely processing. To file a claim online, click here: <https://www.selective.com/claims-center>
- Claims will be processed through our workers' compensation insurance provider, Selective Insurance Company of the Southeast.

4. Medical Treatment

- Employees are entitled to receive medical treatment from a healthcare provider authorized by our workers' compensation insurance.
- In case of an emergency, employees should seek immediate medical attention with the Operations Director as soon as possible.

5. Return to Work

- Employees must provide a medical release form from their healthcare provider before returning to work.
- CDA will make reasonable accommodations to facilitate the employee's return to work, including modified duties if necessary.

6. Fraud Prevention

- Any fraudulent claims or misrepresentation of work-related injuries or illnesses will result in disciplinary action, up to and including termination of employment.

Procedure

- Report the injury or illness to Operations Director immediately.
- Complete the necessary claim forms with the assistance of the Operations Director.
- Follow the prescribed medical treatment and provide updates to the Operations Director.
- Obtain a medical release form before returning to work.

8.0 Safety and Loss Prevention

8.1 Drug and Alcohol Policy

COMMUNITY DEVELOPMENT ALLIANCE INC Drug and Alcohol Policy aims to ensure a safe, healthy, and productive work environment by addressing the use and misuse of drugs and alcohol. This policy sets clear boundaries regarding the consumption and possession of drugs and alcohol in the workplace and offers support mechanisms for employees struggling with substance misuse issues.

Scope

This policy applies to all employees, including full-time, part-time, and temporary workers.

Policy Elements

1. Prohibited Behaviors

- The use, possession, sale, or distribution of illegal drugs or alcohol on CDA premises or while performing CDA business is prohibited.
- Employees are prohibited from being under the influence of illegal drugs or alcohol during work hours.
- The misuse of prescription drugs or over-the-counter medications that impair the ability to perform job duties safely is also prohibited.

2. Testing

- Post-accident testing will be conducted if an employee is involved in a workplace accident.

3. Support and Rehabilitation

- Employees who voluntarily seek help with substance misuse issues will be supported through our Employee Assistance Program (EAP).
- CDA may provide referrals to counseling, rehabilitation programs, or other resources.

4. Consequences of Violation

- Violations of this policy may result in disciplinary action, up to and including termination of employment.
- Employees found in possession of illegal drugs or alcohol will be reported to the appropriate law enforcement authorities.

5. Legal Use of Prescribed Drugs

- Employees may use prescribed drugs on the job if they do not impair their ability to perform their job duties safely.
- Employees must inform the Chief Alliance Executive if they are taking any medication that may affect their work performance.
- Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform the Operations Director or CAE if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

6. Procedure

- Report any suspected violations of this policy to the Chief Alliance Executive.
- Employees seeking help with substance misuse should contact the EAP for assistance.
- Follow the prescribed procedures for drug and alcohol testing as outlined by CDA.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. CDA does not discriminate against employees solely based on their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the CDA Disability Accommodation policy for additional information.

Employer-Sponsored Events

Please refer to the Employer Sponsored Events policy referred to in this employee handbook.

Treatment and/or Rehabilitation

CDA may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, CDA may consider your continued employment if concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. CDA may also require you to

obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.2 General Safety

Our General Safety Policy aims to ensure a safe and healthy work environment for all employees. This policy outlines the responsibilities, procedures, and guidelines to prevent accidents and injuries in the workplace.

Scope

This policy applies to all employees, including full-time, part-time, and temporary workers.

Policy Elements

1. Responsibilities

- **Operations Director:** Ensure compliance with safety regulations, provide necessary safety training, and maintain a safe work environment.
- **Employees:** Follow safety procedures, report hazards, and participate in safety training.

2. Safety Procedures

- **Emergency Exits:** Always keep all emergency exits clear and accessible.
- **Fire Safety:** Know the location of fire extinguishers and how to use them. Participate in regular fire drills.
- **First Aid:** Know the location of first aid kits and how to use them. Report all injuries immediately, no matter how minor.
- **Equipment Safety:** Use equipment only if trained and authorized. Report any malfunctioning equipment immediately.

3. Hazard Reporting

- Employees must report any unsafe conditions or hazards to the Operations Director immediately.
- Operations Director is responsible for addressing reported hazards promptly and ensuring corrective actions are taken.

4. Housekeeping

- Maintain a clean and orderly work area to prevent accidents.
- Dispose of waste materials properly and promptly.

5. Training

- All employees must participate in safety training programs.
- Training will cover general safety practices, emergency procedures, and job-specific hazards.

6. Incident Reporting and Investigation

- Report all accidents, injuries, and near-misses to the Operations Director immediately.
- CDA will investigate all incidents to determine causes and implement corrective actions to prevent recurrence.

Procedure

- Follow all safety procedures and guidelines as outlined in this policy.
- Report any hazards, incidents, or injuries using the incident report to the Operations Director immediately.
- Participate in all required safety training programs.

8.3 Workplace Tobacco Usage

COMMUNITY DEVELOPMENT ALLIANCE INC is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in the following:

- CDA offices.
- Client areas.
- Restrooms.
- Areas where signs are posted prohibiting smoking.
- Other areas defined by the employer.

CDA also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in such areas.

CDA will not discriminate against employees based on their off-premises, off-duty tobacco usage.

8.4 Workplace Violence

In the best interests of COMMUNITY DEVELOPMENT ALLIANCE INC, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior. Our Workplace Violence Policy aims to ensure a safe, healthy, and respectful work environment for all employees. This policy outlines the definitions, prevention strategies, reporting procedures, and response protocols for workplace violence.

Scope

This policy applies to all employees, including full-time, part-time, temporary workers, contractors, and visitors.

Zero Tolerance Policy

CDA has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, which occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical.

1. Definitions of Workplace Violence

- **Physical Violence:** Acts of physical aggression, such as hitting, shoving, or using a weapon
- **Verbal Abuse:** Threats, intimidation, or any language that causes fear or emotional distress.
- **Harassment:** Unwanted behavior that demeans, humiliates, or intimidates an individual
- **Stalking:** Repeated, unwanted attention and contact that causes fear or concern for safety

2. Prohibited Behaviors

Prohibited conduct includes, but is not limited to:

- Any form of violence, harassment, or intimidation is prohibited.
- Possession of weapons on CDA premises or while conducting CDA business is forbidden, except for authorized security personnel.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact
- Possessing, brandishing, or using a firearm on CDA INC property or while performing CDA INC business except as permitted by state law
- Violating a restraining order, order of protection, injunction against harassment, or other court order

3. Prevention Strategies

- **Training:** Regular training sessions on recognizing and preventing workplace violence
- **Awareness:** Promoting a culture of respect and zero tolerance for violence
- **Environment:** Ensuring a safe physical environment with adequate security measures

4. **Reporting Procedures**

All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

- Employees must report any incidents of workplace violence to the Operations Director immediately.
- Reports can be made confidentially and without fear of retaliation.
- Use designated reporting channels, such as an anonymous hotline or online reporting system.

5. **Response Protocols**

- **Immediate Action:** Operations Director must take immediate action to ensure the safety of all employees.
- **Investigation:** Operations Director and Chief Alliance Executive will conduct a thorough investigation of all reported incidents
- **Support:** Provide support to affected employees, including counseling and medical assistance if needed
- **Disciplinary Action:** Employees found to have engaged in workplace violence will face disciplinary action, up to and including termination.

6. **Support and Resources**

- **Employee Assistance Program (EAP):** Access to counseling and support services for employees dealing with violence-related issues.
- **External Resources:** Information on external support services, such as hotlines and shelters

7. **Legal Compliance**

- This policy complies with all relevant local, state, and federal laws regarding workplace violence.
- CDA will cooperate with law enforcement and regulatory agencies as required.

Procedure

- Follow all safety and reporting procedures as outlined in this policy.
- Participate in all required training programs.
- Report any incidents or concerns to the Operations Director.

Prohibited Conduct

Reporting Incidents of Violence

Report to your Operations Director, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, participate in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter the Chief Alliance Executive.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, COMMUNITY DEVELOPMENT ALLIANCE INC employees are required to protect the confidentiality of employee information, sensitive partner information, CDA trade secrets, proprietary information, and confidential commercially-sensitive information. This policy outlines the responsibilities and obligations of employees regarding the protection of trade secrets.

Scope

This policy applies to all employees, contractors, and consultants of CDA INC.

Trade Secrets

1. **Definition:** Trade secrets include any confidential business information that provides a competitive edge, such as formulas, practices, processes, designs, instruments, patterns, or compilations of information
 - Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.
2. **Obligations:**
 - Employees must not disclose trade secrets to any unauthorized person or entity.
 - Employees must take reasonable steps to protect trade secrets from unauthorized access or disclosure.
 - Upon termination of employment, employees must return all materials containing trade secrets to CDA.

Confidentiality Agreement

All employees are required to sign a confidentiality agreement as a condition of employment, acknowledging their understanding of and commitment to this policy.

Violations

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform the Chief Alliance Executive.

Violations of this policy may result in disciplinary action, up to and including termination of employment, and may also result in legal action.

9.2 Inventions Policy

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to COMMUNITY DEVELOPMENT ALLIANCE INC, is "work for hire" and is the property of CDA INC.

Purpose

This policy outlines the ownership and disclosure requirements for inventions created during employment.

Scope

This policy applies to all employees, contractors, and consultants of CDA INC.

Inventions

1. **Definition:** Inventions include any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof, created during the term of employment
2. **Ownership:**
 - All inventions created during the term of employment that are related to CDA INC's business or result from any work performed for CDA are the property of CDA INC.
 - Employees must promptly disclose any such inventions to CDA.
 - If you intend to develop and maintain property rights to any invention that relates in any way to the products or services of CDA, you are required to obtain a written waiver of this policy, signed by both you and the Chief Alliance Executive.
3. **Assignment:**
 - Employees agree to assign all rights, title, and interest in any such inventions to CDA INC.
 - Employees must assist CDA in obtaining patents or other legal protections for these inventions.

Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment, and may also result in legal action.

Wisconsin Policies

Hiring and Orientation Policies

EEO Statement and Non-Harassment Policy

Equal Opportunity Statement

COMMUNITY DEVELOPMENT ALLIANCE INC is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race, color, creed, ancestry, national origin, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), AIDS/HIV status, handicap or disability, arrest/conviction record, marital status, military service, use/nonuse of lawful products, or any other status protected by federal, state, or local laws. CDA is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

CDA will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. CDA will take appropriate corrective action, if and where warranted. CDA prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with the Chief Alliance Executive.

Policy Statement

1. **Non-Discrimination:** CDA INC prohibits discrimination and harassment of any kind. We are dedicated to fostering a workplace where everyone is treated with respect and dignity.
2. **Equal Opportunity:** All employment decisions, including recruiting, hiring, promotion, compensation, benefits, training, termination, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment are made without regard to any protected characteristic.

3. **Reasonable Accommodations:** CDA INC will provide reasonable accommodations to qualified individuals with disabilities and to employees with sincerely held religious beliefs, unless doing so would cause undue hardship.
4. **Reporting and Resolution:** Employees who believe they have been subjected to discrimination or harassment are encouraged to report the incident to the Chief Alliance Executive. All complaints will be investigated promptly and thoroughly.

Commitment to Diversity and Inclusion

CDA INC values diversity, inclusion and accessibility and believes that a diverse workforce enhances our ability to serve our customers and community. We are committed to creating an environment where all employees feel valued, respected, and empowered to contribute to our success.

Policy Against Workplace Harassment

COMMUNITY DEVELOPMENT ALLIANCE INC has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Scope

This policy applies to all employees, contractors, vendors, and visitors at CDA INC.

Definition of Harassment

Harassment includes any unwelcome conduct, whether verbal, physical, or visual, that is based on an individual's protected status, such as race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law. Harassment becomes unlawful where:

- Enduring offensive conduct becomes a condition of continued employment.
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples of Harassment

Examples of harassment include, but are not limited to:

- Unwelcome sexual advances or requests for sexual favors
- Physical intimidation or threats

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;

- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Procedures

Employees who believe they have been subjected to harassment or have witnessed harassment should report the incident immediately to the Operations Director, verbally or in writing.

Investigation and Response

CDA INC will promptly and thoroughly investigate all reports of harassment. Confidentiality will be maintained to the extent possible. If the investigation confirms that harassment has occurred, appropriate corrective action will be taken, up to and including termination of employment.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If CDA determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, CDA may monitor any incident of harassment or discrimination to ensure that the inappropriate behavior has stopped. In all cases, CDA will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

No Retaliation

CDA INC prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

Training and Awareness

All employees will receive training on this policy and their responsibilities under it. Chief Alliance Executive and Operations Director will receive additional training on how to manage harassment complaints and foster a respectful workplace.

Conclusion

CDA INC is committed to maintaining a workplace where everyone is treated with respect and dignity. Any form of harassment will not be tolerated, and we encourage employees to report any concerns without fear of retaliation.

Reporting Discrimination and Harassment

Remote Worker Harassment Policy

Objective:

COMMUNITY DEVELOPMENT ALLIANCE INC is dedicated to maintaining a safe and respectful work environment for all employees, including those working remotely. This policy outlines our commitment to preventing and addressing harassment in a remote work setting.

Policy:

1. **Prohibited Conduct:**
 - Harassment of any kind, including sexual harassment, bullying, and discrimination, is prohibited. This includes harassment conducted through digital communication channels such as email, instant messaging, video calls, and social media.
 - Examples of prohibited conduct include unwelcome comments, jokes, or gestures related to race, gender, sexual orientation, disability, or any other protected characteristic.
2. **Reporting Harassment:**
 - Employees who experience or witness harassment should report it immediately to the Operations Director. Reports can be made through email.
 - All reports will be taken seriously and investigated promptly and thoroughly.
3. **Investigation Process:**
 - CDA will conduct a fair and impartial investigation into all harassment reports. Confidentiality will be maintained to the extent possible.
 - Both the complainant and the accused will be informed of the investigation's outcome and any corrective actions taken.
4. **Corrective Actions:**
 - Employees found to have engaged in harassment will face disciplinary action, up to and including termination of employment.
 - CDA will take steps to prevent further harassment and to protect the complainant from retaliation.
5. **Non-Retaliation:**
 - Retaliation against employees who report harassment or participate in an investigation is prohibited. Any acts of retaliation will be subject to disciplinary action.
6. **Training and Awareness:**
 - All employees will receive training on the CDA's harassment policy and procedures, including specific guidance on preventing and addressing harassment in a remote work environment.
 - Regular updates and reminders about the harassment policy will be provided to ensure ongoing awareness and compliance.
7. **Support Resources:**
 - Employees affected by harassment will have access to support resources, such as counseling services and employee assistance programs.
8. **Compliance:**
 - This policy complies with all applicable federal, state, and local laws regarding workplace harassment.

Wage and Hour Policies

Accommodations for Nursing Mothers

COMMUNITY DEVELOPMENT ALLIANCE INC is committed to supporting the health and well-being of our employees and their families. COMMUNITY DEVELOPMENT ALLIANCE INC will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Scope

This policy applies to all employees who are nursing mothers.

Policy

CDA INC will provide reasonable break time and a private space for employees to express breast milk for their nursing child for up to one year after the child's birth.

Break Time

- Nursing mothers will be provided with reasonable break time to express breast milk as needed.
- Breaks for express milk will be paid if they coincide with the employee's existing break times. If additional time is needed, it may be unpaid, or the employee may use accrued paid time off.

Private Space

- A private, clean, and sanitary space (other than a bathroom) will be provided for nursing mothers to express breast milk. This space will be shielded from view and free from intrusion.
- The space will include a chair, a flat surface (other than the floor) for the breast pump, and an electrical outlet. Access to a nearby sink with running water and a refrigerator for storing breast milk will also be provided.

Storage of Breast Milk

- Sufficiently mark or label all milk containers with the employee's name and the date the milk was expressed to avoid confusion for other employees who may share the refrigerator. Employees may also bring a personal cooler for storage.

Notification

Employees who wish to express breast milk during work hours are encouraged to discuss the length and frequency of these breaks with the Operations Director. You must make reasonable efforts to not disrupt CDA operations.

Support and Non-Retaliation

- CDA INC supports nursing mothers and prohibits any form of discrimination or retaliation against employees who choose to express breast milk during work hours.
- Any concerns or issues regarding accommodations should be reported to the Operations Director for a resolution.

Conclusion

CDA INC is dedicated to creating a supportive and inclusive work environment. We encourage nursing mothers to take advantage of these accommodations and to communicate any needs or concerns to ensure a comfortable and productive workplace.

Meal and Rest Periods

COMMUNITY DEVELOPMENT ALLIANCE INC strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. All employees are entitled to a one-hour lunch period and are encouraged to take 5-10 minute wellness breaks throughout the workday to promote overall well-being and productivity.

Employees may choose to:

- Use the **shared kitchen space** to eat meals.
- **Order food** for delivery at their convenience.

- Take their **lunch break outside** of the office, provided they return on time and their absence does not disrupt business operations.

Employees are encouraged to use these breaks to step away from their workstations, refresh, and maintain a healthy work-life balance.

CDA requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let the Operations Director know; in addition, notify the Operations Director as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Pay Period

At COMMUNITY DEVELOPMENT ALLIANCE INC, the standard pay period is semi-monthly for all employees. Pay dates are on the 15th and the last day of the month. If a pay date falls on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday, you will be paid on Friday; if a pay date falls on a Sunday, you will be paid on Monday. Special provisions may be required from time to time if holidays fall on pay dates. Check with the Operations Director if this type of date arises.

If you are paid by commission, refer to your commission agreement.

Review your paycheck for accuracy. If you find an issue, report it to your Operations Director immediately.

Travel Time Pay

Some nonexempt positions within COMMUNITY DEVELOPMENT ALLIANCE INC require travel. CDA pays nonexempt employees for travel time in accordance with Wisconsin regulations as follows. Exempt employees may be reimbursed for travel and other expenses.

Home to Work Travel

Ordinary Situations

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time. This is true whether you work at a fixed location or at different job sites. Normal travel from home to work is not work time.

Emergency Situations

There may be instances when travelling from home to work is work time. For example, if you have gone home after completing your day's work and are subsequently called out at night to travel a substantial distance to perform an emergency job for one of our customers, all time spent on such travel is working time.

Special One-Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a special one-day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that CDA INC may deduct/not count that time you would normally spend commuting to the regular work site.

Travel That Is All in a Day's Work

Your time spent traveling as part of your principal activity, such as traveling from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community

Travel time away from the home community for business purposes that occur for the benefit of CDA is considered hours worked.

Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked.

Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

If you have any questions as to what is considered travel pay, please contact the Operations Director.

General Policies

Access to Personnel and Medical Records Files

COMMUNITY DEVELOPMENT ALLIANCE INC maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separately and apart from any business-related records in a safe, locked, inaccessible location by the Operations Director. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only. The Chief Alliance Executive may have access to your personnel record for possible employment-related decisions.

Upon written request, CDA INC will permit you to inspect any personnel record — which is used, or which has been used in determining your qualifications for employment, promotion, transfer, additional compensation, termination, or other disciplinary action — and medical record (see exceptions below). CDA INC will grant at least two requests from you to inspect your records per calendar year. An inspection will take place at a location near your place of employment and during normal working hours. If the inspection during normal working hours requires you to take time off from work, CDA INC may provide other reasonable time or a place other than where the records are maintained if that time or place would be more convenient for you. Inspection must occur in the presence of a CDA representative.

If you are involved in a current grievance against CDA INC, you may designate in writing a representative to inspect your personnel and medical records, which may have a bearing on the resolution of the grievance (see exceptions below). CDA INC will allow your designated representative to inspect your personnel records in the same manner as described above.

Your right, or the right of your designated representative, to inspect your personnel or medical records includes the right to inspect any personal medical records concerning you in CDA INC's files. If CDA INC believes that disclosure of your medical records would be detrimental to you, CDA INC may release the medical records to your physician or through a physician designated by you, in which case the physician may release the medical record to you or to your immediate family.

Your right, or the right of your designated representative, to inspect your personnel record does not apply to:

- Records relating to the investigation of possible criminal offenses committed by you.
- Letters of reference for you
- Any portion of a test document, except that you may see a cumulative total test score for either a section of the test document or for the entire test document.
- Materials used by CDA INC for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments, or other comments or ratings used for planning purposes.

- Information of a personal nature about a person other than you if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between you and CDA INC, which may be discovered in a judicial proceeding.

Your right, or the right of your designated representative, to inspect your records includes the right to copy or receive a copy of the records. You may be charged a reasonable fee per page for making a copy of your records, whether the records are paper or electronic records.

All requests by an outside party for information contained in your personnel file will be directed at the Chief Alliance Executive, who is solely authorized to give out such information.

Benefits

Election Official Leave

COMMUNITY DEVELOPMENT ALLIANCE INC recognizes the importance of civic duty and encourages employees to participate in the electoral process. This policy outlines the provisions for employees who serve as election officials.

COMMUNITY DEVELOPMENT ALLIANCE INC will provide employees who have been appointed as election officials with unpaid leave to fulfill their duties on Election Day. Leave is for the entire 24 hours of each Election Day.

You must provide at least seven days' notice of your need to take leave. CDA may request verification of your appointment as an election official from the municipal clerk.

CDA will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

Scope

This policy applies to all employees who are appointed or volunteer to serve as election officials.

Eligibility

Employees who are appointed or volunteer to serve as election officials are eligible for leave under this policy.

Leave Provisions

- **Notification:** Employees must notify the Operations Director as soon as possible upon receiving their appointment or volunteering to serve as an election official. A copy of the appointment or volunteer confirmation should be provided.
- **Duration:** Employees will be granted leave for the duration of their official duties, including any required training sessions.
- **Paid/Unpaid Leave:** Election official leave will be unpaid unless the employee chooses to use accrued paid time off (PTO) or vacation time. Employees should discuss their options with the Operations Director.
- **Return to Work:** Employees are expected to return to work on the next scheduled workday following the completion of their election duties.

Job Protection

- Employees taking leave under this policy will be reinstated to their same or equivalent position upon their return, in accordance with applicable laws.
- CDA INC prohibits any form of retaliation against employees who take leave to serve as election officials.

Conclusion

CDA INC supports employees in fulfilling their civic responsibilities and encourages participation in the electoral process. Employees are urged to communicate their election official duties promptly to ensure proper leave arrangements.

Jury Duty Leave

COMMUNITY DEVELOPMENT ALLIANCE INC recognizes the civic responsibility of employees to serve on jury duty when called. COMMUNITY DEVELOPMENT ALLIANCE INC encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify the Operations Director as soon as possible to make scheduling arrangements. This policy outlines the provisions for employees who are summoned for jury duty.

Scope

This policy applies to all employees who are summoned to serve on a jury.

Notification

- Employees must notify the Operations Director as soon as possible upon receiving jury duty summons.
- CDA reserves the right to require employees to provide proof of jury duty service to the extent authorized by law. A copy of the jury duty summons should be provided to the Operations Director

Leave Provisions

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use PTO/vacation in place of unpaid leave.

Return to Work

Employees are expected to return to work on the next scheduled workday following the completion of their jury duty service.

Job Protection

- Employees taking leave for jury duty will be reinstated to their same or equivalent position upon their return, in accordance with applicable laws.
- CDA INC prohibits any form of retaliation against employees who take leave for jury duty.

Conclusion

CDA INC supports employees in fulfilling their civic responsibilities and encourages participation in the judicial process. Employees are urged to communicate their jury duty summons promptly to ensure proper leave arrangements. CDA INC will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

COMMUNITY DEVELOPMENT ALLIANCE INC encourages all employees to exercise their right to vote. Generally, employees are able to find time to vote either before or after work. If you are unable to vote during your non-working hours, CDA will provide you with up to three consecutive hours of unpaid leave to vote.

You must provide written notice of your need for leave prior to Election Day. The time when you can go to vote will be at the discretion of the Chief Alliance Executive, consistent with applicable legal requirements.

This policy outlines the provisions for employees to take time off to vote in local, state, and national elections.

Scope

This policy applies to all employees who are eligible to vote.

Policy

- **Time Off to Vote:** Employees who do not have sufficient time outside of working hours to vote will be granted up to 3 hours of paid leave to vote.
- **Notification:** Employees must notify the Operations Director at least 1 day in advance if they need time off to vote.
- **Scheduling:** Employees should schedule their voting leave at the beginning or end of their work shift, if possible, to minimize disruption to the workday
- **Proof of Voting:** Employees may be required to provide proof of voting, such as a voter receipt or sticker, upon request.

Job Protection

- Employees taking leave to vote will not face any form of retaliation or discrimination.
- Employees will be reinstated to their same or equivalent position upon their return.

Conclusion

CDA INC supports employees in exercising their right to vote and encourages participation in the electoral process. Employees are urged to communicate their voting needs promptly to ensure proper leave arrangements.

Witness Leave

COMMUNITY DEVELOPMENT ALLIANCE INC will provide leave to employees who are subpoenaed to testify in court.

You must provide notice of your need for leave under this policy on the first business day after receiving the subpoena.

CDA reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Leave under this policy is generally unpaid; however, leave will be paid if you are subpoenaed to testify in an action or proceeding resulting from:

- A crime against CDA; or
- Your involvement in a work-related incident.

CDA will not retaliate against employees who request or take leave in accordance with this policy.

This policy outlines the provisions for employees who are required to attend court as witnesses.

Scope

This policy applies to all employees who are subpoenaed or otherwise required to attend court as witnesses.

Notification

- Employees must notify the Operations Director as soon as possible upon receiving a subpoena or court order to serve as a witness.
- A copy of the subpoena or court order should be provided to the Operations Director.

Leave Provisions

- **Paid Leave:** Leave under this policy is unpaid; however, leave will be paid if you are subpoenaed to testify in an action or proceeding resulting from:
 - A crime against CDA; or
 - Your involvement in a work-related incident
- **Extended Service:** If witness duty extends beyond the paid leave period, employees may use accrued paid time off (PTO) or vacation time. If no PTO or vacation time is available, the additional leave will be unpaid.
- **Return to Work:** Employees are expected to return to work on the next scheduled workday following the completion of their witness duty.

Job Protection

- Employees taking leave for witness duty will be reinstated to their same or equivalent position upon their return, in accordance with applicable laws.
- CDA INC prohibits any form of retaliation against employees who take leave to serve as witnesses.

Conclusion

CDA INC supports employees in fulfilling their civic responsibilities and encourages participation in the judicial process. Employees are urged to communicate their witness duty needs promptly to ensure proper leave arrangements.

Closing Statement

Thank you for taking the time to read our Employee Handbook. We hope it has provided you with a clear understanding of our policies, procedures, and the values that guide our organization.

Remember, this handbook is a living document, and we encourage you to refer to it whenever you have questions or need clarification. Your feedback is always welcome, as it helps us improve and adapt to better meet the needs of our team.

We are excited to have you as part of the COMMUNITY DEVELOPMENT ALLIANCE and look forward to achieving great things together. If you have any questions or need further assistance, please do not hesitate to reach out to the Operations Director.

Welcome aboard and let us make this journey a successful and fulfilling one!

Teig Whaley-Smith, Chief Alliance Executive

COMMUNITY DEVELOPMENT ALLIANCE INC

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the COMMUNITY DEVELOPMENT ALLIANCE INC Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that CDA has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by any employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Board of Directors and the Chief Alliance Executive of CDA. I also understand that any delay or failure by CDA to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of CDA or affect the right of CDA to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized CDA representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized CDA representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by COMMUNITY DEVELOPMENT ALLIANCE INC.

If I have any questions about the content or interpretation of this handbook, I will contact the Operations Director.

Signature

Date

Print Name