



Employee Handbook

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Do Good Multnomah Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Do Good Multnomah that provides otherwise, I have the right to resign from my employment with Do Good Multnomah at any time with or without notice and with or without cause, and that Do Good Multnomah has the right to terminate my employment at any time with or without notice and with or without cause as Oregon is an at-will employer state.

I have read, understand and agree to all of the above. I have also read and understand the Do Good Multnomah Employee Handbook.

Signature _____

Print Name _____

Date _____

ORGANIZATION CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Do Good Multnomah, or its members or donors, as a result of working for Do Good Multnomah that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Do Good Multnomah or to other persons employed by Do Good Multnomah who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission, or copying of Do Good Multnomah's confidential information is prohibited. Any employee who discloses confidential Do Good Multnomah information will be subject to disciplinary action (including possible separation), even if they do not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____

HIPAA ACKNOWLEDGEMENT AND ACCEPTANCE

Employees of Do Good Multnomah are often privy to medical records, health information, and other personal information. Information gathered and stored under “Protected Health Information” (PHI) and “Homeless Management Information Systems (HMIS) are protected and regulated respectively by the Federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and the Department of Housing and Urban Development (HUD). Employee further acknowledges that the PHI and HMIS information is also protected from disclosure by applicable state laws, including Oregon health information laws set forth in §192.553, et. seq.

Employee may only use and disclose protected PHI and HMIS information created or received by them during the term of their employment, on behalf of Do Good Multnomah or any of Do Good Multnomah’s clients, for the purposes of carrying out their position. Employee further agrees not to use or disclose PHI and HMIS information except as expressly permitted by said laws. Employee further agrees to use appropriate safeguards to prevent use or disclosure of PHI and HMIS information. Employee agrees to immediately report to Employer any unauthorized or inadvertent use or disclosure of PHI and HMIS information by Employee, Do Good Multnomah’s other employees, contractors, subcontractors, or any other person or persons which occur while Employee is performing services within the scope of their employment. Upon termination of Employee’s employment, Employee shall return all PHI and HMIS information, regardless of the form in which it is being stored, acquired, created, or received by Employee on account of employer or while Employee was performing services within the scope of their employment with Employer. Employee further agrees that they shall retain no copies of any such PHI and HMIS information. The duties of Employee hereunder to maintain the security and privacy of PHI and HMIS information shall survive the termination of Employee’s employment with Employer.

I have read and understand the above policy and pledge not to disclose PHI or HMIS information except as permitted by laws stated above.

Signature _____

Print Name _____

Date _____

90-DAY PROBATIONARY PERIOD

Dear New Hire,

We are pleased that you have chosen to accept our offer of employment and look forward to your first day of work. We believe you will find working at Do Good Multnomah to be a rewarding experience.

Do Good Multnomah uses a 90-day probation time frame for new employees and for significant role changes within the organization. This time frame lets you assess your readiness for the position as well as allows us to determine your ability to do the job. You will be provided an employee handbook, documentation, training and performance feedback during that time frame as part of your on-boarding.

At the end of the probationary period, if we have confirmed that you are able to meet all job requirements, you will continue to be a regular full-time employee, subject to the at will employment doctrine described in our employee handbook and in the state of Oregon.

We wish you great success in your new position.

Signature _____

Print Name _____

Date _____

TABLE OF CONTENTS

EMPLOYEE RECEIPT AND ACCEPTANCE	1
ORGANIZATION CONFIDENTIALITY POLICY AND PLEDGE	2
HIPPAA ACKNOWLEDGEMENT AND ACCEPTANCE	3
90-DAY PROBATIONARY PERIOD	4
TABLE OF CONTENTS.....	5
MISSION/OVERVIEW	5
VOLUNTARY AT-WILL EMPLOYMENT	7
EQUAL EMPLOYMENT OPPORTUNITY	7
STAFF CONDUCT	7
POLICY AGAINST WORKPLACE HARASSMENT.....	2
WORKPLACE RELATIONSHIPS	5
FAMILY MEMBERS	5
SOLICITATION	Error! Bookmark not defined.
HOURS OF WORK, ATTENDANCE, AND PUNCTUALITY.....	6
EMPLOYMENT POLICIES AND PRACTICES	8
POSITION DESCRIPTION AND SALARY INFORMATION	9
WORK REVIEW	9
ECONOMIC BENEFITS AND INSURANCE	10
LEAVE BENEFITS AND OTHER WORK POLICIES	11
REIMBURSEMENT OF EXPENSES	17
RETURN OF PROPERTY	18
REVIEW OF PERSONNEL ACTION	18
PERSONNEL RECORDS.....	18
OUTSIDE EMPLOYMENT.....	19
NON-DISCLOSURE OF CONFIDENTIAL INFORMATION.....	19
COMPUTER AND INFORMATION SECURITY	20
INTERNET ACCEPTABLE USE POLICY	22

MISSION/OVERVIEW

Our Mission at Do Good Multnomah is to support Veteran centered communities that inspire dignity, sustainability, and purpose. We strive to change the way houseless veterans are served in our community, and our approach is to offer Veterans our respect. We not only seek to honor their inherent dignity, we are committed to providing Veterans with a safe, warm place to stay for the night. Developing and maintaining meaningful relationships with the population we serve allows our team to successfully serve as mediators and connectors between Veterans and a variety of Veteran service organizations in Portland.

This Do Good Multnomah Employee Handbook (the “Handbook”) has been developed to provide general guidelines about Do Good Multnomah policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including Do Good Multnomah’s policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by Do Good Multnomah at any time, without advance notice.

The personnel policies of Do Good Multnomah are established by the Human Resources Department and approved by the Board of Directors, who have delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Human Resources Department for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the above-mentioned staff.

Do Good Multnomah will provide each employee access to a digital copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Do Good Multnomah employees. Further, Do Good Multnomah expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of Do Good Multnomah’s Board of Directors, committees, staff, participants, and the general public.

VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with Do Good Multnomah, which provides differently, all employment at Do Good Multnomah is “at-will.” That means that employees may be terminated from employment with Do Good Multnomah with or without cause, and employees are free to leave the employment of Do Good Multnomah with or without cause.

EQUAL EMPLOYMENT OPPORTUNITY

Do Good Multnomah shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, Do Good Multnomah staff members will not discriminate against any employee or applicant in a manner that violates the law. Do Good Multnomah is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each employee is evaluated on the basis of personal skill and merit. Do Good Multnomah’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director and the human resources team shall act as the responsible agents in the full implementation of the Equal Employment Opportunity policy.

Do Good Multnomah does not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. Any employee who believes that any other employee of Do Good Multnomah may have violated the Equal Employment Opportunity Policy should report the possible violation to their supervisor, the Human Resources Team, or Executive Director.

If Do Good Multnomah determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and disciplinary action up to, and including, termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Do Good Multnomah will inform the employee who made the complaint of the results of the investigation.

Do Good Multnomah is committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Do Good Multnomah for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Do Good Multnomah. Employees who believe that they may require an accommodation should discuss these needs with the human resources team.

STAFF CONDUCT

A. DRUGS & ALCOHOL

Do Good Multnomah does not condone the possession, use, sale, or being under the influence of drugs or other controlled substances (including cannabis) or alcoholic beverages during working hours or on the Do Good Multnomah premises at any time.

B. DRESS CODE

Do Good Multnomah staff should come to work in clothing that allows for free movement, does not pose a tripping hazard, and does not display icons of illegal substances, alcohol, weapons of any kind.

Closed toed shoes should be worn while on site to prevent injury.

Shirts should be long enough to cover a person's entire torso and shorts should be longer than a 5" inseam. Tank tops should be at least one inch in width for straps.

C. BOUNDARIES

Staff are leaders and should demonstrate clear, professional boundaries both on and off the clock. Socially engaging with participants outside of work hours is not appropriate and will not be tolerated. Staff may not under any circumstance engaging in any person relationship which includes meeting off-site, engaging in any romantic and/or sexual behaviors, or other personal friendships.

Staff should never accept gifts, monies, or any items from participants. Any exchange of goods between staff and participants is not tolerated. Staff may choose to donate items to Do Good Multnomah but cannot choose to donate to an individual participant.

D. WEAPONS

Do Good Multnomah does not allow weapons of any kind at our sites. Staff and participants alike are subject to surrendering any weapons and staff will receive disciplinary action up to, and including, termination if they violate this policy.

POLICY AGAINST WORKPLACE HARASSMENT

Do Good Multnomah is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Do Good Multnomah's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are unlawful. To reinforce this commitment, Do Good Multnomah has a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Do Good Multnomah's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail) may not be used to engage in conduct that violates this policy. Do Good Multnomah's policy against harassment covers employees and other individuals who have a relationship with Do Good Multnomah which enables Do Good Multnomah to exercise some control over the individual's conduct in places and activities that relate to Do Good Multnomah's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: Do Good Multnomah's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually

suggestive objects, pictures, cartoons;

(4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;

(5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (6) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

Prohibition of Other Types of Discriminatory Harassment: It is against Do Good Multnomah's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that:

(1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment:

(1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Do Good Multnomah's premises such as on an employee's desk or workspace or on Do Good Multnomah's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Do Good Multnomah, you should report the incident immediately to your supervisor, human resources, or to the Executive Director. If a staff should feel the need to report anonymously, the online Employee Suggestion Box is available to do so. Possible harassment by others with whom Do Good Multnomah has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Do Good Multnomah will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person(s) making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Do Good Multnomah's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Do Good Multnomah determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Do Good Multnomah will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the Human Resources Director.

RETALIATION

Prohibition of Retaliation: It is unlawful and expressly against Do Good Multnomah policy to retaliate against an employee for filing a complaint or for cooperating with an investigation of a complaint. It is against Do Good Multnomah policy to retaliate against an employee for filing a complaint against another employee or for cooperating in an investigation of a complaint against another employee. Any demonstration of retaliatory behavior (e.g. ignoring, talking over, intentional subverting communications) toward another staff member is not tolerated at Do Good Multnomah and will result in disciplinary action up to, and including, termination.

SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Do Good Multnomah property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by Do Good Multnomah may not solicit or distribute literature on Do Good Multnomah's premises at any time for any reason. Under no circumstance will an employee solicit participants for the collection of money, purchases, membership, or any other form of exchange of goods or services.

To do so will result in a disciplinary action up to, and including, termination.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Executive Team.

WORKPLACE RELATIONSHIPS

Do Good Multnomah is committed to providing a work environment for all employees that provides the greatest opportunity for success. We recognize positive working relationships are integral to provide great service to our participants, however, if employees engage in a romantic relationship with another staff member, they are required to complete a Consensual Relationship Agreement to be stored in both employees' HR files for reference. When employees are unsure about a potential conflict, they should fully disclose the circumstances in writing to their supervisor.

If there is a romantic relationship within the same site or department, the following should occur:

In collaboration with the supervisor, the involved employees will be provided thirty days to decide regarding a change. Do Good Multnomah aims to prevent romantic partners from working at the same location. Options include, but are not limited to:

- one employee may apply to transfer to another site; or,
- In situations where there is a supervisor/subordinate dynamic, the reporting structure in the department is revised so that one employee no longer has direct influence over the other employee's conditions of employment and they are working opposite shifts; or,
- If both staff members are of equal standing, they will be assigned opposite shifts from one another at the same site.

If a decision is not reached by the end of the thirty-day period, the supervisor of both parties, will resolve the situation.

FAMILY MEMBERS

Do Good Multnomah does have members from the same family who work at organization. However, employment of family members in situations where one family member has direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, etc.) is inappropriate. For the purpose of this policy, family members are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law or father-in-law.

In some cases, a concern over conflict of interest may arise involving other close relatives -

such as aunts, uncles, cousins, or relatives by marriage. In any case, when employees are unsure about a potential conflict, they should fully disclose the circumstances in writing to their supervisor.

If one family member has influence over another family member's conditions of employment, the following should occur:

In collaboration with the supervisor, the involved employees will be provided thirty days to decide regarding a change. Options include, but are not limited to:

- one employee may apply to transfer to another site; or,
- the reporting structure in the department is revised so that one employee no longer has direct influence over the other employee's conditions of employment.

If a decision is not reached by the end of the thirty-day period, the supervising manager or next level of supervisor, will resolve the situation.

Do Good takes precautions to prevent family members from working at the same location. If this is unavoidable, family members will be assigned opposite shifts to avoid any possible conflicts of interest.

PET POLICY

Do Good Multnomah has a welcoming environment for participant pets as their service and/or companion animals. Do Good Multnomah staff are not allowed to bring in their pets unless they provide their supervisor and HR with proof of reasonable accommodation for their service animal or companion animal needing to accompany them to work. Staff will need to provide proof of current vaccination for Do Good Multnomah to keep on file. Staff are expected to have their animal with them at all times and not to be left unattended, unsupervised, or allowed to roam freely.

HOURS OF WORK, ATTENDANCE, AND PUNCTUALITY

A. Hours of Work

Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. This would be subject to Do Good Multnomah work assignments and supervisor and/or human resources approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is

unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor as far in advance as possible and no later than eight hours before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. When absent for two consecutive days or longer with an illness- or injury-related absence, a physician's note will be required to excuse the absence upon return.

An employee who is absent from work for three consecutive days without notification to his or her supervisor, human resources, or the Executive Director will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with Do Good Multnomah.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Do Good Multnomah may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Overtime

Overtime pay, which is applicable only to non-exempt hourly employees, is for any time worked in excess of 40 hours in a work week, defined by Do Good Multnomah as Sunday thru Saturday. Only the Executive Team or Human Resources Team, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (1.5x) the employee's straight time rate. Payment of overtime will be provided in the pay period in which it is earned.

D. Time Punches

All hourly employees are to record their time punches within Paychex Flex. Each employee will submit a time punch at the beginning and end of their shift. For all shifts 6 hours or longer, an employee must take their lunch break no later than the end of their fourth hour and use the time punch system to record either a 30-minute or 1-hour lunch break, whichever the site has for their standard lunch break based on the shift length. Missed punches should not exceed more than twice in a pay period and reflects the employee's job performance.

EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. Employer. Do Good Multnomah is the employer of all full-time, part-time, temporary, and on-call employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by Do Good Multnomah.

2. Full-Time Employee. A Full Time Employee regularly works at least 30 hours per week

3. Part-Time Employee. A Part Time Employee regularly works less than 30 hours per week.

4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").

5. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non- Exempt Employees, an accurate record of hours worked must be maintained. Do Good Multnomah will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

6. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the Do Good Multnomah Employee Handbook.

7. On-Call Employees. An individual employed on an on-call basis, filling in shifts when full-time, part-time, or temporary employees are unable to complete their scheduled shift. An on-call employee will be contacted with as much notice as possible to fill a shift and are not guaranteed a certain number of hours per week. On-call employees are entitled only to those benefits required by statute or as otherwise stated in the Do Good Multnomah Employee Handbook. If an on-call employee has not worked a shift or responded to offers to pick up a shift for longer than 60 days, Do Good Multnomah will consider it a resignation. Employees who resign this way are welcome to re-apply at a later date to regain their hired status but are not guaranteed a position in the future.

8. Good Standing status. An employee in good standing with Do Good Multnomah as long as they have not received a notice of disciplinary action within 90 days.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

POLICIES AND PROCEDURES MANUAL

All employees will be required to read and adhere to the policies and procedures within this handbook and those set forth by each program site.

POSITION DESCRIPTION AND SALARY INFORMATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary, and working conditions affecting the job, e.g., working hours, use of vehicle, etc. The supervisor(s) or the Executive Director shall have discretion to modify the job description to meet the needs of Do Good Multnomah.

Employee Pay: Paychecks are distributed on the 5th and the 20th day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the following weekday. Do Good Multnomah utilizes an online time punch system within Paychex. All time clock corrections are due on the 1st and 16th of each month. All wage deductions are itemized and presented to employees with the paycheck. Approved wage deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

Do Good Multnomah complies with all federal and state requirements regarding wage garnishments and child support. This includes the potential withholding of wages from employees as required by governmental agencies. Please refer to <https://www.doj.state.or.us/> or contact the human resources department for more information.

WORK REVIEW

The work and morale of each employee is evaluated on an ongoing basis by their direct supervisor through at least monthly Supervision Meetings. The purpose of the Supervision is to allow space for employees to share their thoughts and concerns about their job related challenges and wins, receive feedback about their job performance, and generally connect with their supervisor.

In addition to the monthly Supervision Meetings, the Annual Performance Review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate Do Good Multnomah's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within Do Good Multnomah. To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of Do Good Multnomah and what is expected of the employee in

contributing to the success of Do Good Multnomah for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Executive Director & Deputy Director review the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Executive Director.

ECONOMIC BENEFITS AND INSURANCE

A. Health/Life Insurance

Do Good Multnomah provides individual health and dental insurance benefits for eligible, full-time employees, beginning immediately within the first 30 days of employment. Benefits will start on the 1st of the following month from the first day of employment (e.g. if the hire date is Oct 16th, benefits will start November 1st). All benefits are elected or declined with the Human Resources Team.

Eligible employees may elect to participate in available health plan(s) offered by Do Good Multnomah. Do Good Multnomah covers the majority of costs the individual insurance premium for all eligible employees. Information about Do Good Multnomah's health plan(s) will be provided to the employee at the time of eligibility.

B. Social Security/Medicare/Medicaid

Good Multnomah participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and Do Good Multnomah contributes at the applicable wage base as established by federal law.

C. Worker's Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and Do Good Multnomah, any accident that occurs on the job must be reported, and the proper documentation must be completed (OHS 301 Form, Do Good Multnomah Incident Form), even if there are no injuries apparent at the time. Forms for this purpose are available from Do Good Multnomah. Do Good Multnomah participates in the Oregon State unemployment program.

D. Retirement Plan

Do Good Multnomah provides a retirement program for eligible full-time and part-time employees who are 21 years of age or older. Eligible employees may contribute to retirement plan at the point of qualification wherein they will receive an invitation via Paychex to enroll in a 401k retirement plan. Information about Do Good Multnomah's retirement plan will be provided to the employee at the time of employment. Do Good Multnomah does not match employee 401(k) contributions at this time.

E. Supplementary Insurance Coverage

Additional optional insurance coverage is available to employees at group rates through AFLAC.

Do Good Multnomah reserves the right to modify or terminate any employee benefits, at any time.

LEAVE BENEFITS AND OTHER WORK POLICIES

A. Holidays, Vacation, and Sick Leave

- On-Call staff receive 1 hour of protected sick time for every 30 hours worked, up to 40 hours per fiscal year (July 1st-June 30th) as per Oregon Department of Labor and Industries.
 - Sick time cannot be used for any shifts offered on the same day. For more information, please visit the [Oregon Department of Labor and Industries website](#) or contact the Do Good Multnomah Human Resources team.
 - If an employee changes employment status from on-call to part time or full time, this sick time policy will be replaced by the new part time or full time (PTO) calculation as of the date of the status change. If an employee changes employment status from part time or full time to on-call, their (PTO) is replaced with this on-call sick time policy and any unused PTO will be forfeited.
- Regular, permanent part-time employees (29 hours or less per week)
 - Each part-time employee begins each fiscal year (July 1st- June 30th) with 48 Paid Time Off (PTO) hours for the year until June 30, 2022.
 - All new part-time employees hired after July 1st, 2021 will begin accruing time off at a rate of 2 hours per pay period.
 - All other part-time employees hired prior to July 1st, 2021 will receive an accrual reflective to their original hire date on July 1st, 2022 and will accrue at a rate of 2 hours per pay period afterward. Employees may not roll over more than 24 hours on their anniversary date.
 -

- Regular, permanent full-time employees (30- 40 hours per week on average)
 - Each part-time employee begins each fiscal year (July 1st- June 30th) with 48 Paid Time Off (PTO) hours for the year until June 30, 2022.
 - All new part-time employees hired after July 1st, 2021 will begin accruing time off at a rate of 2 hours per pay period.
 - All other part-time employees hired prior to July 1st, 2021 will receive an accrual reflective to their original hire date on July 1st, 2022 and will accrue at a rate of 2 hours per pay period afterward. Employees may not roll over more than 24 hours on their anniversary date.

- Director-level Employees
 - Each Director begins each fiscal year (July 1st- June 30th) with 160 Paid Time Off (PTO) hours for the year until June 30, 2022.
 - All new Directors hired after July 1st, 2021 will begin accruing time off at a rate of 2 hours per pay period.
 - All other part-time employees hired prior to July 1st, 2021 will receive an accrual reflective to their original hire date on July 1st, 2022 and will accrue at a rate of 13 hours per pay period afterward. Employees may not roll over more than 80 hours on their anniversary date.

Employees hired in a temporary position (such as at seasonal or emergency shelters) will be eligible for above listed policies until the end of their seasonal employment.

Do Good Multnomah does not pay holiday pay, however, employees wishing to take religious or Federal holidays may utilize PTO hours for said holiday, with advance approval from their supervisor.

Per Oregon state law, any employee who qualifies as having Veteran status is granted Veterans Day off (with 21 days' notice requested prior). Veteran employees are scheduled to work on Veterans Day may qualify to receive a floating holiday (note: to be paid for this day, the employee will need to use their PTO). Veteran employees should work with their supervisor to request the floating day off, preferably 21 calendar days in advance.

PTO hours are intended to be used for both personal and sick days. If an employee's illness or injury requires a consecutive absence of two (2) days or more, physician documentation will be required. Do Good Multnomah also may recommend that the employee apply for state disability insurance (SDI).

A request to use PTO must be submitted and approved by the direct supervisor. PTO requests may be denied if insufficient time is given to the direct supervisor to find an on-call replacement. For sick time, sufficient notice is at least 8 hours in advance. For vacation time, sufficient notice is at least 48 hours in

advance.

Additionally, PTO requests may be denied if other employees have already requested the same day(s) off. This is especially pertinent to national and religious holidays.

Employees who miss more than 1 hour of their shift will automatically have PTO applied to the missing hours of their shift. This applies for anyone who is late to their shift or leaves early.

Do Good Multnomah does not pay out PTO balances upon termination. Once an employee gives their notice or is involuntarily, they may not access their PTO balance for any reason or have it paid into their final paycheck.

A. Unpaid Time Off

If an employee has depleted their PTO for the fiscal year and wishes to request time off, they may do so per the Vacation and Sick Leave policy mentioned above and with full knowledge that they will not be compensated for their sick and/or personal time off. Unpaid time off may only be used after all PTO has been depleted and is at the discretion of the employee's supervisor.

B. Bereavement Leave

Full-time employees shall be entitled up to 24 hours of paid bereavement leave for a death of immediate family members and may use available PTO hours for time taken off beyond that or in the case of death outside of immediate family. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify their supervisor. Approval of bereavement leave may be dependent on current business needs.

The term "immediate family member" is defined to include:

- Spouse or domestic partner
- Parent, including: a custodial parent, a non-custodial parent, a biological parent, an adoptive parent, a foster parent, a parent-in-law, and/or a parent of a domestic partner
- Person with whom the employee was or is in a relationship of in loco parentis
- Child, including: a biological child, an adopted child, a step child, a foster child, and/or a child of a domestic partner
- Grandparent
- Grandchild
- Siblings and their spouses (brother, sister, brother-in-law, sister-in-law)

D. Maternity/Paternity Leave

Do Good offers up to 160 hours of paid maternity/paternity leave for full-time employees to be used within the first calendar year after the child is born. Employees should connect with their supervisor and create a plan for this. Time off will require supervisor approval within the planned course of action.

E. PTO Pool

PTO may NOT be gifted from one staff member to another staff member. Staff members may donate PTO hours to an "All-Staff PTO Pool". Staff may then apply to pull hours from the All-Staff PTO Pool. To qualify for those PTO hours, the staff member applying must have no personal PTO remaining.

F. Military Leave

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and Do Good Multnomah will request a copy of the employee's orders, which will be kept on record by Do Good Multnomah.

G. Utilizing OFLA/FMLA

OFLA

Under OFLA, you can take up to a total of 12 weeks of time off per year for any of these reasons:

- Parental leave (either parent can take time off for the birth, adoption, or foster placement of a child). *If you use all 12 weeks on this, you can take up to 12 more weeks for sick child leave.
- Serious health condition (your own, or to care for a spouse, parent, parent-in-law, or child)
- Pregnancy disability leave (before or after birth of child or for prenatal care). *You can take up to 12 weeks of this in addition to 12 weeks for any reason listed here.
- Sick child leave (for your child with an illness or injury that requires home care but is not serious)
- You can also take OFLA protected time if your child's school or childcare provider is closed due to a public health emergency, such as the COVID-19 pandemic school closures.
- Military family leave (up to 14 days if your spouse is a service member who has been called to active duty or is on leave from active duty)
- Bereavement leave (up to 2 weeks of leave after the death of a family member)

You will continue to receive health insurance benefits from Do Good Multnomah if you are already utilizing this benefit. When you come back you will be returned to your former job or a similar position if your old job no longer exists.

To be eligible, you must have worked an average of 25 hours per week for 180 days - just 180 days for parental leave.

FMLA

Do Good Multnomah provides an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

H. Parental Leave

The Paid Leave Act entitles employees to certain unpaid parental leave. For purposes of this section only, the following definitions apply: (1) "parent" means the natural mother or father of a child; a person who has legal custody of a child or who acts as a guardian of a child regardless of whether they have been appointed legally as such; an aunt, uncle or grandparent of a child; or a spouse to the above individuals; (2) "school-related event" means an activity sponsored by either a school or an associated organization such as a parent-teacher association which involves the parent's child as a participant or subject, but not as a spectator, including a student performance, such as a concert, play or rehearsal, the sporting game of a school team or practice, a meeting with a teacher or counselor, or any similar type of activity.

A parent is entitled to a total of 24 hours of unpaid leave during any 12-month period to attend or participate in school-related events for his or her child. Do Good Multnomah reserves the right,

however, to deny such leave if such leave would disrupt Do Good Multnomah's operations. While parental leave is unpaid, employees may elect to use PTO.

If the need for parental leave is foreseeable, the employee must provide a written notice and request for parental leave at least 10 days prior to the event. If the employee's need for parental leave is not foreseeable 10 days prior to the event, the employee must provide a written notice and request for parental leave as soon as they learn of the need for such leave.

I. Extended Personal Leave

Employees who have been employed by Do Good Multnomah for at least one year may apply for personal leaves of absence for up to eight weeks. Personal leaves are unpaid and are discretionary with the management of Do Good Multnomah. When considering a request for a personal leave, Do Good Multnomah will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave, the needs of the department in which the employee works, the effect of the leave on other employees, and Do Good Multnomah's general business needs.

Personal leave is generally unpaid. However, PTO may be used to continue an employee's salary during the leave.

Do Good Multnomah cannot guarantee reinstatement upon return from a personal leave. Do Good Multnomah will, however, make a reasonable effort to place the employee in an available position for which they are qualified. If such a position is not available, then the employee's employment will terminate. Even in that event, the employee may later apply for reemployment.

Employees who fail to report to work after an approved leave of absence are deemed to have voluntarily resigned. When an approved leave has been exhausted, the employee may request additional leave. Supervisors must approve all unpaid leave.

J. Severe Weather Conditions/Essential Employee

Because of the nature of the work that Do Good Multnomah does, all employees are considered 'essential employees' unless 1. Contracted with at the time of hire for a 'nonessential' role or 2. Given day or event specific written authorization that they are relieved from their required essential employee role. By definition, an essential employee is an employee required to show up to work and work as scheduled or planned regardless of the severity of the weather or present emergency risk or event.

K. Meetings and Conferences

Staff may be given the ability to in educational opportunities on paid time related to the staff member's current or anticipated work with Do Good Multnomah. An employee serving as an official representative of Do Good Multnomah at a conference or meeting is considered on official business.

REIMBURSEMENT OF EXPENSES

A. Reimbursement

Authorized for expenses incurred in carrying out job responsibilities only when pre- approved in writing by a supervisor or management staff member.

Employees serving in an official capacity for Do Good Multnomah at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips, and registration fees. When attending meetings that have been approved by the Executive Director, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or Do Good Multnomah's current and anticipated work. Expenses for these purposes can be paid by Do Good Multnomah, if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by Do Good Multnomah for work outside normal work hours if the employee is on official business for Do Good Multnomah. Employees authorized to use their cars for Do Good Multnomah business are reimbursed at the U.S. Internal Revenue Service approved rate.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

B. Travel Reimbursement Guidelines:

- Hotel Reservation to be covered by Do Good Multnomah approximately 2 months in advance
- Conference Registration to be covered by Do Good Multnomah. Early conference registration is preferable if applicable.
- Air fare (when applicable) is covered by Do Good Multnomah and must be purchased at least 2 months in advance.
- Airport parking and baggage are reimbursable expenses.
- Transportation to and from the airport as well as transportation to and from the conference are reimbursable expenses.
- One meal per day is reimbursable outside of conference provided meals. Alcohol is not reimbursable expenses.
- Reasonable tips for travel and meals are reimbursable expenses.

SEPARATION

Either Do Good Multnomah or the employee may initiate separation. Do Good Multnomah encourages employees to provide at least two weeks (10 business days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the human resources team. The Executive Director has authority to employ or separate all employees.

RETURN OF PROPERTY

Employees are responsible for Do Good Multnomah equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized disks, cds, and/or flash drives, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the supervising director or manager, Employees must return all Do Good Multnomah property that is in their possession or control. Where permitted by applicable law(s), Do Good Multnomah may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. Do Good Multnomah also may take any action deemed appropriate to recover or protect its property.

REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Executive Director. The decision of the Executive Director is final.

PERSONNEL RECORDS

Personnel records are the property of Do Good Multnomah, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position descriptions, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information.

It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must submit, by the 1st and the 16th of each month, any corrections to their time punches for approval by their supervisor. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with Do Good Multnomah.

OUTSIDE EMPLOYMENT

Individuals employed by Do Good Multnomah may hold outside jobs as long as they meet the performance standards of their job with Do Good Multnomah. Employees should consider the impact that outside employment may have on their ability to perform their duties at Do Good Multnomah.

All employees will be evaluated by the same performance standards and will be subject to Do Good Multnomah scheduling demands, regardless of any outside work requirements.

If Do Good Multnomah determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of Do Good Multnomah, as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain employed with Do Good Multnomah.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Do Good Multnomah.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Do Good Multnomah, or its members or donors, as a result of working for Do Good Multnomah that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Do Good Multnomah or to other persons employed by Do Good Multnomah who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Do Good Multnomah. The disclosure, distribution, electronic transmission or copying of Do Good Multnomah's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.

- Program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Do Good Multnomah information will be subject to disciplinary action (including possible separation), even if they do not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard

COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Do Good Multnomah's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Do Good Multnomah's telephone, voice mail and electronic mail systems.

Do Good Multnomah has provided these systems to support its mission. Although limited personal use of Do Good Multnomah's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Do Good Multnomah's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Do Good Multnomah's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Do Good Multnomah. Do Good Multnomah may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Do Good Multnomah's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Do Good Multnomah. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Do Good Multnomah's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Do Good Multnomah's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Do Good Multnomah's host computer systems, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided:

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, passwords should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Executive Director.
- Additions to or modifications of the standard software configuration provided on Do Good Multnomah's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Executive Director.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Executive Director.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company on to company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- Users should not attempt to boot PCs or laptops from CDs and/or flash drives This practice also risks the introduction of a computer virus.
- Do Good Multnomah's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on Do Good Multnomah's PCs.

- Unlicensed software should not be loaded or executed on Do Good Multnomah's PCs.
- Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from external hard drives before copying documents on such drives for delivery outside Do Good Multnomah.
- Back up any information stored locally on your personal computer (other than network-based software and documents) on a frequent and regular basis.

TRAINING POLICY

Do Good Multnomah utilizes Relias as an online training tool with quarterly required trainings. These trainings are to be completed during scheduled shifts and **not** on personal time. Completing required trainings each quarter is an expectation of every staff member's duty. If a staff member wishes to complete other related trainings on Relias, they are encouraged to do so while on shift. Staff may choose to utilize non-required trainings on their personal time but understand they will not be paid for this time.

INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. Do Good Multnomah has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Do Good Multnomah, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Do Good Multnomah may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Do Good Multnomah may restrict access to certain sites that it deems are not necessary for business purposes.

Do Good Multnomah's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Executive Director.
- Without prior approval of the Executive Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto Do Good Multnomah's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Do Good Multnomah.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to Do Good Multnomah computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.
- The Internet should not be used to endorse political candidates or campaigns.

The Internet provides access to many sites that charge a subscription or usage fee to access and use

the information on the site. Requests for approval must be submitted to your supervisor.

MEDICATION/MEDICINE DISPENSEMENT POLICY

Medications and medicines are to be prescribed to clients only by outside medical providers. Only medical professionals and staff who have been assigned or delegated medication administration tasks, according to Division 47 of the Nurse Practice Act, are able to administer medications or over the counter medicines. Currently, Do Good Multnomah does not employ medical staff, therefore, staff may not give over the counter medicines nor shall they touch, decipher, store, or administer prescribed medications to a participant at any time

If a staff member is witnessed offering medicines to a participant or has a participant's medication in their possession at any time (filling a pill box, picking up medications from a pharmacy, storing medications, administering medications), it will result in immediate disciplinary action up to, and including, termination.

If a staff member has received Narcan administration training from a licensed provider in the community, then they are able to exercise judgment and administer Narcan per their training guidelines.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor or the human resources team. More communication is always preferred by Do Good Multnomah.

Last edit: Jan 2022