



Habitat
for Humanity®
Chicago

Employee Handbook

This handbook is the property of Habitat for Humanity Chicago (hereafter referred to as "Habitat" or the "affiliate"). It is for the confidential use and information of employees of Habitat Chicago. It may not be copied and must be returned to Habitat Chicago upon request or upon termination of employment.

DISCLAIMER

The contents of this employee handbook are presented as guidelines for some of the organization's current policies, practices, rules, benefits, and procedures. The handbook and its contents supersede, replace, and make null and void all previously issued, communicated, or distributed handbooks, manuals, policies, rules, practices, benefits, or procedures. These policies, rules, benefits, practices, or procedures may be changed, amended, modified, or discontinued by the organization when the organization, in its discretion, deems it necessary, with or without notice. This handbook does not create, nor shall it be deemed to create a contract either expressed or implied between the organization and any employee. Nothing in this handbook binds the organization or any employee to a specific or definite period of employment or to any specific rules, practices, policies, procedures, benefits, guidelines, working conditions or privileges of employment. You are an at-will employee completely free to quit or resign from the organization at any time you choose, and the organization has the same right to end the employment relationship at any time it chooses, for any or no reason, with or without notice.

No supervisor or member of management except the executive director has the authority to bind the organization to any employment contract for any specified period with any employee, either verbally or in writing. The only valid contract for employment between the organization and any employee must be in writing and signed by the executive director.

I hereby acknowledge all of the following:

- I received a copy of this handbook.
- I have read and understand its contents.
- This disclaimer appears on the first page of this handbook dated February 2024.

Employee signature: _____

Date: _____

Dear Partner,

I would like to be one of the first people to welcome you to Habitat for Humanity Chicago and into its incredible mission of building houses with families in need all over the world. The work we are called to do is genuinely transformational, not only for low-income families who need a decent place to live but for volunteers, donors and entire communities. I am excited that you will be joining in and contributing to that transformation.

I invite you to review this handbook carefully, as it explains the benefits and responsibilities of your role as a staff member. As a member of Habitat for Humanity Chicago, you will serve as an emissary of our mission. As such, please feel free to stop by my office at any time, should you have any questions or wish to talk. My door is always open to you.

I am grateful you have chosen to join us. I'm also confident you will find your work here personally and professionally challenging, stimulating, enjoyable, and rewarding. Congratulations on your new position, and welcome to the Habitat family!

Very sincerely,

Jennifer Parks
Executive Director
Habitat for Humanity Chicago

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1. Introductory statement

This employee handbook is designed to acquaint you with Habitat for Humanity Chicago (hereafter also referred to as “Habitat Chicago”) and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Habitat Chicago to benefit its employees.

We have done our best to correctly explain Habitat Chicago’s guidelines, procedures, and benefits in this handbook. However, if this handbook inadvertently contains any information that conflicts with any formal employee benefit plans (including any summary plan description); legal documents; or federal, state or local laws or regulations, those formal documents and laws will govern. In addition, should any provision of this handbook be found to be invalid or unenforceable, the remaining provisions of this handbook will continue in effect.

No employee handbook can anticipate every circumstance or question. Therefore, Habitat Chicago reserves the right to revise, supplement or rescind any policies or portion of the handbook, as deemed appropriate, in its sole and absolute discretion. This handbook supersedes and replaces all prior affiliate policy, handbooks, manuals, and notices regarding the subject matter of this handbook.

Although employees are expected to follow the provisions of this handbook, the policies, and procedures contained herein are not intended to create and do not create a contract of employment for a specific time or term for any affiliate employee. Any employee who violates any of the policies and procedures in this handbook will be subject to disciplinary action, up to and including termination of employment.

Each employee is responsible for reading and understanding the information in this handbook and should feel free to ask questions or consult with Human Resources about these policies at any time. A complete and current handbook will be available at Habitat Chicago. This handbook contains proprietary information not to be disclosed.

Who we are: Mission and core values

Habitat Chicago is a nonprofit organization that helps families build and improve places to call home. We believe affordable housing plays a critical role in strong and stable neighborhoods. We’re committed to seeing Chicago thrive. By partnering with committed residents and trusted organizations, we help families and communities achieve strength, stability, and self-reliance through housing, beautification, and development projects.

1.1.1 VISION

A world where everyone has a decent place to live.

1.1.2 CORE VALUES

- Mission Driven – Mission first. We center neighborhood priorities in our relationships, decisions, and actions to advance our shared goals of affordable homeownership and neighborhood health.
- Collaboration - We are stronger together. We encourage, welcome, and integrate varied perspectives with intention.
- Adaptability – We listen and adjust. We are curious about and responsive to change, and innovative in our solutions.
- Trust – We do what we say we will do. We engage in relationships honestly and with integrity, holding ourselves accountable for our decisions and actions as a reliable partner/presence.

- Equity – We promote access and opportunity. We value diversity, create inclusive spaces, and tailor efforts to prioritize practices and resources that meet unique needs, disrupting the harm of racism and other systems of oppression.
- Respect - We listen to foster understanding. We recognize the inherent worth and value of every individual and honor the various gifts, talents, and perspectives each person brings.

Employment at will

An employee's relationship with Habitat Chicago is considered one of employment-at-will. This means that either Habitat Chicago or the employee may terminate the employment relationship for any reason, at any time, with or without notice and with or without cause. No one other than the Executive Direction has the authority to enter into an agreement providing otherwise, and any such agreement must be in writing and signed by both parties.

1.2 Volunteers in the workplace

Habitat Chicago is founded upon volunteerism and values the contributions made by individuals who give their time to work with us as volunteers. Volunteers are vital parts of our operations and builds, but they are not employees of Habitat Chicago. Therefore, unless otherwise required by law, this handbook's specific policies do not apply to volunteers. However, because volunteers are individuals within Habitat Chicago's workplace, general workplace policies (regarding safety, nondiscrimination, harassment, confidentiality, etc.) and expectations outlined in this handbook do apply.

AmeriCorps members working for Habitat Chicago should follow their specific program policies and utilize this Handbook as a supplement.

2. Code of conduct and workplace policies

2.1 Equal Employment Opportunity Policy

Habitat Chicago is committed to administering all employment-related matters in accordance with the principle of equal opportunity. Employees and applicants for employment will not be discriminated against on the basis of actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, creed, religion, national origin, citizenship status, ancestry, sex, sexual orientation, gender, age, physical or mental disability, pregnancy, veteran status, genetic information, or any other characteristic protected by federal, state, or local law in any employment-related decision, including recruitment, hiring, compensation, training, promotion, demotion, transfer, layoff, termination, and all other terms and conditions of employment. Habitat Chicago will abide by all applicable laws and regulations. Habitat Chicago also expects each employee to abide by this policy.

If you believe you are being unlawfully harassed or treated unfairly are encouraged to follow the procedures described in this handbook for reporting discriminatory employment practices.

Commitment to Diversity, Equity, and Inclusion

Habitat Chicago is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and accessibility. The collective sum of the individual differences, life experiences, knowledge, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well.

We are committed to promoting access and opportunity. We value diversity, create inclusive spaces, and tailor efforts to prioritize practices and resources that meet unique needs, disrupting the harm of racism and other systems of oppression. We strive to demonstrate these values both within our organization and the communities we serve.

Habitat Chicago's DEIA initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.
- Addressing and reporting inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Value the insights from employees with different experiences, perspectives, and backgrounds.
- Avoiding statements that might translate as derogatory or offensive across cultures.
- Striving for open-mindedness to constructive feedback regarding others' perception of your conduct.

All employees of Habitat Chicago have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other HFHC-sponsored and participative events. All employees must attend and complete DEIA awareness training courses to enhance their knowledge to fulfill this responsibility.

Safeguarding and anti-harassment

Habitat Chicago is committed to providing a safe environment for all its employees free from discrimination based on any legally protected characteristic and from harassment at work including sexual harassment. For purposes of this policy, “work” is not limited to a physical location an employee is assigned to perform their duties. Habitat Chicago will operate a zero-tolerance policy for any form of discrimination or sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations. Any person found to have discriminated against and/or sexually harassed another will face disciplinary action, up to and including dismissal from employment.

To the extent possible, Habitat Chicago will keep confidential the nature of the complaint and the employees involved. No one will be retaliated against for making in good faith a complaint, charge, or report of harassment, or testifying, assisting, or otherwise participating in an investigation, proceedings, or hearing as provided by federal and state law.

SAFEGUARDING

Habitat for Humanity International and Habitat Chicago are opposed to any form of discrimination, exploitation, and abuse, including slavery, prostitution, trafficking of people for any purpose, and vulnerable adult or child abuse, including dangerous or exploitative child labor. In the design and implementation of programs and policies, we always seek to work without bias; to do no harm; and to reduce (rather than contribute to) the consequences of discrimination, exploitation, and abuse. All affiliate employees are expected to adhere to Habitat’s Safeguarding Behavior Commitments as set forth in Appendix 2.

All Habitat affiliate employees commit to respecting and safeguarding the rights and dignities of all people and to protecting our staff members, volunteers, partners, research participants, community members (especially vulnerable adults and children), and those we intend to serve from exploitation and abuse. This includes the general standards of behavior in the Safeguarding Behavior Commitment form, even when on leave or off duty. See Appendix 2 for more details. Activities listed in the Safeguarding Behavior Commitment form constitute gross misconduct and are grounds for termination of the individual’s employment or relationship with the affiliate and HFHI. In addition, Habitat will actively support the prosecution of individuals in cases of proven misconduct.

Any employee who has knowledge or reasonable suspicion of safeguarding misconduct or who receives a safeguarding complaint must:

- Immediately (within 48 hours) contact the Habitat Ethics and Accountability Line online (heal.habitat.org) or call (800) 461-9330.
- Notify their direct supervisor via established reporting protocols. If the individual has reason to believe that their direct supervisor may be involved in the misconduct (or feels significantly uncomfortable raising such concerns to their supervisor), the employee must immediately notify a higher-level supervisor in their reporting line.

2.1.1 PROHIBITION AGAINST HARASSMENT

Habitat Chicago is committed to providing a workplace free of unlawful harassment, which includes harassment based on actual or perceived race, color, creed, religion, national origin, citizenship status, ancestry, sex, sexual orientation, gender, age, physical or mental disability, pregnancy, veteran status, genetic information, or any other characteristic protected by federal, state, or local law. Habitat Chicago will not tolerate unlawful harassment of staff members by managers, supervisors, co-workers, volunteers, or other guests. Similarly, Habitat Chicago will not tolerate unlawful harassment of its staff members by non-staff members with whom Habitat Chicago’s staff members have a business, service, or professional relationship. Harassment of third parties by our employees is also prohibited. Any form of unlawful harassment (including verbal, physical, and visual harassment) is unacceptable and will not be tolerated. Any staff member who harasses another staff member or volunteer will be subject to disciplinary action,

up to and including termination of employment. All directors, managers, supervisors, and staff members of Habitat Chicago must provide a work environment free of unlawful harassment. As part of this obligation, all staff members are encouraged to report incidents of harassment using the complaint procedure below. Any staff member who makes a complaint of harassment or provides information related to such a complaint or incident of harassment will be protected from retaliation.

2.1.2 DEFINITION OF HARASSMENT

Harassment includes severe or pervasive verbal, physical or visual conduct that creates an intimidating, offensive or hostile working environment or that has the purpose or effect of interfering with job performance or otherwise adversely affecting an individual's employment opportunities. Additionally, sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment or continued employment or relates to the promise or removal of a term of employment. Harassment also includes offensive sexual, racial, or ethnic slurs, jokes or other similar conduct.

Examples of harassment include:

- derogatory or insensitive jokes, pranks, or comments;
- slurs or epithets;
- ridiculing or demeaning comments;
- innuendos or veiled threats;
- intentionally excluding someone from normal workplace conversations and making them feel unwelcome;
- displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory;
- offensive comments about appearance or other personal or physical characteristics, or comments on someone's physical disability;
- unnecessary or unwanted bodily contact such as blocking normal movement or physically interfering with the work of another individual.

This list of examples is not exhaustive, and there may be other behaviors that constitute unacceptable harassment under this policy.

2.1.3 DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is illegal in Chicago. "Sexual harassment" means any (i) unwelcome sexual advances or unwelcome conduct of a sexual nature; or (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or (iii) sexual misconduct, which means any behavior or a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position.

Examples of sexual harassment include:

- Unwelcome sexual advances, requests, or pressure for sexual favors.
- Displaying or distributing sexually suggestive objects, pictures, magazines, cartoons, or posters.
- Comments, jokes, innuendoes, questions, or remarks of a sexual nature.
- Turning work discussions to sexual topics.
- Telling lies or spreading rumors about a person's sex life.
- Referring to another as a "girl," "hunk," "doll," "babe," "honey," "tootsie," etc.
- Inappropriate written communication, such as offensive letters, posters, notes, emails, or text messages.

- Inappropriate or unwelcome physical conduct, such as unwanted touching, grabbing or groping, leering, massaging, leaning over another person, cornering another person, or sexual gestures.
- Cyber stalking.
- Actual or attempted rape or sexual assault.
- Derogatory comments or actions based on a person's sex or gender.

These examples are not intended to be exhaustive or meant to exemplify what may or may not be deemed illegal or discriminatory conduct. Rather, they are examples of types of conduct Habitat Chicago deems inappropriate for the workplace and will not tolerate. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor, or harassment by persons volunteering with or doing business with Habitat Chicago.

2.1.4 SCOPE OF POLICY

This policy covers all affiliate staff members, volunteers, and other individuals with whom staff members have business, service or professional contact through their employment with Habitat Chicago. Affiliate managers and supervisors also are covered by this policy and prohibited from engaging in any form of harassing conduct as defined in this policy. Further, no manager or supervisor has the authority to suggest to any other staff member that any staff member's employment, continued employment, future advancement, or other term or condition of employment will be affected in any way by any staff member's acceptance of a hostile or offensive work environment as described in this policy or by any staff member's entering into (or refusing to enter into) any form of personal relationship with a supervisor or member of management. Such conduct on the part of any member of management is a direct violation of this policy.

ANNUAL TRAINING

All employees are required to participate annually in a minimum of one hour of sexual harassment prevention training and one hour of bystander training. Supervisors and managers shall participate in a minimum of two hours of sexual harassment prevention training annually.

2.1.5 COMPLAINT PROCEDURE

It is the desire of Habitat Chicago to maintain an atmosphere of mutual respect. Therefore, you have the responsibility and opportunity to explain to your fellow staff members that you find a particular language or action offensive or to report any such behavior that you might have experienced or witnessed.

Habitat Chicago cannot correct harassment problems of which it is unaware. Therefore, if you believe you have been harassed and/or discriminated against by a co-worker, supervisor, manager or other individual at the workplace, or if you have witnessed what you believe to be harassment and/or discrimination, regardless of whether that person is employed by Habitat Chicago, or if you believe your employment is being adversely affected by such conduct, you should immediately report such concerns, in writing, to:

Helen Quach, People and Operations Manager
Phone: 312-563-0296 x 112
Fax: 312-563-0297
Email: helen.quach@habitatichicago.org

If you feel uncomfortable discussing the issue with the People and Operations Manager, you should promptly notify:

Jennifer Parks, Executive Director
Phone: 312-563-0296 x111
Fax: 312-563-0297
Email: jen.parks@habitatichicago.org

If you feel uncomfortable discussing the issue with the People and Operations Manager and/or Executive Director you should promptly notify the President of the Board of Directors, currently:

Tammy Pearce, Board President
Phone: 312-582-2013
Email: tammy.pearce@graef-usa.com

The complaint of harassment should be made in writing. A copy of your complaint will be signed by the person to whom the complaint is made (either the People and Operations Manager, Executive Director or Board President).

After a complaint of harassment is received, Habitat Chicago will conduct a prompt and impartial investigation. The investigation of any harassment complaint may include interviews of individuals believed to have information regarding the alleged harassment. All complaints of harassment will be handled in a discreet manner, and information will be limited to those personnel with a need to know. The results of the investigation will be communicated to the complaining staff member, to the alleged harasser and, if appropriate, to others directly concerned promptly after Habitat Chicago's determination. Habitat Chicago will maintain confidentiality to the extent it is possible but does not promise the investigation will be completely confidential. If a complaint of harassment is found to have merit, prompt and appropriate disciplinary action calculated to end the problem and prevent its recurrence will be taken, up to and including termination of the harasser. Appropriate action will be taken to remedy the injury, if any, to the staff member subjected to the harassment.

Supervisors and managers who receive complaints or observe harassing conduct are required to inform Human Resources, no matter how insignificant it seems. Supervisors or managers who receive a report of, learn of or observe any incident(s) that suggests this policy may have been violated are required to promptly forward that report to Human Resources. A Supervisor who is determined to have had knowledge of any such allegations and fails to promptly report such an incident(s) will be subject to disciplinary action, up to and including termination of employment, for failing to report timely.

It is the obligation of all staff members to cooperate fully in the investigation process. In addition, disciplinary action will be taken against any staff member who attempts to discourage or prevent any harassment complainant from using Habitat Chicago's complaint procedure to report harassing conduct.

In addition to the internal investigation process, complaints of harassment may also be brought to the Equal Employment Opportunity Commission (at www.eeoc.gov), the Illinois Department of Human Rights or the Chicago Commission on Human Relations. These agencies investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against, or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate federal, state or local agency. The Chicago Commission on Human Relations can be contacted at (312) 744-4111 or cchr@cityofchicago.org.

You may contact the Illinois Department of Human Rights as follows:

Chicago Office:
555 West Monroe Street, Suite 700
Chicago, IL 60661
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (FAX – Charge Processing)

Springfield Office:
524 S. 2nd Street, Suite 300
Springfield, IL 62701
(217) 785-5100

(866) 740-3953 (TTY)
(217) 785-5106 (FAX)

Website: www.illinois.gov/dhr
Email: IDR.Intake@illinois.gov

Additionally, staff members may make an anonymous report to the Habitat Ethics and Accountability Line online at heal.habitat.com or call (800) 461-9330. heal.habitat.com may be used to report any workplace issue that concerns you, including harassment and discrimination. All reports to heal.habitat.com are forwarded to HFHI's Internal Audit department for follow-up and resolution. Please note: The Internal Audit department has no way of determining the identity of the person making the report unless that person chooses to self-identify.

2.1.6 PROHIBITION AGAINST RETALIATION

Retaliation for reporting sexual harassment is illegal in Chicago. No one will be subject to — and Habitat Chicago prohibits any form of — discipline, reprisal, intimidation, or retaliation for good-faith reporting of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations. Habitat Chicago will not tolerate retaliation against any staff member for cooperating in an investigation or for making a good-faith complaint of harassment. A good-faith complaint of harassment is any complaint in which the person complaining reasonable believes harassment occurred, even if an investigation results in a finding that harassment did not occur or that there was insufficient evidence to find that harassment occurred. If you believe you have been retaliated against for reporting harassment, for making a complaint of harassment, or for participating in an investigation related to harassment, you should immediately report the alleged retaliatory action to Human Resources or the Executive Director.

2.2 Workplace violence

Habitat Chicago will not tolerate any type of violence committed by or against anyone in the workplace. Any acts of violence or threats of violence, verbal or implied, are strictly prohibited. Anyone who ignores these policies is subject to disciplinary action, up to and including termination of employment or service.

This list of behaviors, while not exclusive, provides examples of prohibited conduct:

- Causing physical injury to another person.
- Making threatening or harassing remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging affiliate property or the property of another co-worker.
- Possession of a firearm or any other weapon while on affiliate property, unless otherwise permitted by state law, or while on affiliate business.
- Committing acts motivated by or related to harassment.

To ensure safety for everyone, all employees are prohibited from carrying or bringing any firearms or weapons to their work site or any other location the employee may be required to be during the workday, except that employees licensed to carry a concealed firearm may leave a firearm in their vehicle in a Habitat Chicago parking lot only if the firearm is securely stored in a locked vehicle and out of plain view. Under no circumstances may Habitat Chicago employees bring a firearm or weapon of any kind into any means of transportation owned or provided by Habitat Chicago.

It is the responsibility of every employee to immediately report any acts of workplace violence, or potential acts or threats of workplace violence, to Human Resources or the Executive Director. Failure to report an act or potential act or threat of workplace violence, or to cooperate in an investigation with a possible workplace violence situation, may subject the employee to corrective action, up to and including termination of employment. There will be no retaliation against employees for reporting in good faith

violent acts or threats of violence, or for assisting the Company in the investigation of a complaint. However, any employee who knowingly provides false information in connection with such a report or any investigation may be subject to disciplinary action, up to and including termination of employment.

2.3 Restrictions on disclosure of confidential information

Employees and volunteers have access to highly confidential and proprietary information and trade secrets not only of Habitat Chicago but also of the homeowners, applicants, and donors it serves. The unauthorized disclosure or use of such information would have a material adverse impact on Habitat Chicago; on our homeowners, applicants, and donors; and on our relationships with them. Habitat Chicago follows a policy intended to fully protect the confidential and proprietary information and trade secrets of Habitat Chicago and its homeowners, applicants, and donors. No matter what the job is, disclosure of confidential information should not be made. Ask Human Resources or the respective business unit's Director for clarification if you have any questions about what information is confidential or who is authorized to have access to that information.

At Habitat Chicago's request, employees and volunteers must promptly make all disclosures and execute all documents appropriate to preserve the confidentiality of any confidential or proprietary information and trade secrets, including surrendering to Habitat Chicago, upon termination of employment or service, all documents and computer files (and all notes and memoranda made by the employee or volunteer) relating to or containing confidential or proprietary information or trade secrets. This policy is not intended and should not be construed to prohibit or limit your rights under the National Labor Relations Act.

STATEMENTS MADE TO THE PUBLIC AND THE MEDIA

Habitat Chicago employees who have the opportunity to speak to representatives of the media (television, radio, etc.) should not identify themselves as the official spokesperson for Habitat Chicago or purport to make any statements on behalf of Habitat Chicago without prior authorization from the Executive Director and/or their designated representative. Inquiries from media personnel should be referred to the Senior Marketing and Communications Manager.

Habitat Chicago employees who are asked by an outside agency or organization to appear as a guest speaker representing Habitat Chicago must obtain prior authorization for such an appearance from the Executive Director.

Social and professional guidelines

At Habitat Chicago, we understand that social media can be a fun and rewarding way to share your life and opinion with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy is not intended and should not be construed to prohibit or limit your rights under the National Labor Relations Act.

2.3.1 GUIDELINES

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's site, blog, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with Habitat Chicago, as well as other forms of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider the risks and benefits involved. Keep in mind that any of your conduct that adversely affects your

job performance, the performance of colleagues, or otherwise adversely affects volunteers, customers, donors, or people who work on behalf of Habitat Chicago may result in disciplinary action up to and including termination.

Inappropriate postings which include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful.

Always be fair and courteous to volunteers, donors, customers, or people who work on behalf of Habitat Chicago. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that others or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

Be honest and accurate.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Habitat Chicago.

Using social media at work

Refrain from using social media during work time or on equipment we provide unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use Habitat Chicago's email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is prohibited.

Habitat Chicago prohibits taking negative action against any employee for reporting a possible violation of this policy in good faith or for cooperating in an investigation. Any employee who retaliates against another associate for reporting a possible deviation from this policy in good faith or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

MEDIA CONSENT

Habitat Chicago may, at times, gather and use photographs, audio, video, or other media of employees for purposes such as education, publicity, marketing, and recruitment on behalf of the organization, and share via the Internet, the affiliate's website, print publications, social media, other media, and with external parties.

Images and videos taken in public spaces and/or public events do not require authorization for publication. An employee's presence in or around work sites or work events constitutes their consent to the gathering and/or use of their image and/or voice by Habitat Chicago. No special compensation will be provided for use of their image(s) and they are not informed in advance of the specific use of their image.

If an employee does not want to be photographed or recorded or have their name or biographical information used in connection with any such recording, they may contact Human Resources with their request.

2.4 Affiliate equipment, property, and proprietary information

The continued success of Habitat Chicago requires the commitment of all employees and volunteers to the proper allocation and use of affiliate resources. Such resources, including work time, material, equipment, and information, are provided for affiliate business use. Nonetheless, occasional personal use

of certain affiliate resources may occur without adversely affecting the interests of Habitat Chicago. Many workers are entrusted with affiliate, homeowner, applicant, donor, vendor and/or supplier proprietary information. Proprietary information, not to be confused with federal government classified information, is information not known to others that gives its owner a competitive advantage. Proprietary information can be ideas, designs, engineering and manufacturing processes, drawings, formulas, and procedures. It also includes business and strategic plans, capital spending plans, pricing data, procurement plans, financial information, employee records, new ideas, inventions and patent applications, and trade secrets.

Outside requests for affiliate information should be handled only by authorized people. Donor requests for information should be handled only by an authorized staff member. If the disclosure of proprietary information becomes necessary, that information must be disclosed only in strict compliance with agreements in place before the information is disseminated. The respective business unit's Director should be consulted whenever there is a question concerning disclosure of proprietary information. Anyone who becomes aware of any unauthorized use of affiliate proprietary processes or ideas, or the infringement of Habitat Chicago's patents must immediately notify the respective business unit's Director. Habitat Chicago can only protect its rights if violations are brought to its attention.

Never accept unsolicited ideas or otherwise use proprietary information of others (whether transmitted in writing, orally or visually) unless you receive prior written authorization. This guidance is necessary to protect Habitat Chicago from a claim by others that we misused their information.

Software and firmware, including computer programs, databases, and documentation, should never be acquired or used without an appropriate licensing agreement. Do not copy or otherwise distribute software except in strict compliance with software licenses. This so-called pirating of software is a violation of copyright law and can subject employees, volunteers and/or Habitat Chicago to severe penalties and expensive litigation.

This policy is not intended and should not be construed to prohibit or limit your rights under the NLRA.

2.5 Ethical considerations

It is the policy of Habitat Chicago that its business be conducted according to the highest ethical standards and in compliance with all applicable laws and regulations. Employees of Habitat Chicago must conduct its affairs with uncompromising integrity and honesty. People at every level are expected to adhere to high standards of business ethics. Each employee is a custodian of Habitat Chicago's reputation.

2.5.1 COMPLIANCE WITH THE LAW

Observance of the law and the legal system is a fundamental principle for Habitat Chicago. Every employee shall obey the applicable laws and regulations of any government, government agency or regulatory body while engaging in work on behalf of Habitat Chicago. Employees must avoid violating the law in all circumstances while engaging in work on behalf of Habitat Chicago, particularly violations punishable by imprisonment, fines, or other financial penalties.

2.5.2 HONESTY AND FAIR DEALING

Habitat Chicago's basic principles of business ethics rest upon honesty and fair dealing. Employees should guide themselves accordingly in fulfilling their responsibilities to be honest and fair in dealings with homeowners, applicants, donors, vendors, suppliers, and other employees. By conducting business in this manner, Habitat Chicago will be able to maintain and preserve its reputation as an affiliate of the highest integrity. For example, Habitat Chicago is fair in its choice of suppliers, and employees are expected to engage in ethical buying practices and make purchasing decisions based on price, quality, quantity, delivery, and/or services.

2.5.3 CONFLICTS OF INTEREST

- **Avoiding impropriety:** Employees must avoid even the appearance of impropriety. Employees must not engage in any business transaction on the affiliate's behalf with a relative or with a business where a relative is a principal officer, decision-maker, or financial beneficiary. Employees who use affiliate suppliers or contractors for personal business are expected to personally pay full market value for services rendered and materials provided.

Acceptance and payment of gifts and favors: No employee or member of their immediate family should give or receive any gifts, loans, cash, entertainment or other favors or compensation from any actual or potential homeowner, donor, or competitor — other than a gift or entertainment of nominal value (not more than \$50) — without the prior approval of their manager. Employees may not accept compensation from another organization or individual for work the affiliate compensates them for during their employment. For example, an honorarium or fee — either money or a gift — offered to an employee for preparing and/or delivering a presentation about the affiliate or any aspect of its operations should be tactfully declined or paid to the affiliate. In no event should an employee put themselves in a position where they or the affiliate would be embarrassed if the disclosure of the acceptance or payment of such gifts or favors were made public. If a gift is received in violation of this policy, the employee must return the gift immediately, with an appropriate explanation that this policy prohibits acceptance of such gifts. In addition, the employee must inform their manager of the donor and nature of the gift.

- **Outside financial interests and employment:** During the course of employment with Habitat Chicago, no employee may serve as an employee of any competitor, vendor, supplier, Habitat homeowner or donor without written permission from Jennifer Parks, Executive Director. Employees must similarly seek written permission to serve on an outside board of directors on behalf of Habitat for Humanity Chicago, and any fees for such board service should be tactfully declined or paid to the affiliate. In addition, each employee is expected to refrain from engaging in any outside activity that could present a conflict of interest with the affiliate. Full-time employees are discouraged from accepting outside employment in addition to their work at the affiliate. No employee or member of their immediate family may have an ownership interest or other significant financial interest in any competitor, vendor, supplier, contractor with whom they interact in their job without prior full disclosure and written clearance from Jennifer Parks, Executive Director. If an employee is about to enter into a business relationship that could present a conflict of interest, the employee should contact their manager immediately.

2.6 Bribery and kickbacks

Employees may not give anything of value, directly or indirectly, to any donor or potential donor, homeowner or potential homeowner, vendor or potential vendor, supplier, or potential supplier as an inducement to obtain business or favorable treatment or, in the case of public officials, as an inducement to have a law or regulation enacted, defeated, or violated or for the award of business or a contract. Similarly, employees may not accept anything of value in return for favorable treatment from donors or potential donors, homeowners or potential homeowners, vendors or potential vendors, suppliers, or potential suppliers, either for themselves or others. All contacts and dealings with donors, homeowners, vendors and/or suppliers shall be conducted so as to avoid even the appearance of impropriety or violation of any applicable law, regulation or these policies.

2.7 Unfair and deceptive practices

Habitat Chicago expects its workers to compete in a legitimate and ethical manner and avoid all actions that may be construed as being anti-competitive, monopolistic, or otherwise contrary to competitive practices in the marketplace. For example, Habitat Chicago does not participate in unfair competition, price-fixing, bid-rigging arrangements, unacceptable exclusive dealings, or any other illegal marketplace practice.

2.8 Use of federal funds for political activities

Habitat Chicago may not use any federally appropriated funds to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the award of any federal contract; making of any federal grant; making of any federal loan; entering into of any cooperative agreement; and extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

Employees whose salaries are paid from federal funds may not engage in the foregoing activities.

2.9 Lobbying and political activities

As a nonprofit organization with tax-exempt status, Habitat Chicago is prohibited from:

- Using any assets to endorse political candidates.
- Mobilizing supporters to elect or defeat candidates.
- Aligning itself with political parties.

Employees are prohibited from engaging in any such political campaign activities in their capacity as affiliate employees. Notwithstanding the above, communication with government officials and the general public about positions on legislation is permissible in consultation with the Executive Director so long as government funds are not used.

Employee personal political activity and contributions are outside the scope of this policy as long as affiliate time and/or resources are not used.

2.10 Records and reports

All affiliate records must be kept so that an accurate, auditable record of all transactions is maintained in accordance with generally accepted accounting principles. No entries may be made to intentionally hide or disguise the true nature of any transaction or to create funds to be used for other purposes.

Information that you record and submit to other parties, whether inside or outside Habitat Chicago, must be accurate, timely, and complete. Reports cannot be used to mislead those who receive them or to conceal anything. This accuracy requirement applies to both financial and nonfinancial records such as workers' compensation claims, safety statistics, and other reports.

Records must be maintained in accordance with any applicable records management policy and/or records retention schedule.

2.11 Environmental compliance

Habitat Chicago is committed to full compliance with both the spirit and the letter of all federal, state and local environmental statutes and regulations applicable to our business. Employees and volunteers are expected to be aware of the role environmental issues play in the industry and to report any suspected environmental issues to the Executive Director.

2.12 Sexual exploitation and abuse

Habitat Chicago will not tolerate any type of sexual exploitation or abuse in the workplace or in reference to disaster response situations, service to homeowners, or humanitarian crises. Any act of sexual exploitation or abuse is strictly prohibited. Anyone who ignores these policies is subject to disciplinary action, up to and including termination of employment or service.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Sexual activity by an employee and a beneficiary who is a child (person under the age of 18), regardless of the age of majority, age of consent locally or mistaken belief in the age of the child, unless the employee is legally married to a person under the age of 18.
- Exchange of money, employment, goods, or services (including assistance that is due to beneficiaries) for sex, sexual favors or other forms of humiliating, degrading, or exploitative behaviors.

In addition, employees shall create and maintain an environment that prevents sexual exploitation and abuse. Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged, since they are based on inherently unequal power dynamics. Also, where an employee develops concerns or suspicions regarding sexual abuse or exploitation by a fellow employee, the employee must report such concerns in accordance with Habitat Chicago's Anti-harassment and Anti-discrimination policy.

2.13 Problem resolution

If you experience a problem related to your employment, Habitat Chicago encourages you to discuss it with your immediate supervisor. If the nature of your problem is such that you do not feel you can discuss it with your immediate supervisor, or if you feel that your discussion is not successful, you may discuss the situation with the individual's supervisor or a member of management, who will make every effort to work with you toward a resolution of your situation. **Please see the Anti-harassment and Anti-discrimination Policy for information on the many ways in which you can report harassing and/or discriminating behavior you have experienced or witnessed.**

Habitat Chicago is committed to providing a work environment where discussion of problems is encouraged within departments and open lines of communication are maintained throughout Habitat Chicago.

Any concerns employees have should be promptly reported to management so that a solution may be devised. To facilitate this, an employee may use the procedure outlined in this policy to resolve or clarify concerns.

All complaints should be made in good faith. Any employee who knowingly provides false information in connection with such a report or any investigation may be subject to disciplinary action, up to and including termination of employment.

Step 1: The employee should discuss the situation with their immediate supervisor. If the issue involves the employee's supervisor, the employee may discuss it with the supervisor's manager. The supervisor or manager should respond to the employee within five working days of meeting with the employee about this issue.

Step 2: If the issue is not resolved to the mutual satisfaction of the employee and supervisor, or if the supervisor fails to respond within five working days, the employee may submit a written complaint to the employee's director or department head. The employee may ask Human Resources for assistance in writing the complaint.

The written complaint should include:

- An explanation of the incident and the date the incident occurred
- Suggestions for ways to resolve the problem
- A copy of the immediate supervisor's written response or a summary of their verbal response and date when the employee met with the supervisor. If the supervisor provided no response, this should be stated.

Upon receipt of the complaint, the director/department head will schedule a meeting with the employee. This meeting will take place within five working days of receiving the complaint. Within five working days of this meeting, the director/department head should issue a decision orally and in writing to the employee.

Step 3: If the employee is dissatisfied with the decision received through Step 2, the employee may appeal the decision. Appeals must be submitted, in writing, to Human Resources within five days of receiving the director's/department head's decision.

Human Resources may meet with the parties involved to facilitate a resolution. Human Resources will submit a final resolution to the Executive Director for approval. Then, the final decision will be provided to the employee both in writing and orally. Human Resources will provide the employee with the final decision no more than 15 working days from the date it was received. The decision cannot be appealed beyond this step unless otherwise required by law.

If an employee fails to appeal from one step to the next within the time limit of five working days, the issue will be considered settled based on the last decision provided unless otherwise required by law.

Habitat Chicago reserves the right to impose disciplinary action for any conduct it considers disruptive or inappropriate. The circumstances of each situation may differ, and the level of management action may vary depending on the factors of the situation. No Habitat Chicago employee will be subject to retaliation for filing a good-faith complaint under this policy.

When a complaint is voiced, management will do its best to remedy the situation. Not every employee may be satisfied with every solution; however, employee input is valued and Habitat Chicago wants to foster an environment where all employees feel comfortable reporting their concerns.

2.14 Questions regarding the code of conduct

If employees have questions regarding the applicability or interpretation of the code of conduct, they should direct their questions to:

- Their supervisor;
- Human Resources; and/or
- Executive Director.

2.15 Reporting violations

If employees know of a violation or possible violation of the code of conduct, they shall immediately report it to any one or more of the following people:

- Their supervisor;
- Human Resources; and/or
- Executive Director.

2.16 Habitat Ethics and Accountability Line

If a staff member or any other person in the workplace should ever feel that they cannot follow traditional protocols to report any improper conduct, violations of policy or code of conduct, or other concern, they should make an anonymous report to the Habitat Ethics and Accountability Line online at heal.habitat.org or at (800) 461-9330. This confidential reporting line may be used to report any workplace issue that concerns an employee, including but not limited to fraud, theft, substance abuse, sexual abuse, sexual exploitation, harassment, discrimination, unsafe work conditions, ethics violations, or threats of violence. All reports to HEAL are routed to HFHI's Governance, Risk Management and Compliance department for follow-up and resolution. HEAL reports may be submitted anonymously and confidentially.

2.17 Investigations of violations

All reported violations of the code of conduct will be promptly reviewed and investigated, as appropriate. Such reported violations will be treated confidentially to the extent possible and consistent with Habitat Chicago's legal obligations. Employees are expected to cooperate in the investigation of an alleged violation of the code of conduct. If the result of the investigation indicates that corrective action is required, Habitat Chicago will decide what steps it should take, up to and including termination and/or legal proceedings when appropriate, to rectify the problem and avoid the likelihood of its recurrence.

2.18 Disciplinary and employee conduct policies

Corrective action, which can range from a verbal warning to immediate dismissal from Habitat Chicago, may be initiated for various reasons. The severity of the corrective action will generally depend on the nature of the violation or problem and the employee's history of discipline.

The following is a non-exhaustive list of workplace conduct violations:

- Theft or attempted theft from Habitat Chicago, another employee, homeowner, applicant, donor, or other person doing business with Habitat Chicago.
- Dishonesty; misappropriation of affiliate or donor funds; unauthorized use of affiliate or donor funds; falsifying affiliate or donor records, reports, time records, medical forms, employment applications or other documents.
- Fraudulent statements or actions involving affiliate records or business activities.
- Willful or careless destruction of or damage to material, equipment or property owned by Habitat Chicago, another employee, a homeowner or applicant, or a donor.
- Violation of noncompetition, non-solicitation, or confidentiality obligations to Habitat Chicago.
- Use, possession, manufacture, distribution, dispensation, sale, purchase or being under the influence of alcohol or illegal drugs or abuse of prescription drugs while on or in affiliate premises or property during working hours or while on affiliate business.
- Insubordination: refusal to do assigned work; refusal to accept a transfer; failure to carry out reasonable orders; use of obscene or vulgar language and/or gestures; or threatening, intimidating or disrespectful behavior toward a manager, co-worker, homeowner, applicant, or donor.
- Physical and/or verbal violence, threats, intimidation or harassment of another employee, a homeowner or applicant, a donor, or another person doing business with Habitat Chicago, or any other act that may interfere with the safe and efficient operation of Habitat Chicago.
- Conviction of a felony or misdemeanor or other violations of federal, state, or local law, except for minor motor vehicle violations, when such violation occurs on the job, relates to work performance, or adversely affects Habitat Chicago.
- Possession of a firearm or weapon on affiliate premises — unless otherwise permitted by state law — homeowner or donor premises, or while on affiliate business.
- Violation of the anti-harassment, anti-discrimination, anti-retaliation or equal employment opportunity policies as set forth in this handbook.
- Any other violation of affiliate rules and guidelines, including those contained in this Handbook.
- Extreme carelessness with or willful misuse of affiliate property (including, but not limited to, computer hardware, software, vehicles or office equipment), regardless of whether such carelessness leads to a loss to Habitat Chicago.
- Unexcused absence or lateness, excessive absenteeism or lateness, unauthorized absence from work, or interfering with the work of others.
- Otherwise failing to meet job requirements or performance standards.

In the sole judgment of affiliate management, the violation or problem may lead to immediate dismissal or, if management has determined that the employee should be given the opportunity to correct

the violation and improve performance to an acceptable level, warnings and other forms of discipline as appropriate.

2.19 Acknowledgment

Habitat Chicago requires that all employees, interns, contractors, and agents regularly working at Habitat Chicago sign an acknowledgment confirming they have received and read the handbook and code of conduct, understands them, and is complying with them. Accordingly, please sign and date the acknowledgment form (attached as Schedule A) and return it to:

Habitat for Humanity Chicago
Attn: Helen Quach, People and Operations Manager
1100 W. Cermak Rd, Suite 404
Chicago, IL 60608
Email: helen.quach@habitatichicago.org

3. Workplace policies

3.1 Immigration law compliance

All offers of employment are contingent on verification of your right to work in the United States. On or before your first day of work, you will be asked to provide original documents verifying your identity and right to work and, as required by federal law, to complete Federal Form I-9, Employment Eligibility Verification Form. Former employees who are rehired must also complete the form, regardless of the length of time between termination and rehire. If you do not have these documents on the first day, you must present them within three business days of your first day of work, or your employment must be terminated.

3.2 Background checks

Habitat Chicago reserves the right to conduct background checks to the extent permitted by law, including but not limited to sex offender registry checks, on all applicants for employment or volunteer service, all employees, board members, staff members, key volunteers and those who may have unsupervised contact with a child, the elderly, or people with disabilities.

3.3 Anti-nepotism policy

Habitat Chicago makes decisions on applications for employment or volunteer service based on qualifications. Habitat Chicago permits qualified relatives to work at Habitat Chicago. Habitat Chicago will not, however, consider or accept employment applications or applications for volunteer service from relatives whose employment or service would result in a:

- Supervisor/subordinate relationship.
- Position where opportunities exist to make decisions that affect their own relatives (e.g., salary setting, hires, promotions, time off).
- Position where opportunities exist to approve financial transactions (e.g., purchases, travel advances, reimbursement of relatives).
- Position in the same or related department.
- Possible conflict or conflict of interest.

For purposes of this policy, relatives are defined as parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step-relative, or any person with whom the applicant has a close personal relationship, such as a domestic partner, romantic partner, or co-habitant.

Employee Relationships

Habitat Chicago strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours within the working environment.

Should dating or a personal relationship prohibited by this policy develop, the parties involved are required to notify management and Human Resources promptly so that action can be taken to resolve any conflicts of interest.

Individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements under this policy due to the risk of favoritism, improper use of authority, bias, or perception of bias in employment decisions and possible sexual harassment.

Where dating or a personal relationship is properly disclosed, Habitat Chicago may take action to remove the parties from any continued reporting relationship to assure that decision-making is unconflicted. Such actions may include transferring one of the employees to another team.

Employees are expected to always conduct themselves in a professional manner. Workplace dating or romantic relationships must not interfere with any employee's professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable.

3.4 Zero Tolerance Drug and Alcohol Policy

3.4.1 PURPOSE AND GOAL

Habitat Chicago is committed to protecting the safety, health and wellbeing of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. We encourage employees to voluntarily seek help with drug and alcohol problems.

3.4.2 APPLICABILITY

Our policy applies to anyone on or using Habitat Chicago property and includes, but is not limited to, full-time employees, part-time employees, contractors, volunteers, and interns. The term property is defined as Habitat Chicago property as well as any sponsored activity or any other site where the employee is performing work for Habitat Chicago or representing Habitat Chicago.

3.4.3 PROHIBITED BEHAVIOR

It is a violation of our zero-tolerance drug and alcohol policy to use, be under the influence, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. Habitat Chicago deems an employee to be "under the influence" if there is a good-faith belief they are manifesting specific symptoms that decrease or lessen performance of duties including, but not limited to, slurred speech, lack of coordination, or other irrational or unusual behavior. With respect to medical marijuana, and in accordance with applicable law, Habitat Chicago will reasonably accommodate employees who use medical marijuana for a qualified disability, but Habitat Chicago prohibits any employee to be under the influence of, impaired by or using cannabis in the workplace or while performing the employee's job duties. Habitat Chicago will not take action against employees for strictly off-duty use of legal substances in conformance with state and local law but will take action for violations of this policy. For purposes of this policy, cannabis does not include non-psychoactive cannabinoids which do not contain THC (such as

CBD or hemp). Additionally, this policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their manager or supervisor.

Before taking discipline against an employee who is considered to be under the influence of or impaired by cannabis, the employee will be given the opportunity to contest the basis of that determination in accordance with applicable law.

DRUG, ALCOHOL AND SUBSTANCE TESTING

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and must promptly disclose any work restrictions to their manager or supervisor.

The presence of any detectable amount of illegal drug or illegal controlled substance in an employee's body system, while performing Habitat Chicago business or while at a Habitat Chicago work site is prohibited. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Employees are subject to testing based on (but not limited to) observations made by the supervision of apparent workplace use, possession, or impairment. The respective Director and Human Resources should be consulted before sending an employee for testing. Under no circumstances will the employee be allowed to drive themselves to the testing facility. A management member will arrange for the employee to travel to the testing facility and then home.

3.4.4 NOTIFICATION OF CONVICTIONS

Any employee convicted of a criminal drug statute violation must notify Habitat Chicago in writing within five calendar days of the conviction. Habitat Chicago will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

3.4.5 CONSEQUENCES

Applicants who violate the drug and alcohol policy may have their offer of employment withdrawn to the extent permitted by law and may reapply after one year. An offer of employment is not guaranteed, and the applicant must successfully pass a pre-employment drug test. Employees who violate the policy will be subject to disciplinary action, up to and including termination from employment.

3.4.6 ASSISTANCE

Habitat Chicago recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees and our drug and alcohol policy, we encourage employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem. Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the employee bears the ultimate financial responsibility for recommended treatment.

3.4.7 CONFIDENTIALITY

All information received by Habitat Chicago through the drug-free workplace program is confidential. Access to that information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

3.4.8 SHARED RESPONSIBILITY

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required not to report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment;
- Support fellow workers in seeking help; and
- Report dangerous behavior to their manager.

It is the manager's responsibility to:

- Inform employees of the drug-free workplace policy;
- Observe employee performance;
- Investigate reports of dangerous practices;
- Document negative changes and problems in performance;
- Counsel employees as to expected performance improvement; and
- Clearly state consequences of policy violations.

3.4.9 Communication

All employees will receive a written copy of the drug and alcohol policy.

3.5 No Smoking Policy

For the comfort and safety of our employees, volunteers, homeowners and applicants, no smoking is permitted anywhere on affiliate premises, including hallways and offices. Pursuant to the Smoke Free Illinois Act, smoking is also prohibited within fifteen (15) feet of any entrance(s), exits, or open windows. Workers should feel free to report any violations of this policy to their manager so that they can take appropriate action. Workers are not permitted to leave their work to smoke outside of the building except during authorized breaks or the lunch period. For this policy's purposes, smoking includes lighting, smoking, or carrying a lighted cigarette, cigar or pipe, and any vaping or electronic smoking device. This list is illustrative only and not exhaustive.

3.6 Disability and pregnancy accommodations

The Americans with Disabilities Act of 1990 and state law prohibit discrimination on the basis of disability. These statutes also require that covered employers provide qualified applicants and employees who have disabilities with reasonable accommodations that do not impose undue hardships on the employer.

If you are an individual with a disability and require accommodation in order to perform the essential functions of your job, please advise your manager of your disability and the nature of the accommodation you require. Habitat Chicago will try to work with you to find a reasonable accommodation for your disability, unless doing so would impose an undue hardship on the operation of Habitat Chicago. Any information regarding a disability or handicap will be kept confidential as much as possible and will not be disclosed except on a need-to-know basis and as may be required by law.

Habitat Chicago will also work with you to provide a reasonable accommodation if you are pregnant, unless the accommodation will cause an undue hardship to Habitat Chicago. Examples of such accommodations include:

- Being able to sit or drink water;
- Receiving closer parking;
- Having flexible hours;
- Receiving appropriately sized uniforms and safety apparel;
- Receiving additional break time to use the bathroom, eat, and rest;
- Taking leave or time off to recover from childbirth;
- Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy

Habitat Chicago will not:

- Require an employee to accept an accommodation without a discussion about the accommodation between the employee and Habitat Chicago;
- Deny a job or other employment opportunities to a qualified employee or applicant based on the person's need for a reasonable accommodation; or
- Require an employee to take leave if another reasonable accommodation can be provided that would let the employee keep working.

Employees will not be retaliated against for requesting an accommodation in good faith. Habitat Chicago expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

3.7 Injury at work/safety

If you are injured at work, no matter how slightly, you must immediately report the accident or injury to your manager. We may recommend that you seek medical attention. If it's an emergency, always call for help (9-1-1) first.

If you are injured on the job, you may be entitled to workers' compensation benefits such as medical expenses and payment of a portion of lost wages.

Habitat Chicago is committed to providing each employee with a safe and healthy work environment. All employees must work together to ensure that the safety and health of fellow employees, volunteers, homeowners and applicants receive prime consideration and are reflected in all jobs and assignments.

At a minimum, employees and volunteers should adhere to the following safety rules at all times:

- Report unsafe conditions to your manager at once.
- Promptly report all injuries or illnesses to your manager.
- Keep work areas neat and free of hazards at all times.
- Follow all affiliate safety rules.
- Comply with all federal, state and local safety regulations.
- Refrain from any horseplay.
- Become familiar with the availability and location of fire extinguishers and first-aid kits.

Any employee or volunteer using prescription or over-the-counter drugs that may impair performance during working hours must notify their supervisor before commencing or resuming work so that Habitat Chicago may determine whether the drugs will create a health or safety risk or interfere with the individual's ability to perform the essential functions of the job.

3.8 Vehicle safety

When driving on affiliate business, you are expected to obey all traffic rules, drive defensively, wear seat belts, and use hands-free systems when on a cellphone. You are prohibited from reading and writing text messages or emails while driving. You must maintain a valid driver's license and clean driving record. All vehicle accidents must be reported to the Executive Director immediately.

3.9 Property security

The purpose of Habitat Chicago's security policy is to protect the physical assets within Habitat Chicago sites and to maintain a safe working environment for all employees, volunteers, customers, and constituents.

3.9.1 KEY CONTROL POLICY

All Habitat Chicago staff needing access to the office will be issued a key. ReStore staff will be issued a key upon the sole discretion of the ReStore Director. Access to additional keys can be obtained from a secured lockbox with required checkout form completion. Employees or AmeriCorps members who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor immediately.

Keys will be confiscated if a key holder fails to comply with or violates building policies, or misuses keys in a way that could jeopardize the safety of Habitat Chicago.

Upon separation from Habitat Chicago, and at any other time upon Habitat Chicago's request, keys must be returned to your supervisor.

3.9.2 CLOSING PROCEDURES

The last employee, volunteer, or a designated staff member, who leaves a Habitat Chicago site at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; all locks are secured; the alarm system is armed; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

3.10 Business travel

Your position may require you to travel on business for Habitat Chicago. Please familiarize yourself with the following policies so that you will understand the processes required for business travel.

3.10.1 USE OF EQUIPMENT AND VEHICLES

Use of personal vehicles

The use of your vehicle for affiliate business is not permitted for trips over 50 miles (100 miles round-trip). Within this limitation, reimbursement for the use of your vehicle for affiliate business will be made at the IRS standard mileage rate in effect at the time of use. You also will be reimbursed for all toll and parking charges incurred during business travel. Unless otherwise required by law, these are the only reimbursement you are eligible for your own vehicle's use. Mileage reimbursement does not apply to travel to and from your home, hotel, rental, or other remote location and office.

If you are involved in an accident, your car is damaged, or your car suffers a mechanical breakdown while you are using your personal vehicle on affiliate business, Habitat Chicago will not be liable to you for the cost of such an accident, damage, or repair. Employees are required to carry at least the minimum insurance coverage required by applicable law.

Use of rental vehicles

It is generally more cost-effective to rent a vehicle for long trips than to reimburse for mileage. To ensure proper stewardship of affiliate funds, employees are expected to rent a vehicle when traveling on affiliate business for trips over 50 miles (100 miles round-trip). The Company will reasonably accommodate employees with disabilities who make a request for an accommodation.

Use of affiliate-owned vehicles

To maximize the use of Habitat Chicago's vehicles and to help minimize operating, maintenance and insurance costs, the following vehicle use policy is provided.

You must be at least 21 years of age and have completed Habitat Chicago's driver application to drive an affiliate vehicle. Drivers who have not been approved by Habitat Chicago's insurance carrier may not drive Habitat Chicago's owned vehicles. Spouses or other family members not employed by Habitat Chicago may not drive an affiliate vehicle.

To ensure that vehicles are available for business use and to provide better stewardship and risk management, affiliate vehicles may not be used for private use at any time.

Driving record and restrictions

You may not drive an affiliate car, rent a car for affiliate business or use your own car on affiliate business if you have had any of the following:

- More than three moving violations in the past two years.
- More than three accidents in the past two years.
- More than two moving violations in the past year.
- More than two accidents in the past year.
- A conviction for driving while intoxicated or driving under the influence within the past five years.
- License suspension for refusing a blood alcohol level test within the past three years.
- A conviction for leaving the scene of an accident.
- A conviction for careless or reckless driving violations.
- A conviction for homicide or assault through use of a motor vehicle.
- A conviction for attempting to elude a police officer.

An accident may not count against you if you can demonstrate that you were clearly not at fault in any material way. Such proof may include a copy of a police report or court judgment.

Drivers with a currently suspended or revoked license may not drive on affiliate business.

3.10.2 TRAVEL ALLOWANCE — TRAVEL, FOOD AND LODGING

If you are traveling on affiliate business, you must observe the following guidelines:

- In general, if your destination can be reached in less than five hours by car, ground transportation is preferred. If you need to travel by plane, plan ahead, if possible, to allow time to qualify for discounts.
- The food allowance is \$20 per meal, up to a maximum of \$60 per day. Meals provided by Habitat Chicago or volunteer organizations are subtracted on the reimbursement form. Habitat Chicago does not reimburse for alcoholic beverages.
- Habitat Chicago does not pay per diem amounts. Habitat Chicago will not reimburse for any expenses that you do not actually incur.
- Travel advances are available. A check request form must be completed and approved by your immediate supervisor.
- All travel expenses should be submitted in accordance with Habitat Chicago's Expense Reimbursement Policy.

3.11 Electronic communication tools — acceptable use policy

Electronic communication tools that may be provided by Habitat Chicago include, but are not limited to, email, voicemail, telephone, cellphones, pagers, modems, personal computers, and fax machines.

These tools are important resources that enhance our competitive advantage. These tools are provided to Habitat Chicago's employees to improve communications and relationships between employees, homeowners, applicants, donors, vendors, and suppliers, and to assist in gathering information from internal and external resources. Electronic communications are to be used in a manner consistent with Habitat Chicago's philosophy and principles. In using electronic communications, each employee must use professionalism in all communications and comply with all laws and affiliate policies.

The Internet is a business tool for Habitat Chicago. Unnecessary or unauthorized internet usage takes away from work time, consumes supplies, and ties up printers. Unlawful Internet usage also may expose Habitat Chicago to significant legal liabilities. In addition, Habitat Chicago insists that you respect the copyrights, software licensing rules, property rights, privacy, and prerogatives of others, just as you would in any other business dealings.

Electronic communication tools and their contents are affiliate property, including employees' personal computers and laptops. Habitat Chicago reserves the right to monitor and inspect, without notice, all matters on or within all of Habitat Chicago's systems, including, but not limited to, email, internet, and intranet applications, to ensure their appropriate use. Employees have no expectation of privacy with respect to any use of these systems, including their office PCs, assigned laptops, email or voicemail. External communications should be viewed as open to the public domain and should not contain any confidential or proprietary information of Habitat Chicago, its homeowners and applicants, or its donors. Habitat Chicago reserves the right to monitor telephone calls made using Habitat Chicago telephone system.

Employees who have been provided cellphones must use them solely for Habitat Chicago's business purposes. Employees are required to use an earpiece adapter or other hands-free car adapter when using the cellphone while driving. Employees must notify the IT Manager immediately if they do not have an adapter or if it is defective. Employees are prohibited from using a handheld telephone while driving.

Employees must report any theft, damage, or malfunction of any of these resource tools to their manager within 24 hours, or the employee will be held responsible for the monetary value of the item. If the loss, damage, or malfunction is due to employee negligence, the employee will be responsible for the damage or loss.

3.11.1 ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS

- Internal communication with other affiliate employees regarding Habitat Chicago's business matters.
- External communications with current and future homeowners, donors, vendors, and suppliers regarding business matters.
- Accessing information resources for appropriate business, technical, and/or research purposes.

3.11.2 UNACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS

Includes, but is not limited to:

- Misrepresenting oneself as another individual or Habitat Chicago.
- Revealing or transmitting proprietary or confidential information and/or copyrighted materials.
- Accessing, distributing, creating, downloading, or storing materials that could be considered unethical, inappropriate, offensive, disrespectful, or abusive to others, including but not limited to, pornographic or obscene materials (including jokes); hate mail; discriminatory remarks; abusive, indecent, or objectionable language; or threats of violence.
- Downloading music/video or configuring digital devices.
- Secretly or otherwise taping, filming, or electronically or mechanically recording any other employee, including, but not limited to supervisory or management personnel.
- Secretly or otherwise taping, filming, or photographing Habitat Chicago's facilities, areas, or operations.

- Conducting illegal activities.
- Representing personal opinions as those of Habitat Chicago.
- Using electronic communication for personal use without obtaining prior approval when additional service fees could be incurred by Habitat Chicago.
- Interfering with the performance of the employee's job or the jobs of other employees.
- Sending (uploading) or receiving (downloading) information in violation of its copyright.
- Excessive use of telephones for personal matters.
- The unauthorized transmission of information confidential or proprietary to Habitat Chicago.
- Using the Internet for purposes of blogging for nonbusiness-related activities.
- Downloading or uploading work produced at Habitat Chicago for personal or promotional use without prior written permission.
- Using the Internet for other than incidental personal use.

3.12 Personal property

Habitat Chicago assumes no responsibility for loss of or damage to the personal property of an employee either on or off affiliate premises. For your own protection, do not leave pocketbooks, wallets, money, or other valuables in plain view.

Employees do not have an expectation of privacy in their workspace within Habitat Chicago. Habitat Chicago owns — and retains the right to access without prior notice to employees — furniture, including desks, files, cabinets, drawers, and computers, and any of the information on your assigned computer. Bags, files, boxes, or other items that you may bring into Habitat Chicago or affiliated premises are subject to search.

3.13 Personal appearance and dress code

Employees should be appropriately attired for their work, following safety guidelines when applicable. Modification will be requested if an employee's attire is deemed unacceptable for their work. The affiliate is confident that employees will use their best judgment in following this policy. Harassment or discrimination will not be tolerated based on style of dress or personal grooming.

Habitat Chicago is confident that employees will use their best judgment in following this policy.

3.14 Employment application and references

To ensure that individuals who join Habitat Chicago are well-qualified and have a strong potential to be productive and successful, it is the policy of Habitat Chicago to request that potential employees complete an employment application and provide Habitat Chicago with employment references.

3.15 Personnel information and records

Habitat Chicago maintains personnel files for each employee. It is Habitat Chicago's policy to acquire and retain only employee personal information required for effective operation of Habitat Chicago or required by law in the jurisdiction in which we operate. It is important that all files contain accurate and current information to ensure the appropriate taxes are deducted from your paycheck and that you are properly enrolled in all benefit programs. It is your responsibility to inform Human Resources of any changes in your status, such as:

- Name change.
- Change of address or phone number.
- Change in marital status.
- Birth or adoption of a child.
- Change in dependent information.
- Change in emergency contact information.

- Beneficiary changes.

Information in personnel files is generally kept in confidential files within the management office of Habitat Chicago. Access to such information will be restricted internally to those with a legitimate need to know. No personal information about an employee will be given to an outside source without the employee's consent, except as required by law or judicial or administrative process.

If an employee wishes to view their personnel file, the employee may request a copy of their personnel file from Human Resources.

3.16 Outside inquiries

All inquiries from outside parties about Habitat Chicago and/or regarding employment references should be forwarded to Human Resources.

3.17 Performance appraisal process

To help you perform your job to the best of your ability, it is important that you be recognized for good performance and receive appropriate suggestions for improvement, when necessary. Therefore, your manager or supervisor will evaluate your performance on an ongoing basis, and you will receive periodic written evaluations.

Written performance reviews will be based upon your overall performance in relation to your job responsibilities, also taking into account other areas such as conduct and professionalism. A positive performance evaluation does not guarantee an increase in compensation or continued employment.

In addition to the regular performance evaluations described above, your manager or supervisor may conduct special written performance evaluations at any time to advise you of performance or disciplinary problems.

The purpose of the appraisal is to discuss potential growth and career advancement. If an employee experiences dissatisfaction with office policy or any other affiliate issue, the performance appraisal is not the only time to discuss these issues. Problems should be addressed when they occur and not harbored by employees to the detriment of their work and well-being.

4. Compensation policies

4.1 Definitions of employment status

- **Regular full-time employees:** Employees who are regularly scheduled to work a minimum of 30 hours within the payroll week on an ongoing basis. Full-time employees are eligible for affiliate health benefits and other benefits to the extent provided by any benefit plan.
- **Regular part-time employees:** Employees who are regularly scheduled to work less than 30 hours per week on an ongoing basis. Part-time employees are not eligible for affiliate benefits.
- **Temporary employees:** Employees who are hired to work for a specified, limited duration of time, generally during:
 - Peak periods of the year when volume is higher than normal.
 - Short-term absences of regular staff members (10 to 90 days).
 - Vacancies in approved positions during the recruitment process.

Temporary employees may work a full-time or part-time schedule, but in either case are not eligible for benefits, including holiday pay, except as may be required by law.

4.2 Hours of work and workweek

Habitat Chicago is officially open between the hours of 8:00 AM and 4:00 PM. The standard workday begins at 8:00 AM and ends at 4:00 PM. For office staff, the standard work week is Monday through Friday; for Programs and ReStore staff, it is Tuesday through Saturday. Schedules are subject to change as needs dictate, subject to approval of the respective business unit's Director.

Employees are expected to arrive promptly in accordance with established working hours. Employees must report absences or delayed arrival to their manager as soon as possible unless otherwise required by law.

4.3 Meal breaks and rest periods

Employees working more than seven hours a shift will receive a minimum unpaid meal period and a 15-minute paid rest period. Employees working a long day (12 or more hours) will receive an additional unpaid meal period of at least 30 minutes.

Employees working between five and seven hours are entitled to an unpaid meal period of 30 minutes or one paid 15-minute rest period. Employees working less than five hours are not entitled to a meal or rest period. Employees must designate time off for meal periods of more than 30 minutes. Supervisors will designate meal/rest period schedules to accommodate operating requirements, but for employees working 7.5 hours or more in one day, a meal period must be scheduled no later than 5 hours after the employee's shift starts.

Meal periods and rest periods are intended to provide employees with an opportunity to get away from work, and employees are not permitted to perform any work during meal periods and rest periods.

4.4 Time records

Employees must accurately record the time they begin and end work, along with the beginning and ending time of each meal period or any other time away from work.

Nonexempt employees will be required to complete timecards to indicate hours worked and time used for meals and/or breaks. By submitting timecards, employees certify the accuracy of all time recorded.

Employees may never sign in or out for another employee. Tampering, altering or falsifying time records is prohibited.

4.5 Attendance

All employees are responsible for regular attendance and punctuality, and any lateness should be explained to your supervisor on arrival. This means reporting to work at the prescribed time on each scheduled workday, unless illness or other unavoidable circumstances make it impossible to do so or unless prior permission to be absent has been given by your manager.

You should call your manager before your workday is scheduled to begin, if you will be absent from your job or late for work. When possible, a date of expected return should be indicated.

4.6 Overtime

Habitat Chicago complies with all federal, state and local regulations governing the payment of wages for time worked. The Fair Labor Standards Act, or FLSA, is the federal law that governs minimum wage and overtime pay and the Illinois Minimum Wage law is the comparative state law.

4.6.1 EXEMPT EMPLOYEES

Employees in bona fide executive, administrative, professional, outside sales and certain skilled computer professional positions, as defined by the FLSA and the Department of Labor regulations, are exempt from overtime. Habitat Chicago strictly prohibits any deductions from an exempt employee's salary unless specifically authorized by law. See Habitat Chicago's Salary Basis Deduction Policy attached as Appendix 2 to this handbook.

4.6.2 NONEXEMPT EMPLOYEES

Employees in positions determined to be nonexempt, as defined by the FLSA and the Department of Labor regulations, are eligible to receive overtime pay at the rate of 1½ times their regular hourly rate for all hours worked over 40 in a payroll week.

4.6.3 CALCULATION OF HOURS WORKED AND HOURLY RATE

Nonexempt employees will be compensated for all hours worked at their regular rate. Only those hours that are actually worked will be considered "hours worked" in computing whether overtime is due and, if so, how much. Time off for holidays, vacations, sick leave, personal leave, meal breaks, and the like are not counted as hours worked. Unless otherwise required by law, any benefits such as a health care premium or per diem are not included for purposes of calculating an employee's regular rate of pay.

4.6.4 APPROVAL FOR OVERTIME

Overtime must be authorized and approved (in writing and in advance) by your manager. You may not simply decide to stay late or skip lunch, etc., and work overtime without the permission of your manager.

4.7 Pay procedures

4.7.1 PAY CYCLE

Employees receive pay on a biweekly basis. The payroll period begins at 12:00 AM on Saturday and ends at 11:59 PM on Friday of the following week. Paychecks are available on the Friday and last day of each month.

Habitat Chicago takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. You should review your paycheck. If you believe your paycheck contains errors, alert your manager as soon as possible for Habitat Chicago to review and make any necessary corrections.

Habitat Chicago reserves the right to prospectively increase or decrease compensation in its sole and absolute discretion.

4.7.2 DIRECT DEPOSIT

Affiliate employees may request to have their pay directly deposited into their bank accounts. Habitat Chicago encourages but does not require employees to participate in the direct deposit program and will seek advance written authorization from employees before commencing direct deposit of pay. Employees will receive an itemized statement of their wages.

4.7.3 AUTHORIZED WITHHOLDINGS

Habitat Chicago is required by law to withhold Social Security, Medicare, and state and federal income taxes. You may authorize additional deductions for other purposes in writing. A statement of deductions and earnings (Form W-2) for the preceding calendar year will be issued annually in January. If

you terminate employment before January, your W-2 form will be mailed to your last address on record with Habitat Chicago.

4.7.4 ADMINISTRATIVE ERRORS

In the unlikely event an administrative error occurs in the processing of your pay, you are expected to bring such an error to the attention of your manager immediately. Habitat Chicago will attempt to correct any such errors as soon as possible.

4.7.5 EXPENSE REIMBURSEMENT

You must have your manager's authorization before incurring any expense on behalf of Habitat Chicago. To be reimbursed for any authorized expenses, you must submit an expense report or voucher, accompanied by receipts, and it must be approved by your manager. Where supporting documentation is nonexistent, missing, or lost, you must submit a signed statement regarding any such receipts. You must submit your expense report, voucher, or statement each month as you incur authorized reimbursable expenses. In order for Habitat Chicago to keep accurate and current records, documentation more than 30 days old may not be honored.

To the extent an employee has been issued an affiliate credit card, the use of such credit card is limited to affiliate purchases that have been preapproved and authorized prior to each expenditure.

Wage garnishments

As provided by law, Habitat Chicago is required to make deductions from an employee's salary if a court orders wage garnishment against that employee.

5. Group benefits

Habitat Chicago currently provides the employee benefits highlighted in this section. Habitat Chicago reserves the right, in its discretion and without prior notice, to modify, add or discontinue benefits for eligible employees described in this handbook. Questions regarding these benefits should be directed to Human Resources. Unless otherwise specified, employees may be eligible for benefits after the first day of employment with Habitat Chicago. In the event of any conflict between the benefits set forth in this handbook and the descriptions contained in the summary plan description for such benefit, the terms of the summary plan description shall control. Any questions regarding your eligibility for benefits should be referred to Human Resources.

5.1 Medical insurance

Some affiliate employees are eligible to participate in Habitat Chicago's group health insurance plan. Such employees are eligible to participate after the first day of employment.

5.2 Short-term disability

Pursuant to state law, employees may be entitled to benefits under a state short-term disability coverage after a seven-day waiting period, if they become temporarily disabled, meaning they are not able to work for a short period because of sickness or injury (excluding on-the-job injuries, which are covered by workers' compensation insurance).

5.3 401(k) savings plan

Full-time and part-time exempt and nonexempt staff members are eligible to participate in the 401(k) plan.

Employees may set aside a portion of income on a pre-tax basis (meaning before any income tax deductions are made from your paychecks) to be used for retirement. When these deductions are made on a pretax basis, you are lowering the total amount of your gross taxable income. Although the contributions are still subject to Social Security taxes, they are not subject to income tax until you receive any distribution from the plan. The organization will match 100% of any contribution up to 5% per pay period.

5.4 Workers' compensation benefits

Habitat Chicago pays for workers' compensation benefits for each employee. If you suffer a work-related injury or illness, you may be eligible to receive weekly benefits. If you are injured on the job, you must immediately report the incident to your manager.

If you initially use time-off benefits and your injury is later determined to be work-related, your time-off benefits balance will be credited for the time-off benefits days used because of the injury and will be reallocated as days covered by workers' compensation, if appropriate.

5.5 Employee assistance program

Habitat Chicago provides an Employee Assistance Program (EAP) for employees and their eligible family members. The EAP is designed to provide voluntary, confidential, and professional counseling outside the workplace for personal problems.

The EAP for Habitat Chicago is administered by LifeCare. Employees who wish to use their confidential services may contact LifeCare directly at 1-800-926-4322. Employees are assured that all use of the EAP is confidential, and issues discussed will not be disclosed to Habitat Chicago.

Participation in the EAP does not excuse employees from otherwise complying with Organization policies or from meeting normal job requirements during or after receiving assistance. Nor will participation in our employee assistance program prevent the Organization from taking disciplinary action against any employee for performance problems that occur before or after the employee's seeking assistance through the program.

For additional information on the benefits of this program please contact your supervisor or Human Resources.

6. Time-off benefits

Days off for vacation, sick time and personal reasons do not affect other types of leave currently available to employees, such as leave for bereavement or jury duty or leave due to a work-related injury.

6.1 Vacation

Employees are eligible to take paid vacation days in accordance with the vacation eligibility schedule below. Vacation days accrue each month, and employees are credited with the full amount of time earned for the year on the anniversary of their hire date. Employees are encouraged to use vacation time during the year with appropriate supervisory approval. Vacation days may be taken for any reason.

6.1.1 ACCRUAL RATES

New hires who begin employment during the year will accrue their days each month. Regardless of the day of the month you begin employment, you will receive full credit for the month. Partial days will be

rounded up to the next half-day. On the following anniversary of your hire date, you will be credited the full amount of time you are entitled to for that year.

For non-new hires, vacation days will be awarded on the first day of the year, based on length of service. Days are based on an 8-hour day, any employees who work a 10-hour day will have earned days converted to hours and each vacation day will use 10 hours.

6.1.2 VACATION ELIGIBILITY SCHEDULE

Length of service	Vacation days
0 to 1 year of employment	1.67 days per month
1 to 3 years	20 days per year
4 years or more	25 days per year

6.1.3 SCHEDULING

Vacation may be taken with advance written approval from Habitat Chicago, obtained by submitting and having your supervisor approve a Time Off Request Form (available through ADP). In the event an employee takes a day off without having submitted and received approval of a Time Off Request Form, such days off will be charged to the employee's personal time. If the employee has no further personal days left to use, then unapproved vacation days will be charged to the employee's eligible vacation time.

Vacation days will be scheduled and approved in light of Habitat Chicago's staffing needs. There may be occasions when a previously approved vacation day must be postponed to meet affiliate needs. As a general rule, a request for scheduled vacation should be submitted at least four weeks in advance.

6.1.4 UNUSED VACATION TIME

Carryover

As many as 10 vacation days may be carried over to the next calendar year, but accumulations cannot exceed a total of 30 days at any time.

Habitat Chicago may make carryover exceptions in extraordinary circumstances and will do so in writing. Unused, accrued vacation time will be paid out to all employees at separation of employment, regardless of the reason for separation.

Holidays

Habitat Chicago provides ten paid holidays each year. The schedule will be posted by Human Resources by December 1 of the prior year.

Holiday	Time of observance
New Year's Day	(Jan. 1)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Thanksgiving	(Fourth Thursday in November)
Christmas	(As designated by the executive director)

Holiday policies may depend on job responsibilities. A holiday that occurs on a Saturday will generally be observed the preceding Friday. A holiday that occurs on a Sunday will generally be observed on the following Monday. Managers will discuss alternative dates as needed based on job responsibilities. If a holiday occurs during an employee's vacation period, the employee will not be charged for a vacation day for that holiday.

In addition, personal floating holidays are available to full-time staff members to accommodate diverse needs and interests. Individuals may use personal floating holidays to observe their religious holidays or cultural practices, or for special occasions like anniversaries and birthdays. Habitat Chicago annually provides up to four personal floating holidays as paid time off each calendar year (January 1 – December 31).

6.2 Short-term missions

Employees are encouraged to participate in and take leadership roles in Global Village short-term missions and other HFHFI and Habitat Chicago sponsored opportunities, such as the annual Jimmy & Rosalynn Carter Work Project and other builds. Like any form of paid time off, short-term missions must be approved in advance by your manager. During year one of service, employees can request up to five days of leave in order to participate in a short-term mission. If you wish to take additional time off, this additional time must be taken as vacation or personal leave.

6.3 Personal days

After 90 days of employment, full-time employees are eligible for three paid personal days per calendar year. Personal days may be taken for personal emergencies or business that cannot be taken care of outside of regular working hours.

Unused personal leave will not be paid to employees at the time of termination of employment or retirement. Unused personal leave does not carry over from one year to the next.

6.4 Paid sick time

Paid sick days are only to be taken when employees are ill or injured, or for the purpose of receiving medical care, treatment, diagnosis, or preventive medical care; a member of their family is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis, or preventive medical care; where the employee, or a member of their family, is the victim of domestic violence, as defined in Section 103 of the Illinois Domestic Violence Act of 1986, or a sex offense, as defined in Article 11 and Sections 12-7.3, 12-7.4, and 12-7.5 of the Illinois Criminal Code of 2012; or where their place of business is closed by order of a public official due to a public health emergency, or the employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.

Full-time employees are eligible for a maximum of 80 hours of paid sick leave each calendar year, awarded on the first of the calendar year.

Part-time employees who work at least 80 hours in 120-day period are eligible for paid sick leave that accrues at a rate of 1 hour for every 35 hours worked.

Employees may use paid sick leave in increments of 2 hours or greater.

When the need for sick leave is reasonably foreseeable (such as a prescheduled appointment for the employee or the employee's family member), an employee should notify their supervisor at least 7 days before leave is taken. If the need for sick leave is not foreseeable, an employee should notify their supervisor as soon as practical via telephone, email, or text message. In addition, employees, if able,

should call in on each day of absence. If you are absent because of illness or injury for more than three consecutive working days, you will be required to provide Human Resources with a signed statement by a licensed healthcare provider certifying that the use of paid sick leave was authorized. Employees are not paid for unused sick leave upon termination of employment. Employees may carry over 80 hours of paid sick leave from one year to the next. If you are absent unexpectedly due to a personal or family member's illness, you should notify your manager as soon as possible.

6.4.1 SCHEDULING

We will do our best to allow you to schedule your vacation and personal days to suit your personal circumstances. Requesting and scheduling of vacation days is to be done with input and approval from your manager. Request forms are available through ADP. All vacation and personal day requests are subject to approval by your supervisor.

6.4.2 RECORD KEEPING

Use of any form of time-off benefits must be accurately reported on timesheets by all employees.

Family Medical Leave Act (FMLA)

The Family Medical Leave Act grants family and temporary medical leave to employees under certain circumstances.

To be eligible for FMLA leave, you must meet all of the following conditions:

- Have been employed as an exempt or nonexempt employee for at least 12 months, as of the start of the leave.
- Have worked at least 1,250 hours during the 12-month period before the beginning of the leave.
- Be employed at a work site that has 50 or more employees within 75 miles.

Total FMLA leave time may not exceed 12 workweeks of unpaid leave during a 12-month period. The 12-month period will be determined by using a "rolling" 12-month period measured backward from the date you use any FMLA leave.

FMLA leave is available to eligible employees in the following circumstances:

- The birth of a child and to care for the newborn child within one year of birth.
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform the essential functions of the job.
- Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on "covered active duty."

Eligible employees are limited to a combined total of 26 weeks of leave of military caregiver and other leave.

6.4.3 SERIOUS HEALTH CONDITION

For purposes of this policy, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either of the following:

- Any period of incapacity or treatment connected with an overnight stay in a hospital, hospice or residential medical care facility and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- Continuing medical treatment includes one of more of the following:
 - A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity: or,
 - At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider. For example, the health care provider might prescribe a course of prescription medication or therapy requiring special equipment.
 - Pregnancy or prenatal care:
 - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer;
 - Restorative surgery after an accident or other injury; or
 - A condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the employee or employee's family member did not receive the treatment.

Leave for birth and care or placement for adoption or foster care must conclude within 12 months of the birth or placement.

If your spouse is employed by the affiliate, you are jointly entitled to a combined total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

6.4.4 QUALIFYING EXIGENCY LEAVE

When the employee's spouse, child, or parent has been notified of an impending call or order to active military duty or is already on active duty in the National Guard or reserves, the employee may take FMLA leave to attend to qualifying exigencies, including:

- Issues arising from the military member's short notice deployment (i.e., deployment within seven or fewer days of notice).
- To make or update financial and legal arrangements to address a military member's absence.
- To attend counseling for the employee, the military member, or a child of the military member when the need for that counseling arises from the covered active duty or call to covered active-duty status of the military member and the counseling is provided by someone other than a health care provider.
- To attend military events and related activities, including official military ceremonies and programs or informational briefings related to the military member's covered active duty sponsored or promoted by the military or military service organizations.
- To spend up to 15 calendar days with a military member who is on rest and recuperation leave.
- Certain childcare and related activities for the military member's child while the military member is on covered active duty.
 - The employee does not need to be related to the military members' child to take qualify exigency leave for this purpose. But (1) the military member must be the parent, spouse, or children of the employee taking leave; and (2) the child for whom the employee is arranging for or providing childcare must be the child of the military member.

- To attend post-deployment activities within 90 days of the end of the military member's covered active duty or to attend to issues arising from the death of a military member while on covered active duty.
- Certain parent care activities for the military member's parent who is incapable of self-care.
 - The employee does not need to be related to the military members' parent to take qualifying exigency leave for this purpose. But (1) the military member must be the parent, spouse, or child of the employee taking FMLA leave; and (2) the parent receiving assistance must be the parent of the military member.

In its discretion, the affiliate may permit an employee to take FMLA leave for other activities arising out of the active duty or call to active-duty status of a covered service member. Further information can be obtained from the benefits department.

6.4.5 MILITARY CAREGIVER LEAVE

Military caregiver leave allows an eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember with a serious injury or illness to take up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to provide care for the servicemember.

A covered servicemember is either:

- A Current Servicemember: A current member of the Armed Forces, including a member of the U.S. National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A Veteran: a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness, and who was discharged within the previous five years before the employee takes military caregiver leave to care for the veteran.

A serious injury or illness of the veteran must have been incurred in the line of duty on active duty or must have existed before the service member's active duty and been aggravated by service in the line of duty on active duty and manifested before or after the member became a veteran. The serious injury or illness of the veteran also must be one of the following:

- A continuation of a serious injury or illness incurred or aggravated while the veteran was in the armed forces and that rendered the veteran unable to perform the duties of the veteran's office, grade, rank, or rating.
- A physical or mental condition that received a specified rating under the U.S. Department of Veterans Affairs Service-Related Disability Rating.
- A physical or mental condition that substantially impairs (or, absent treatment, would substantially impair) the veteran's ability to secure or follow a substantially gainful occupation because of a service-related disability.
- An injury, including a psychological injury, that was the basis of the veteran being enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

To be entitled to such leave, the eligible employee must be the spouse, child, parent or next of kin (nearest blood relative other than spouse, parent, son, or daughter) of a covered service member or covered veteran.

The "single 12-month period" for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the employer for the other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the "single 12-month period." Up to 12 of the 26 workweeks may be for FMLA-qualifying reasons other than to care for a covered service member.

6.4.6 INTERMITTENT LEAVE

You may use FMLA time intermittently, which means taking leave in blocks of time or reducing your normal weekly or daily work schedule, if it is medically necessary to care for a seriously ill family member or because you have a serious health condition. You may also take intermittent leave for birth and care of a newborn or placement of a child for adoption or foster care with the affiliate's approval or if the newborn child or child placed for adoption or foster care has a serious health condition.

When intermittent leave is needed to care for an immediate family member or your own illness and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the affiliate's operations. The affiliate reserves the right to transfer an individual who is on intermittent leave to a position that better accommodates the individual's intermittent leave schedule.

6.4.7 SCHEDULING AND NOTICE

If you wish to use leave under FMLA, you must provide 30-day advance notice of the need to take leave when the need is foreseeable and such notice is practical. If a 30-day notice cannot be provided because of emergency circumstances or other reasons, notice must be given according to the affiliate's normal call-in procedure for absences. You will be required to provide medical certification supporting the need for leave because of a serious health condition affecting the employee or an immediate family member.

6.4.8 CONCURRENT LEAVE

You must use applicable accrued paid leave (such as sick or vacation leave) concurrent with FMLA leave before using unpaid FMLA leave.

6.4.9 BENEFITS DURING FMLA LEAVE

While on unpaid FMLA leave, you will not continue to accrue vacation or sick leave. Your health insurance will be continued during your period of leave on FMLA, and you will be charged your usual premium for this insurance. Contact Helen Quach, People and Operations Manager to arrange for payment of premiums during unpaid FMLA leave time. The affiliate can recover any health premiums paid by the affiliate on your behalf during any unpaid periods of leave.

6.4.10 RETURN FROM FMLA LEAVE

Upon your return, you will be placed in your original job or an equivalent position. When returning from medical disability leave, you must present a doctor's certificate showing fitness to return to work. Failure to return within three days of your doctor's return-to-work date will be deemed a voluntary resignation. State or local law may require additional leave than what is required under the FMLA. Please contact your local counsel for information regarding such laws in your state.

6.5 Break time for nursing mothers

In accordance with the applicable state and federal law, Habitat Chicago provides reasonable breaks, and a private place in close proximity to the work area, other than a bathroom, for female employees to express breast milk for their nursing child, as needed, for up to one year after the child's birth. If possible, employees should plan to take break time during the paid 15-minute rest period.

6.6 Pregnancy and parental leave

Habitat Chicago recognizes that employees may need to be absent from work to care for a newborn child or newly adopted or foster child (referred to as parental leave in this policy), or due to a pregnancy-related condition (referred to as medical maternity leave in this policy).

If you need to take medical maternity or parental leave for the birth of your child or to care for a newly adopted or foster child, you should provide advance notice to your supervisor. When possible, you should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible because of medical necessity or for other reasons, you should give as much advance notice as possible. Written notice is preferred, but not required.

If you are experiencing a pregnancy-related disability and require reasonable accommodation (which may include medical maternity leave) for this purpose, please speak with your supervisor or Human Resources to discuss a reasonable accommodation. You may be required to submit medical certification of your disability.

- **Medical maternity leave.** Female employees are eligible for eight (8) weeks of paid medical maternity leave.
- **Parental Leave.** All employees are eligible for four (4) weeks of paid parental leave upon the birth or adoption of a child or placement of a child via foster care (leave allowed within the first twelve months only.). Employees may also use any or all of their accrued by unused vacation or other paid time off during their parental or medical maternity leave.

During medical maternity or parental leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other benefits, an employee on medical maternity or parental leave will receive the same rights and benefits as employees on a paid leave of absence.

Bereavement leave

In the case of death of a covered family member, employees shall be granted a leave of absence of three working days with pay. Additional days taken are chargeable against personal or vacation time accrued or may be taken as unpaid leave, up to a maximum of seven unpaid leave days in addition to the three paid leave days under this section. Employees are eligible for bereavement leave if they have worked for Habitat Chicago for at least 12 months and have at least 1,250 hours of service with Habitat Chicago during the 12 months before taking bereavement leave.

Covered family members include biological child, adopted child, foster child, stepchild, a legal ward, child of a person standing in loco parentis, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, son-in-law, or daughter-in-law.

Leave may be taken to:

- Attend the funeral or alternative to a funeral of an immediate family member.
- Make arrangements necessitated by the death of the covered family member.
- Grieve the death of the covered family member.
- Be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match of an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which a birth-related event or failed adoption occurs.

Employees must provide Habitat Chicago with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable.

In the event of the death of more than one covered family member in a 12-month period, an employee may take up to a total of 6 weeks of bereavement leave during the 12-month period. Any bereavement leave beyond the first three paid leave days will be unpaid. Employees may not take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by the FMLA.

Child Extended Bereavement Leave: Employees who experience the loss of a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis by suicide or homicide may take up to 6 weeks of unpaid leave in a single continuous period or intermittently in increments of at least four hours within one year of when the employee notifies Habitat Chicago of the loss. Employees may substitute other paid or unpaid leave for an equivalent period of Child Extended Bereavement Leave. Habitat Chicago requires reasonable advance notice of an employee's intention to take Child Extended Bereavement Leave, unless providing such notice is not reasonable and practicable.

Habitat Chicago reserves the right to require reasonable documentation. There may be exceptions to what constitutes covered family under this section, but Human Resources must approve the exceptions, and additional information may be required.

6.7 Military leave of absence

Habitat Chicago adheres to all state and federal laws and regulations regarding leaves of absence for military or reserve duty. When applicable, leaves of absence for military or reserve duty are granted to full-time regular, part-time regular and temporary employees. If you are called to active military duty or to reserve or National Guard training, or if you volunteer for the same, you should notify your manager and submit copies of your military orders when you receive them. You will be granted a military leave of absence for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off for required military training, as provided by federal and state law. Your eligibility for re-employment after your military duty or training is completed will be determined in accordance with applicable federal and state laws.

6.8 Jury duty

Habitat Chicago recognizes the responsibility of each citizen to participate in the jury process. Employees who must report for jury duty or who are subpoenaed as a witness must provide a copy of the summons to their manager within 10 days of receipt of the summons. Serving on a jury or as a court-subpoenaed witness during normally scheduled working hours does not count as time worked for purposes of computing overtime.

A full-time staff member will be paid at normal compensation rates for the hours served as a juror or witness, but not overtime rates, for up to two weeks of jury or witness duty. After two weeks, the staff member will be on leave without pay.

Employees are expected to report to work whenever they are not required in court. The manager should be kept apprised of the employee's jury duty schedule.

In order to receive jury duty pay from Habitat Chicago, an employee must submit a statement issued by Habitat Chicago verifying jury service and the payment received for jury duty to the management office.

6.9 Emergency worker leave

Any employee who is a volunteer firefighter, auxiliary police officer or deputy, or other volunteer member of an emergency service shall be permitted leave to respond to an emergency arising prior to the time the employee is to report to their place of employment. This leave shall be unpaid.

Employees must make a reasonable effort to notify Habitat Chicago that they may be absent or late due to responding to an emergency in their capacity as a volunteer emergency worker.

Habitat Chicago may request that employee provide a written statement from the supervisor or acting supervisor of the volunteer fire department or government entity that the employee serves stating that the employee responded to an emergency and stating the time and date of the emergency.

6.10 Time off to vote

Employees entitled to vote in an election, whether a special or general election, shall be granted two paid hours off to vote on Election Days. To take this time off to vote on Election Day, employees must request time off to vote before the Election Day. Time to go vote may be scheduled for the beginning or end of the work shift, whichever provides the least disruption to Habitat Chicago operations.

6.11 School conference and activity leave

Full- and part-time employees who have been employed for 6 months or longer and who have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave, will be granted up to 8 hours during any school year of unpaid leave, taken in increments of no more than 4 hours at a time, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child if the conference or meeting cannot be scheduled during non-work hours. Before arranging attendance at the conference or activity, the employee shall provide their supervisor with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to unduly disrupt the operations of the employer.

6.12 Domestic violence leave

An employee who is a victim of domestic violence, sexual violence, or gender violence or an employee who has a family or household member who is a victim of domestic violence, sexual violence, or gender violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, or gender violence may take up to 8 weeks of unpaid leave from work during any 12-month period if the employee or employee's family or household member is experiencing an incident of domestic violence, sexual violence, or gender violence or to address domestic violence, sexual violence, or gender violence as provided for by Illinois law.

An employee may take domestic violence leave to:

- Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member.
- Obtain victim services for the employee or employee's family or household member.
- Obtain psychological or other counseling for the employee or the employee's family or household member.
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence.
- Seek legal assistance to ensure the health and safety of the victim including participation in court proceedings related to the violence.

Habitat Chicago may require the employee taking domestic violence leave to provide certification that the employee or employee's family or household member is a victim of domestic violence, sexual violence, gender violence, or any crime of violence and that the leave is for one of the enumerated purposes. Certification may include a sworn statement by the employee, and if the employee has possession of one of the following documents, the employee shall provide one such document of the employee's choosing:

- Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence, sexual violence, gender violence, or any other crime of violence and the effects of the violence;
- A police, court, or military record; or
- Other corroborating evidence.

Domestic violence leave may be taken in its entirety, intermittently, or on a reduced work schedule. Habitat Chicago will maintain the confidentiality of requests for domestic violence leave, certification, documentation, and leave taken, except as otherwise requested or consented to in writing by the employee or as required by federal or state law.

Employees entitled to take other paid or unpaid leave under this policy or pursuant to federal, state, or local law may substitute such leave for an equivalent period of domestic violence leave.

Blood and organ donation leave

Employees who serve as organ donors may take up to 10 paid leave days in any 12-month period to donate an organ. Employees who serve as blood donors may take 1 hour of paid leave to donate blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other national recognized standards.

Employees may take leave under this section only after obtaining approval from Habitat Chicago.

6.13 Election Judge leave

Employees may take unpaid leave to serve as an election judge. To take unpaid election judge leave, employees must give Habitat Chicago at least 20 days' written notice.

Employees may use applicable paid leave, such as vacation or personal days, instead of taking unpaid election judge leave to serve as an election judge.

6.14 Civil air patrol leave

Employees who are members of the civilian auxiliary of the United States Air Force, commonly known the Civil Air Patrol, and who have been employed by Habitat Chicago for at least 12 months and have worked at least 1,250 hours of service during the 12-month period immediately before the start of civil air patrol leave may take up to 30 days of unpaid civil air patrol leave to perform a civil air patrol mission.

Employees must give Habitat Chicago at least 14 days' notice of the intended date upon which the civil air patrol leave will commence if leave consists of 5 or more consecutive workdays. When able, the employee shall consult with Habitat Chicago to schedule the leave so as to not unduly disrupt its operations. Employees taking civil air patrol leave for less than 5 consecutive days must give Habitat Chicago advance notice as is practical.

Habitat Chicago may require certification from the proper civil air patrol authority to verify the employee's eligibility for the civil air patrol leave requested. Employees are not required to exhaust any other type of leave before taking civil air patrol leave.

6.15 Inclement weather

It is the intent of Habitat Chicago that all employees use their best judgment to determine when it is safe for them to travel to or from work, with the understanding that their decision may require them to use their accrued vacation time.

Unless there is a specific announcement stating that Habitat Chicago is closed, employees are to assume Habitat Chicago is open for business and are expected to make every effort to report to work. Habitat Chicago recognizes that safety both on and off the job is a serious consideration and that employees must decide for themselves whether to attempt to report to work during inclement weather conditions. The following will apply for all weather-related absences:

- Employees are expected to allow sufficient time to report to work on time.
- If Habitat Chicago does not close and an employee elects to stay home or leave early, the time missed will be charged first against the employee's vacation time and next against his or her personal time.

6.16 Other leaves required by law

Habitat Chicago will provide any forms of leave which are required by applicable law. Unless otherwise required by law any such leaves shall be unpaid.

7. Separation from employment

7.1 Resignation or voluntary termination

Employees who plan to leave the employment of Habitat Chicago are requested to give notice at least two weeks in advance of the expected termination date. Such notice will facilitate the orderly transfer of work assignments.

Failure to report to work or call in for 3 or more consecutive days, except under extraordinary circumstances, will be treated as a voluntary termination of employment, as of the first day of the unapproved absence.

Failure to return to work upon the expiration of a vacation, leave of absence, jury duty, military leave, or any other approved leave, without explanation or excuse approved by your manager, except in extraordinary circumstances, will be treated as a voluntary termination of employment as of the first day of the unapproved absence.

The last day the employee physically reports to work will be considered the last day of active employment. Time-off benefits cannot be used after this date.

Habitat Chicago will provide employees with their final pay in accordance with applicable federal, state, and local laws. All accrued benefits that are due and payable at termination will be paid in accordance with applicable federal, state, and local laws. All employee benefits normally end with the termination of employment. Provisions for the continuation of medical benefits are briefly described below.

7.2 Continuation of health insurance coverage

Federal COBRA law (Consolidated Omnibus Budget Reconciliation Act) gives eligible employees the opportunity to continue their existing health insurance coverage under Habitat Chicago's health plan for a period after the termination of employment or other qualifying event.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a “qualifying event.” The following are qualifying events:

- Resignation or termination of the employee;
- Death of the covered employee;
- A reduction in the employee’s hours;
- For spouses and eligible dependents, the employee’s entitlement to Medicare;
- Divorce or legal separation of the covered employee and their spouse; and
- A dependent child no longer meeting eligibility requirements under the group health plan.

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at Habitat Chicago’s group rates. Any questions regarding your eligibility for continuation of health insurance benefits should be referred to Human Resources.

7.3 Return of company property

Any affiliate property issued to an entrusted employee, such as Habitat Chicago’s forms and agreements, advertising, marketing or promotional materials, computer equipment, telephone, cellphone, software, key, and/or affiliate credit cards, must be returned to Habitat Chicago at the time of the termination of employment.

7.4 Reference checks

Requests for employment references should be directed to Human Resources. Generally, references are limited to verification of an employee’s position, job location and dates of employment with Habitat Chicago.

Information required for credit verification requests will be given only with the employee’s written authorization except as prohibited by law.

In response to subpoenas or court orders, Habitat Chicago will provide such information as is required by law.

Acknowledgment Form Habitat for Humanity Chicago

ACKNOWLEDGMENT FORM

I hereby acknowledge that I have received a copy of the Habitat for Humanity Chicago handbook/code of conduct dated February 2024. I have reviewed the handbook, and I understand its contents.

I accept and agree to comply with the policies and procedures of Habitat for Humanity Chicago (the "affiliate") as set forth in the handbook and any amendments, including, but not limited to, those relating to discrimination and sexual harassment and the complaint procedure thereto. While Habitat Chicago will attempt to provide me with advance notice pertaining to any changes in the handbook, I understand that these policies, procedures, and/or provisions may be changed, interpreted, withdrawn, or added to by the management of Habitat Chicago at any time at the sole option of Habitat Chicago and without prior notice to me.

I understand that my employment with Habitat Chicago is not for any fixed period of time and that the handbook is not a contract. I am an at-will employee. I may resign at any time for any reason or for no reason, and Habitat Chicago may terminate my employment at any time for any reason or for no reason, with or without notice.

Employee name: _____

Employee signature: _____

Date: _____

Appendix 1: Habitat for Humanity's Safeguarding Behavior Commitments September 2021

Habitat for Humanity is opposed to any form of discrimination, exploitation, and abuse, including slavery, prostitution, trafficking of persons for any purpose, vulnerable adult, or child abuse, and dangerous or exploitative child labor. In the design and implementation of programs and policies, we seek always to work without bias; to do no harm; and to reduce (rather than contribute to) the consequences of discrimination, exploitation, and abuse.

All Habitat for Humanity representatives commit to respecting and safeguarding the rights and dignities of all people and protecting our staff members, volunteers, partners, beneficiaries, research participants and community members (especially vulnerable adults and children) from exploitation and abuse. This includes the following general standards of behavior:

- Habitat representatives will respect, promote, and safeguard the rights and dignities of all people (with particular attention to those we intend to serve, vulnerable adults and children) without discrimination or bullying of any kind.
- Habitat representatives will treat all intended and actual individuals we serve with respect, courtesy, and dignity.
- Habitat representatives will not engage in any form of humiliating, degrading, or exploitative behavior toward those we intend to serve in any circumstances.
- Habitat representatives will not engage in any abuse of authority, position, or influence by withholding humanitarian assistance or manipulating selection or targeting processes for those we intend to serve.
- Habitat representatives will help to create and maintain an environment that prevents sexual exploitation and abuse and that safeguards the rights of those we intend to serve, research participants and community members (especially vulnerable adults and children).
- Habitat representatives will never engage in sexual exploitation or abuse.
- Habitat representatives will never engage in sexual activity with a child (anyone who is not yet 18 years old) regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- Habitat representatives will never exchange money, employment, goods, or services (including assistance that is due to those we intend to serve) for sex; sexual favors; or other forms of humiliating, degrading, or exploitative behavior.
- Habitat representatives will not engage in a sexual relationship with those we intend to serve, since it is based on inherently unequal power dynamics and undermines the credibility and integrity of Habitat for Humanity's charitable mission.

I acknowledge that I have read, understand, and agree to be guided by Habitat for Humanity's Safeguarding Behavior Commitments.

Signed: _____

Date: _____

Name: _____

Appendix 2: Salary Basis Deduction Policy

Salaries employees classified as exempt employees will receive a set salary which is intended to compensate them for any and all hours worked. Each employee's salary will be established at the time of hire or when he or she becomes classified as an Exempt Employee. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform. To the extent permitted by federal and/or state law, an employee's salary may be subject to certain deductions, such as:

- Full day absences for personal reasons;
- Full day absences for sickness or disability, where the employee has exhausted or has not yet accrued enough leave time;
- Full day disciplinary suspensions for infractions of safety rules of major significance;
- Unpaid disciplinary suspensions of one or more full weeks for infractions of written workplace conduct rules;
- To offset amounts received as payment for jury and witness fees or military pay;
- Family and Medical Leave absences (either full or partial day absences);
- The first or last week of employment in the event you work less than a full week;
- Employee portions of health, dental, life insurance premiums of other such benefits; or
- State, federal local taxes.

An employee's salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability;
- Absences for jury duty, attendance as a witness or military leave in any week in which you performed any work; or
- Any other deductions prohibited by state or federal law.

If you believe you have been subject to any improper deductions from salary, you should immediately report the matter to the People and Operations Manager or the Executive Director. Every report will be fully investigated, and corrective action will be taken where appropriate. In addition, Habitat Chicago will not allow any form of retaliation against individuals who report alleged violations of this policy regarding salary deductions or who cooperate in the investigation of such reports. If it is determined that an improper deduction was made, you will be promptly reimbursed for the improper deduction.

Document Revision Log

This log should be updated as HABILITAT CHICAGO Board of Executive Director makes changes to this document.

Date of Revision	Revisions Made By	Sections Revised	Revisions Approved By
10/1/2014	Vicki Crockett	Vacation	Jennifer Parks
6/26/2015	Vicki Crockett	All – name changed	Jennifer Parks
9/16/2016	Vicki Crockett	Problem Resolution	Jennifer Parks
5/25/2017	Vicki Crockett	Sick Leave	Jennifer Parks
12/5/2018	Vicki Crockett	401b – now 401(k)	Jennifer Parks
12/5/2018	Vicki Crockett	Parental Leave added	Jennifer Parks
2/1/2019	Jen Parks	Address update, deleted duplicated TOC	Jennifer Parks
11/2020	Helen Quach	Added sexual exploit and abuse Point of contacts from ED to Human Resources and respective business unit's Director Added Continuation of health insurance (COBRA) Added Driver Records and Restrictions Added Holiday Schedule Added Compliances and Ethics hotline Added Employee Assistance Program Revised Breaks and meal (IL req) Added Immigration Law Compliance	Gould & Ratner
12/21/2020	Jen Parks	Update Expense Reimbursement policy	Gould & Ratner
12/28/2020	Helen Quach	Added Property security section to cover key access/closing procedures	Gould & Ratner
2/19/2021	Gould & Ratner	Update to Harassment and Discrimination policies Update Workplace Violence policy Update to Drug and Alcohol policy Update No Smoking Policy Added School Conference and Activity Leave Added Domestic Violence Leave	Jennifer Parks
11/14/2023	Helen Quach	Added Family Medical Leave Act Added Statements made to the public Added Social and Professional guidelines Added Drug, Alcohol, Substance Testing Added Disability Accommodations Updated Holiday Schedule Added Floating Holidays Added Employee Relationships Added Safeguarding Policy Added Commitment to DEIA	Gould & Ratner

		<p>Added Who we are section with Core Values</p> <p>Updated 401k match to 5%</p>	
1/12/2024	Gould & Ratner	<p>Added Blood and Organ Donation Leave</p> <p>Added Election Judge Leave</p> <p>Added Civil Air Patrol Leave</p> <p>Added Appendix 2: Salary Basis Deduction Policy</p> <p>Added Employment at will section</p> <p>Updated Paid Sick time leave policy</p> <p>Updated firearms policy</p> <p>Updated Bereavement Leave policy</p>	

4839-1169-7372, v. 2
4827-6638-6653, v. 1