



Mendocino Coast Healthcare Foundation

Personnel Manual

For Adoption January 1, 2023

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Welcome to the Mendocino Coast Healthcare Foundation! We are excited to have you join our team. We hope that your employment with our non-profit fundraising foundation will be rewarding and challenging.

The Mendocino Coast Healthcare Foundation (MCHFoundation) is dedicated to ensuring that the entities that care for the health and wellness of our community are supported in their missions. Whether it is the hospital needing diagnostic equipment, the fire department needing new pagers or a mass vaccination clinic needing volunteers, MCHFoundation provides real world support to fulfill these very real needs.

As an employee of MCHFoundation, you are a valued member of this team and our local community. This document covers MCHFoundation's operational personnel policies and procedures, which are in place to support the needs of MCHFoundation and its employees.

MCHFoundation complies with all federal and state employment laws, and this handbook generally reflects those laws. MCHFoundation also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook. The employment policies and/or benefits summaries in this handbook are written for all employees.

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

If you have questions about your employment or any provisions in this handbook, contact Mary Kate McKenna, Executive Director.

We wish you success in your employment here at Mendocino Coast Healthcare Foundation!

With gratitude,

A handwritten signature in blue ink that reads "Mary Kate McKenna".

Mary Kate McKenna, CFRE
Executive Director
Mendocino Coast Healthcare Foundation

(o) 707-961-4671 (c) 209-452-2160 MaryKate@MCHFoundation.org

About MCHFoundation

The Mendocino Coast Healthcare Foundation (MCHFoundation) is a stand-alone 501(c)(3) not-for-profit organization, working to ensure that people in the Mendocino Coast healthcare district, residents, and visitors alike, have access to essential healthcare services - including but not limited to - emergency and clinical services, preventative programs, and health-related community education. Its mission is to support and improve the health of our coastal community.

MCHFoundation is the vehicle through which the community invests its money in the need for effective, affordable, and accessible healthcare along the Mendocino Coast. MCHFoundation accomplishes this by raising money to fund specific projects, equipment and other work to address community healthcare needs.

Mission: To support and improve the health of our coastal community, working to ensure that people in the Mendocino Coast healthcare district have access to the essential healthcare services they need, including but not limited to emergency and clinical services, preventative programs, and health-related community education

Vision: Healthy communities on the Mendocino Coast.

Values: At MCHFoundation, the following core values are central to our work. We believe that/in:

Healthcare is a human right.

Transparent business practices are positive business practices

Community partnerships are key to building a sustainable organization

Our work is based on trust, both in how we conduct ourselves internally and externally

Accomplishments - great and small - are celebrated

Fostering an environment of social justice, equity, diversity, and inclusion is fundamental to MCHFoundation's success

Our History

About the Foundation

In March 1984, the Board of Directors of the Mendocino Coast District Hospital approved the formation of a foundation to serve the Hospital District and to increase the security of the hospital. The Directors recognized the need for a free standing, nonprofit, charitable organization which could receive gifts from individuals, corporations, other foundations, and organizations for the benefit of the hospital. That organization which became the Mendocino Coast Hospital Foundation was charged with seeking gifts, managing the funds, and supporting capital projects submitted by the Hospital to MCHFoundation.

In September 1985, MCHFoundation put on its first event which they named Winesong, a day in the Botanical Gardens of music and wine tasting. The event made \$30,000 for the hospital and has been growing ever since then, now providing approximately \$250,000 annually for vital Hospital equipment and programs. In its 33 years of operation, the annual gifts from the Mendocino Coast Hospital Foundation to the hospital have grown from a range of about \$18,000 to well over \$300,000, with the total of those grants now exceeding \$10,00,000.

After 35 years of operating under its original charter, MCHFoundation Board conducted a strategic planning process and established a new mission and scope. In response to changes in healthcare systems and the needs of the community, in August 2019 the Mendocino Coast Hospital Foundation became the Mendocino Coast Healthcare Foundation. In addition to continuing to support our local hospital, MCHFoundation will be able to support new projects and organizations to address other local healthcare needs.

Since 2020 with the onset of COVID-19, and the restrictions for in person gatherings, Winesong was hosted virtually or as a small series of gatherings, while MCHFoundation developed strategies and initiatives for a diverse, multi-layered fundraising program. Utilizing best in practice development concepts and by deepening engagement with our local community of supporters, MCHFoundation now has vibrant connections to raise critical funds for health and wellness here on the Coast.

In 2022, MCHFoundation facilitated grants and raised essential funds for the All In for Nurses Initiative, expansion of telemedicine and transportation services for partnering agencies, and a capital campaign for imaging at Adventist Health Mendocino Coast.

Our vision, defined in our 3 year strategic plan for 2023, is to work with our partners and community to gather the data needed to provide insightful information on the gaps in services and care that exist in the endemic COVID-19 landscape to determine the most impactful use of our fundraising efforts to elevate care, support local health and wellness providers, and ensure ALL members of our community have access to essential services to keep our community thriving and safe.

Ethics Code

Mendocino Coast Healthcare Foundation will conduct operations honestly and ethically throughout MCHFoundation and wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our organizational practices, at all times consistent with their duty of loyalty to the MCHFoundation.

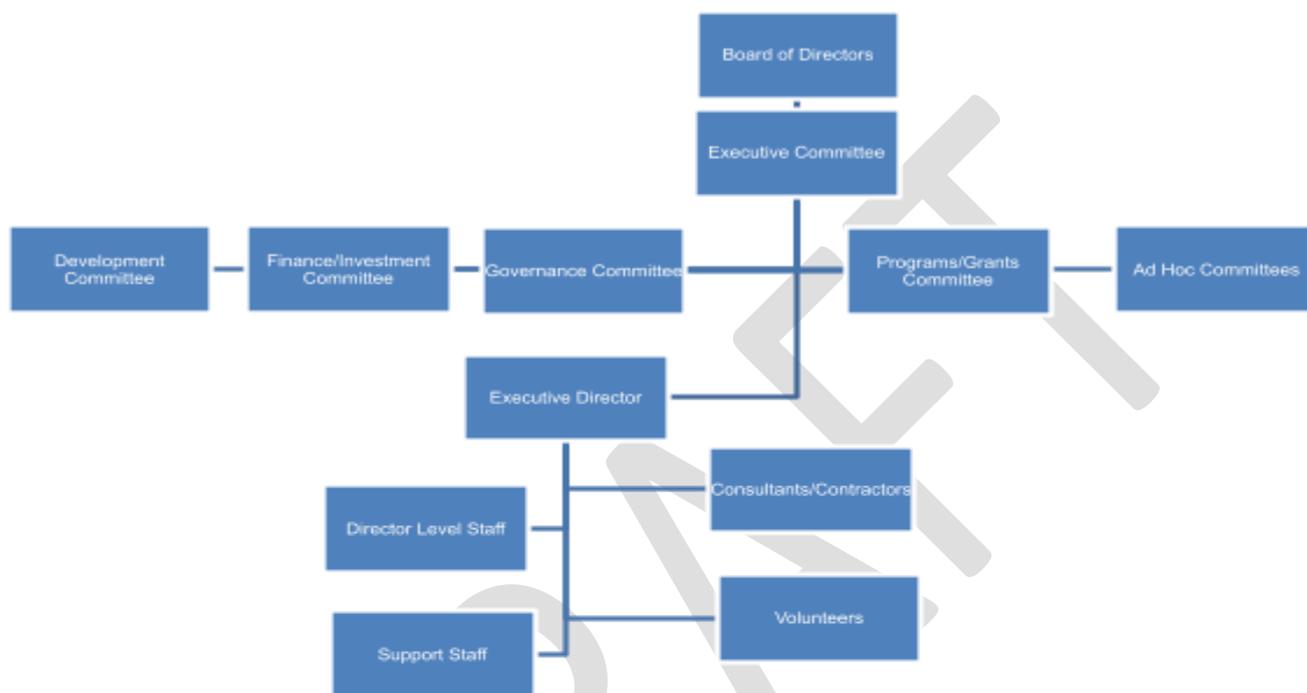
We expect that officers, directors, and employees will not knowingly misrepresent MCHFoundation and will not speak on behalf of the MCHFoundation unless specifically authorized. The confidentiality of our donors, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, partnering agreements, customer lists, patents, trademarks, etc.) about MCHFoundation or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.



Our organization

MCHFoundation is governed by a volunteer Board of Directors that serves to oversee our work both within our organization and our work within our community. This structure allows for the day-to-day management of MCHFoundation to be performed by staff, consultants and volunteers who are supervised by the Executive Director. Direct level and supervisory staff manage support staff, and work with consultants and volunteers to ensure MCHFoundation meets its strategic objectives and has an regenerative impact on our healthcare agencies and partners. The Organizational Chart below lays out lines of authority and communication in a broad sense, with individual roles filled as determined by the analysis of resource needs and funding.



Our Location

Mendocino Coast Healthcare Foundation

130 N Main Street, Fort Bragg, CA 95437 707-961-4688

Mailing Address: PO Box 1286, Fort Bragg, CA 95437

www.mchfoundation.org

EIN: 68-0041554

How we Hire

Posting of Openings

MCHFoundation desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be shared via email with current staff before being posted to external job boards and MCHFoundation's website.

Conflicts of Interest

Mendocino Coast Healthcare Foundation is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the MCHFoundation, you must disclose it to your supervisor. If an actual or potential conflict of interest is determined to exist, MCHFoundation will take such steps as it deems necessary to reduce or eliminate this conflict. Employees will annually review the Conflict of Interest Policy and Statement and return to the Executive Director during January of each calendar year.

Employment Authorization Verification

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

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by MCHFoundation.

Employment of Relatives and Friends

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

Driving Record

All employees required to operate a motor vehicle as part of their employment duties at Mendocino Coast Healthcare Foundation must maintain a valid driver's license and acceptable driving record. MCHFoundation may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to MCHFoundation.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

Once You're Hired

Job Descriptions

MCHFoundation maintains a job description for each position. If you do not have a current copy of your job description, you should request one from your supervisor.

Job descriptions prepared by MCHFoundation serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, MCHFoundation may have to revise, add to, or delete from your job duties per business needs. On occasion MCHFoundation may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your supervisor.

New Hires and Introductory Periods

The first 90 days of your employment are considered an introductory period. During this period, you will become familiar with MCHFoundation and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with MCHFoundation can be shortened or lengthened as deemed appropriate by Supervisor. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

Onboarding

In most cases, and for most departments, training employees is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your supervisor.

Bulletin Boards

Mendocino Coast Healthcare Foundation maintains an official bulletin board located in the main office and on MCHFoundation's server for providing employees with official Organization notices, including wage and hour laws, changes in policies, and other employment-related notices. At times MCHFoundation may also post information of general interest to employees on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board. Only authorized personnel may add and remove notices from the bulletin board.

Personal Data Changes

It is your obligation to provide Mendocino Coast Healthcare Foundation with your current contact information, including current mailing address and telephone number. Inform MCHFoundation of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Executive Director.

Our Commitments to You (Benefits & Leave)

After the successful completion of the 90-day probationary period, all permanent Full-time and Part-time employees are eligible for benefits and leave outlined in the following Employee Benefits Summary.

Accommodations for Nursing Mothers

Mendocino Coast Healthcare Foundation is required by law to provide requesting employees that are nursing mothers with certain accommodations to express milk upon request. Accordingly, MCHFoundation will provide nursing mothers with:

- Reasonable break time to express milk for their infant child(ren) each time the mother has the need to express milk; and
- A private room or other location in close proximity to their work area, other than a restroom, which is shielded from view and free from intrusion to express breast milk.

Requesting Accommodation

If you have the need for accommodation, contact your supervisor. If MCHFoundation cannot provide break time or a location that complies with the above, MCHFoundation will provide you with a written response.

Break Times

Regarding break times, you may use your regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where federal or state law dictates otherwise.

Milk Storage

Expressed milk can be stored in company refrigerators, refrigerators provided in the lactation room or other location, in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Retaliation

MCHFoundation will not retaliate against employees who request or obtain an accommodation in accordance with this policy.

Right to File Complaint

If you feel MCHFoundation is not providing you with adequate break time and/or a place to express milk as provided for in Labor Code § 1030, you may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest your place of employment. The complaint must be filed within three years of the alleged unlawful action.

In addition, if you believe you have been a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the Labor Commissioner about the failure of MCHFoundation to provide this accommodation, you may file a retaliation claim with the Labor Commissioner's Office pursuant to Labor Code § 98.7. This claim must be filed within six months of the alleged retaliation.

Accommodations for Victims of Crime or Abuse

Mendocino Coast Healthcare Foundation will provide reasonable accommodations to employees who are the victims of domestic violence, sexual assault, or stalking who request an accommodation for their safety while at work, provided the accommodation does not create an undue hardship on MCHFoundation.

Reasonable accommodations may include the implementation of safety measures such as:

- A transfer, reassignment, or modified schedule.
- A change in telephone number or workstation or installed lock.

- Assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace.
- An implemented safety procedure or other adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime.
- Referral to a victim assistance organization.

Upon receiving a request, MCHFoundation will engage in a timely, good faith, and interactive process with you to determine effective reasonable accommodations.

If you no longer need an accommodation, you must notify MCHFoundation that the accommodation is no longer needed. If circumstances change and you need a new accommodation, you must request one.

Certification

When requesting a reasonable accommodation, you will be asked to submit a signed, written statement certifying that the accommodation is for an authorized purpose. You may also be asked to provide documentation that demonstrates your status as a victim of domestic violence, sexual assault, stalking, or ongoing circumstances related to the crime or abuse, such as:

- A police report showing that you were a victim.
- A court order protecting you from the perpetrator or other evidence from the court or prosecuting attorney that you appeared in court.
- Documentation from a medical professional, domestic violence counselor, sexual assault counselor, victim advocate, health care provider, or counselor showing that your absence was due to treatment for injuries from the crime or abuse.
- Any other form of documentation that reasonably verifies that the crime or abuse occurred.

Requested Leave

If you are a victim, MCHFoundation will also provide you with leave to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of you or your child.

For purposes of leave, **victim** includes:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime that has caused physical injury, or mental injury and a threat of physical injury.
- A person whose immediate family member is deceased as the direct result of a crime.

Crime means a crime or public offense anywhere that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested or prosecuted for, or convicted of, committing the crime.

Immediate family member means:

- Your spouse or domestic partner.
- Your child, which includes, regardless of age, a biological, adopted, or foster child; stepchild or legal ward; the child of your domestic partner; a child to whom you stand in loco parentis; or a person to whom you stood in loco parentis when the person was a minor.
- Your (or your spouse's or domestic partner's) biological, adoptive, or foster parent, stepparent, or legal guardian, or a person who stood in loco parentis of you or your spouse or domestic partner when you or they were a minor child.
- Your biological, foster, or adoptive sibling, stepsibling, or half-sibling.
- Any other individual whose close association with you is the equivalent of a family relationship described above.

Notice

Please provide reasonable advance notice of your intent to take leave for the above reasons unless advance notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you were a victim.
- A court order protecting or separating you from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney stating that you have appeared in court; or
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor stating that you were undergoing treatment or receiving services for physical or mental injuries or abuse resulting from the crime or abuse.

Confidentiality

MCHFoundation will maintain the confidentiality of anyone requesting time off or requesting an accommodation under this policy, except as required by federal or state law or as necessary to protect your safety in the workplace.

Retaliation

MCHFoundation will not retaliate against employees for their status as a victim of crime or abuse or for requesting or taking leave or a reasonable accommodation in accordance with this policy.

Bone Marrow and Organ Donation Leave

Mendocino Coast Healthcare Foundation will provide employees, who have been employed with MCHFoundation for at least 90 days, with a paid leave of absence for the purpose of donating organs or bone marrow.

You are required to provide as much advance notice as possible if you wish to take leave to donate an organ or bone marrow. Provide the Executive Director with verification from a physician that the donation will take place and that there is a medical necessity for the donation.

Leave taken under this policy does not constitute a break in service for health insurance coverage, or seniority; however, the leave may not run concurrently with federal Family and Medical Leave Act or California Family Rights Act leave.

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

Continuing Education and Tuition Assistance

We believe in the continuing education of our employees. If Mendocino Coast Healthcare Foundation sends you to a class or training program during normal working hours related to your employment and you are nonexempt, you will be paid training pay for that time. If you are interested in attending an outside class and having MCHFoundation pay for your attendance, you are required to provide advance written notice describing the class, including the subject matter, length, and cost. Depending on the type of training, MCHFoundation may reimburse some or all of the fees, including materials expenses, meals, and transportation. If your supervisor approves of your attendance at a class that is not sponsored by MCHFoundation, you will be reimbursed once you have attended and paid for the class.

Disability Accommodation

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

If you require an accommodation because of your disability, it is your responsibility to notify your supervisor may be asked to include relevant information such as:

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

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

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

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

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

Disability Insurance

If you are unable to work for at least eight days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for disability insurance benefits. Disability insurance is a component of California's State Disability Insurance (SDI) program, which is administered by the California Employment Development Department (EDD) and is funded by workers through SDI payroll deductions. Disability insurance provides eligible employees with up to 52 weeks of partial wage replacement benefits. Benefit amounts are based on a percentage of your wages paid during a specific 12-month base period, determined by the date your claim begins.

To apply for this benefit, you must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

The SDI program does not create a right to a leave of absence, job protection, or job reinstatement.

You are responsible for filing your claim and other forms promptly and accurately with the EDD. To learn more about the SDI program, including eligibility requirements and benefits, or to make a claim for DI benefits, contact the EDD (www.edd.ca.gov).

Mendocino Coast Healthcare Foundation will be notified that you have submitted a disability insurance claim.

Employee Assistance Program (EAP)

Mendocino Coast Healthcare Foundation provides confidential assistance through its employee assistance program (EAP) to all eligible employees. The EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance. These concerns may include, but are not limited to, health, marital, family, financial, legal, emotional, alcohol abuse, and drug use. The EAP can help assess the problem, offer guidance, and provide a referral to quality care.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to MCHFoundation.

In certain circumstances, you may be referred to the EAP by your Supervisor due to job performance issues.

EAP services are available to eligible participants without charge; however, the cost of referrals to treatment or rehabilitation is your responsibility if it is not completely covered by insurance.

EAP services can be initiated by contacting the EAP service provider, UNUM; contact information can be found in your employee benefits summary.

Jury Duty Leave

Mendocino Coast Healthcare Foundation encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your supervisor as soon as possible to make scheduling arrangements.

MCHFoundation reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

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

Military Leave (USERRA)

Mendocino Coast Healthcare Foundation complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to the Executive Director. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Executive Director.

Paid Family Leave Insurance

California's Paid Family Leave (PFL) insurance program provides eligible employees with up to eight weeks of partial wage replacement in any 12-month period to take time off from work to:

- Bond with a new child (either by birth, adoption, or foster care placement);
- Care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner); or
- Participate in a qualifying exigency related to the covered active duty, or call to covered active duty, of your spouse, domestic partner, child, or parent in the U.S. Armed Forces.

The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.

Personal Leave of Absence

Mendocino Coast Healthcare Foundation recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Eligibility

All regular/full-time/part-time employees employed for at least one year are eligible to apply for an unpaid personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted to the Executive Director in writing at least 3 days in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of MCHFoundation.

If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.

Organization-provided benefits will be continued at the same level and under the same conditions as prior to the leave. You are responsible for payment of your portion of the insurance premium while on personal leave.

If you fail to pay your premium payment in a timely manner, MCHFoundation will provide you with information about your rights under COBRA and/or applicable state continuation coverage policies.

Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least 3 days in advance of the return date. Leave extensions will be considered on a case-by-case basis. If MCHFoundation denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

Return to Work

In advance of your scheduled return date, the Executive Director will arrange for you to resume your previous position, if available. However, MCHFoundation's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any

position after your leave. MCHFoundation retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

Alternative Employment

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

School Disciplinary Leave

Mendocino Coast Healthcare Foundation will provide eligible employees with unpaid leave, where permitted by law, to appear at their child's school if the child has been suspended and, for reasons specified in the California Education Code, they have been requested to attend a portion of a school day in the classroom of their child or ward.

Eligibility

All employees who are the parent or guardian of a student are eligible for school disciplinary leave.

Notice

You must provide documentation from the school of your need to take school disciplinary leave.

Retaliation

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

Voting Leave

If your work schedule prevents you from voting on Election Day, Mendocino Coast Healthcare Foundation will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

Witness Leave

If you are required by law to appear in court as a witness, you may take unpaid time off to do so, provided you give Mendocino Coast Healthcare Foundation reasonable advance notice.

Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Mendocino Coast Healthcare Foundation, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

Religious Accommodation

Mendocino Coast Healthcare Foundation is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees, unpaid interns, and volunteers may request an accommodation when their religious beliefs cause a deviation from MCHFoundation dress or grooming code, or the individual's schedule, basic job duties, or other aspects of employment. MCHFoundation will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that MCHFoundation will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will MCHFoundation question the validity of a person's belief.

If you require religious accommodation, speak with your supervisor.

Valuing your Time

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

Exempt Personnel

If you are classified as "exempt" at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact your supervisor for clarification.

Non-Exempt Personnel

If you are classified as nonexempt at the time of your hiring, you will be eligible for minimum wage and overtime pay in accordance with federal, state, and local laws. If you have a question regarding whether you are exempt or nonexempt, contact your supervisor for clarification.

Regular Full-Time Personnel

Regular full-time employees are those who have completed their introductory period and are regularly scheduled to work more than 32 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to employees at Mendocino Coast Healthcare Foundation are for regular full-time employees only. This includes vacation, holiday pay, health insurance, and other benefits coverage.

Regular Part-Time Personnel

All employees who work fewer than 31 hours per week are considered part time. Part-time employees are not eligible for Mendocino Coast Healthcare Foundation benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

Attendance

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your supervisor. You may be required to provide documentation of any medical or other excuse for being absent

or late where permitted by applicable law.

MCHFoundation reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from MCHFoundation

Direct Deposit

MCHFoundation encourages all employees to enroll in direct deposit. An application form will be provided to you in your onboarding packet.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be given to you on paydays described in the preceding sections in lieu of a check.

Paycheck Deductions

Mendocino Coast Healthcare Foundation is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your supervisor.

MCHFoundation will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to the Executive Director.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

MCHFoundation will not retaliate against employees who report erroneous deductions in accordance with this policy.

Recording Time

Mendocino Coast Healthcare Foundation is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that MCHFoundation has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using MCHFoundation timesheets, which will be provided to you in your onboarding packet. Exempt employees may also be required to track days or time worked. Speak with your Supervisor for specific instructions.

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

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

Time sheets are to be turned into the Executive Director the last Monday of the pay period. A pay period calendar will be provided to you in your onboarding packet and is also available on the MCHFoundation server.

Notify the Executive Director of any pay discrepancies, unrecorded or mis recorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the Executive Director any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Meal and Rest Periods

Mendocino Coast Healthcare Foundation strives to provide a safe and healthy work environment and comply with all federal and state regulations regarding meal and rest periods. Check with your Supervisor regarding procedures and schedules for meal and rest periods.

MCHFoundation requests that employees observe and accurately record meal periods in time and attendance records. If you know in advance that you may not be able to take an uninterrupted scheduled meal or rest period, let your Supervisor know; in addition, notify your Supervisor as soon as possible if you were unable to take or were prohibited from taking an uninterrupted scheduled meal or rest period.

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

Meal Periods

If you are nonexempt and work more than five hours in a workday, you will be provided an unpaid, uninterrupted 30-minute meal period no later than the end of your fifth hour of work and will be required to "clock out" from the timekeeping system. If you work fewer than six hours in a workday, you may mutually agree with your supervisor to waive the meal period.

If you are nonexempt and work more than 10 hours in a workday, you will be provided a second unpaid, uninterrupted one-hour meal period no later than the end of your tenth hour of work. Depending on your occupation, if you work no more than 12 hours in a workday and have taken the first meal period, you may mutually agree with your supervisor to waive the second meal period.

See your supervisor for procedures related to requesting to waive a meal period in the above circumstances.

Rest Periods

If you are nonexempt, you will also be provided paid, 10-minute rest periods based on total hours worked daily and you are not required to "clock out" from the timekeeping system. You will receive 10 minutes of uninterrupted rest time for every four hours of work, or a major portion of each four hours worked. Accordingly, if you work:

- Less than three and a half hours, you are not entitled to a rest period.
- Three and a half to six hours, you are entitled to a 10-minute rest period.

- Six to 10 hours, you are entitled to two 10-minute rest periods.
- Ten to 14 hours, you are entitled to three 10-minute rest periods.

Rest periods are to be taken in the middle of the four-hour work period when possible. Rest periods should not be combined or added to meal periods or used to start work later or end work early.

One Day Rest in Seven

In accordance with California law, nonexempt employees are generally permitted, on average, one day of rest for every seven days of work depending upon scheduling and business needs as well as availability and interest in additional hours of work.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your supervisor.

At certain times Mendocino Coast Healthcare Foundation may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

If you are nonexempt and work more than eight hours in any workday or more than six days in any workweek, you will be paid overtime at a rate of:

- One and one-half times your regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek.
- Two times your regular rate for all hours worked in excess of 12 hours in a workday or in excess of eight hours on the seventh consecutive day of work in a workweek.

If you are nonexempt and work more than 40 hours in a workweek you may be entitled to overtime after any daily overtime hours are subtracted. The same hours are never counted against different overtime limits.

Holidays and leave days do not count as time worked for computing overtime.

Pay Period

MCHFoundation pays all employees every two weeks. Please see the annual payday calendar for specific pay days. Payment will be made by electronic funds transfer directly into the employee's designated bank account

Review your paycheck for accuracy and report any concerns to your supervisor immediately. If you have been overpaid or underpaid, the error will be corrected as soon as possible.

Reporting Time Pay

Mendocino Coast Healthcare Foundation provides reporting time pay to nonexempt employees in all circumstances required by applicable law, including when you report to work for your scheduled shift but are asked to work, or are given, less than half of the hours you were scheduled to work. Reporting time pay may also be available for employees who are asked to call in or verify whether they will be required to work through online resources. Reporting time pay will be paid at your regular rate of pay. Reporting time pay for hours not actually worked is not counted for purposes of determining overtime.

Reporting time pay is not provided under certain circumstances, including, but not limited to:

1. When Organization operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue.
2. When public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system.
3. When the interruption of work is caused by an "act of God" or other cause outside of the employer's control, such as an earthquake.

Speak with your Supervisor for more information regarding reporting time pay.

Travel Time Pay

Some nonexempt positions within Mendocino Coast Healthcare Foundation require travel. If you are nonexempt and are required to travel in the course of conducting your work, you will be paid in the following way:

- If you report to the workplace and then are required to travel to another site to work for the day, travel time to the assigned workplace will be paid.
- When you are required to report to a site other than your regular work site, and you go directly to that site without first going to the regular workplace, MCHFoundation will pay travel time for any time in excess of your normal commute time to the regular site.
- If you are required to travel to a distant workplace, you will be paid travel time in addition to time worked.
- Your travel hours are "hours worked" for the purposes of calculating overtime.

Wage Disclosure Protection

In accordance with California law, Mendocino Coast Healthcare Foundation will not:

- Prohibit you from:
 - Disclosing your own wages;
 - Discussing the wages of others; or
 - Inquiring about another's wages.
- Require you to sign a waiver or other document that proposes to deny you the right to disclose the amount of your wages.
- Discharge, formally discipline, or otherwise discriminate or retaliate against you for disclosing the amount of your wages.

However, if you have access to or knowledge of the private compensation information of other employees as a part of your role and essential job functions, you may not disclose that information to individuals who do not otherwise have access to it, unless the disclosure is:

- In response to a formal complaint or charge.
- Part of an investigation, proceeding, hearing, or action, including an investigation conducted by MCHFoundation; or
- Consistent with the legal duty of MCHFoundation to furnish information.

If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to the Executive Director.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against employees regarding their rights under the National Labor Relations Act.

Workday/Workweek

Mendocino Coast Healthcare Foundation's work week runs from Monday to Friday. The workday begins at 8 AM and ends at 5 PM. Employees may be required to come in early, work late, or work overtime from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

Performance and Reviews

Annual Reviews

Promotions

To match you with the job for which you are best suited and to meet the business needs of Mendocino Coast Healthcare Foundation, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job.

All employees promoted into new job positions will undergo a 90-day introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive Organization benefits for which they are eligible.

Pay Raises

Depending on financial health and other Organization factors, efforts will be made to give pay raises consistent with Mendocino Coast Healthcare Foundation profitability, job performance, and the consumer price index. MCHFoundation may also make individual pay raises based on merit or due to a change of job position.

Transfers

Mendocino Coast Healthcare Foundation may transfer your employment from one position to another with or without notice, as required by service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

Other Reimbursement Policies

Authorization for Use of Personal Vehicle

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Mendocino Coast Healthcare Foundation may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to MCHFoundation.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Travel Expenses

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

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Mendocino Coast Healthcare Foundation business trips. Travel is limited to business activities for which other means of communication are inadequate and for which prior approval from your supervisor has been received.

Advances

MCHFoundation does not provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

MCHFoundation pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Family Members

MCHFoundation will pay the travel expenses of spouses or other family members only when their presence is necessary to the business purpose of the trip and when approved in advance in writing by the Executive Director.

Air Travel

Use economy or tourist class airfares when traveling on Organization business. In addition, private, noncommercial aircraft or chartered aircraft are not to be used, and no more than two Organization officers should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved Organization expenses.

Insurance

MCHFoundation does not pay for personal travel insurance for employees.

Rental Cars

You are to use rental firms having existing relationships with MCHFoundation and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 2 points on your driving record. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid the hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The Executive Director must authorize any deviation from this policy.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

Travel Reservations

Contact the Executive Director for MCHFoundation's travel reservation procedures.

Business Expenses

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

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

Business Meetings (Employer-Sponsored Events and Meetings)

MCHFoundation pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other MCHFoundation employees. The most senior MCHFoundation individual present is to pay for and report all expenses.

MCHFoundation will make every effort to have a master account set up for organization-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

MCHFoundation pays for entertainment expenses only when they clearly benefit MCHFoundation and include customers and are promotional in nature. Any expenses of an entertainment nature must be approved in advance by the Executive Director.

Technical and Training Seminars

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

Gifts

You may present gifts only under exceptional circumstances and with prior approval of the Executive Director.

Other Expenses

MCHFoundation will pay for postage and telephone expenses that are for business purposes.

Reporting

Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants.

Use of Employer Credit Cards

All employees in the possession of a credit card issued by Mendocino Coast Healthcare Foundation will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Organization vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit card purchases for vehicle use over \$100 and any other business purchases over \$25 must receive prior approval from your supervisor.

Submit all sales receipts generated by use of MCHFoundation credit card monthly to the Executive Director. Your organization credit card may not be used for personal reasons. Use of MCHFoundation credit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a credit card issued by MCHFoundation will be the cardholder's responsibility. You must reimburse any such purchase to MCHFoundation within 30 days.

Immediately report lost or stolen Organization cards to your supervisor. Failure to follow this policy may result in disciplinary action up to and including discharge.

How We Work Together

Open Door/Conflict Resolution Process

Mendocino Coast Healthcare Foundation strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to the Executive Director or, the Board of Directors. To help manage conflict resolution we have instituted the following problem-solving procedure:

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

Standards of Conduct

Mendocino Coast Healthcare Foundation wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow the rules and common values of MCHFoundation.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including

immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Organization property (including in Organization vehicles), or on Organization business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of MCHFoundation or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Organization property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Organization trade secrets and proprietary and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of MCHFoundation or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Organization premises during working hours.
- Failure to dress according to Organization policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Organization.
- Gambling on Organization premises.
- Lending keys or keycards to Organization property to unauthorized persons.

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

Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Mendocino Coast Healthcare Foundation is prohibited. MCHFoundation recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to MCHFoundation should be reported to your supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

Disciplinary Process

Violation of Mendocino Coast Healthcare Foundation policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. MCHFoundation encourages a system of progressive discipline depending on the type of prohibited conduct. However, MCHFoundation

is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while MCHFoundation is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

Performance Improvement

Mendocino Coast Healthcare Foundation will make efforts to periodically review your work performance. The performance improvement process will take place annually, or as business needs dictate. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

Employer Sponsored Social Events

Mendocino Coast Healthcare Foundation holds periodic social events for employees and volunteers. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a supervisor prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

No solicitation/No distribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, Mendocino Coast Healthcare Foundation has implemented a No solicitation/No distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the No solicitation/No distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on non working time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to

distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your supervisor.

Off-Duty Use of Employer Property or Premises

You may not use Mendocino Coast Healthcare Foundation property for personal use during working time. You are responsible for returning Organization property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Organization products, or office supplies for personal use without prior authorization.

It is Organization policy to control off duty and non working hour use of Organization facilities either for business or personal reasons. You are prohibited from using Organization facilities during off duty or non working hours without the written consent of your supervisor.

Personal Appearance

MCHFoundation trusts you to use common sense and good judgment when dressing for work, or when representing MCHFoundation during work hours, within the community.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

MCHFoundation, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on MCHFoundation. Contact your supervisor to request a reasonable accommodation.

Personal Cell Phone/Mobile Device Use

While Mendocino Coast Healthcare Foundation permits employees to bring personal cell phones and other mobile devices (i.e., smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Organization property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Organization policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, MCHFoundation requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may connect your personal device to MCHFoundation Wi-Fi network. You are not permitted to connect

to the MCHFoundation printer(s) for personal use.

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

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

Workplace Smoking

Mendocino Coast Healthcare Foundation is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking in the office, client areas, and restrooms is prohibited.

Drug and Alcohol Policy

Mendocino Coast Healthcare Foundation is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of MCHFoundation to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

MCHFoundation expressly prohibits employees from engaging in the following activities when they are on duty or conducting Organization business or on Organization premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

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

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer Sponsored Events

From time to time, MCHFoundation may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Treatment and/or Rehabilitation

MCHFoundation may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In

such cases, MCHFoundation may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. MCHFoundation may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

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

General Safety

It is the responsibility of all Mendocino Coast Healthcare Foundation employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow MCHFoundation health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. MCHFoundation also requires that all occupational illnesses or injuries be reported to your supervisor as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Mendocino Coast Healthcare Foundation, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

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

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Organization property or while performing Organization business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Supervisor or Executive Director, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

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

Retaliation

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

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

If you believe you have been wrongfully retaliated against, immediately report the matter to the Executive Director.

Security

All employees are responsible for helping to make Mendocino Coast Healthcare Foundation a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Supervisor immediately. Refrain from discussing specifics regarding Organization security systems, alarms, passwords, etc. with those outside of MCHFoundation.

Immediately advise your supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of MCHFoundation. Safety and security are the responsibility of all employees, and we rely on you to help us keep our premises secure.

Social Media

At Mendocino Coast Healthcare Foundation, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to MCHFoundation, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for MCHFoundation.

Social media is defined as forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos).

The purpose of this policy is to provide guidance for MCHFoundation board members, officers, employees, volunteers and contractors engaging in social media activities on behalf of, or within defined job duties for, MCHFoundation.

This policy intends to guide those social media activities, to produce the best results, while also mitigating risk for MCHFoundation.

This policy does not cover issues surrounding inappropriate actions, statements or representations by board members, officers, employees, volunteers and contractors. Disciplinary guidelines for such behavior, while representing MCHFoundation, is the purview of the Board and Executive Director under other policies or contractual agreements.

For the purposes of this policy, "social media" refers to all technologies that allow a user to share communications, postings or information, or participate in social networking, including but not limited to:

blogs (i.e., Twitter, Tumblr), social networks (i.e., Facebook, LinkedIn, Google+), video and photo sharing websites (i.e., Instagram, Flickr), and online forums and discussion boards (i.e., Reddit).

Social Media Guidelines:

- Social Media accounts owned and controlled by MCHFoundation (MCHFoundation/Winesong) are to be maintained in a consistent way, regardless of the individuals controlling the postings and surrounding communications.
- Postings should always utilize imagery and language that is non-confrontational, follows all MCHFoundation policies and represents the best efforts of those producing the content, to not offend or misrepresent.
- Media assets, captions, links to websites or articles, references to other entities or organizations should all have direct or indirect connections to MCHFoundation initiatives and campaigns, or support mission aligned local entities or public advocacy.
- Copy should be clear and direct, with a minimal set of consistent emojis used repeatedly. Emojis can have unintended meanings and any new emoji added to the current set of emojis in use, should be properly researched before inclusion in postings.
- Captions should utilize the standard, "Link in Bio" phrase to direct users to useful links as needed.
- All current and future social media accounts that are directly controlled by MCHFoundation should utilize the Link tree account that provides hosting for multiple, changeable links. Links should be updated as needed.
- Hashtags should be used consistently and be limited to hashtags that have been properly researched to ensure that unintended meanings or connections are not presented to users. Hashtags should be limited to 9 on any post, as per best practice guidelines, based on scientific evidence of current social media algorithms.
- Tags and mentions should be used whenever possible, in connection with the naming of entities or individuals. Tags or mentions of individuals should be limited to professional individuals in reference to their professional roles and used only when clearly appropriate, as defined by whether the caption needs to recognize an individual.
- Social media postings should be relevant and timely. The messaging and media should be reflective of the messaging and media used in coordinated email campaigns, press releases, public events, and signage. Postings should be aligned with the Board's intentions and the Executive Director's goals.
- Personal social media use and postings by board members, officers, employees, volunteers, and contractors, while representing MCHFoundation, should always properly reference (tags/mentions) MCHFoundation or Winesong (as appropriate) accounts and the initiative, campaign, fundraising activity, or advocacy efforts being shared.
- Social media use and postings by board members, officers, employees, volunteers, and contractors, while representing MCHFoundation, should follow all MCHFoundation policies and guidelines for communications and appropriate behavior.

Objectives:

- The MCHFoundation board, officers, employees, volunteers, and contractors will use social media to engage the local community and global supporters in an effort to communicate essential and beneficial information surrounding MCHFoundation and its mission.
- MCHFoundation/Winesong social media accounts will be a tool for strengthening engagement, informing the public, advocating for mission aligned objectives and be an easily discoverable source of information and a record of activity.
- The use of social media will help connect MCHFoundation/Winesong to all the individuals and entities who may benefit from or be in support of, MCHFoundation activities and communications.

This policy applies to all MCHFoundation social media communications, use and activity.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

Other Policies of Note

Third Party Disclosures

From time to time, Mendocino Coast Healthcare Foundation may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of MCHFoundation and should refer any call requesting the position of MCHFoundation to the Executive Director. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Executive Director.

Computer Security and Copying of Software

Software programs purchased and provided by Mendocino Coast Healthcare Foundation are to be used only for creating, researching, and processing materials for Organization use. By using Organization hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Organization policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of MCHFoundation or developed by Organization employees or contract personnel on behalf of MCHFoundation, is and will be deemed Organization property. It is the policy of MCHFoundation to respect all computer software rights and to adhere to the terms of all software licenses to which MCHFoundation is a party.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or MCHFoundation to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by MCHFoundation.

Use of Company Technology

This policy is intended to provide Mendocino Coast Healthcare Foundation employees with the guidelines associated with the use of MCHFoundation information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at MCHFoundation, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts

- Internet access
- Telephones, VOIP, and voicemail systems
- Printers, photocopiers, and scanner
- All other associated computer, network, and communications systems, hardware, peripherals, and software

General Provisions

Organization IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Organization IT resources and communications systems are the property of MCHFoundation. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Organization electronic information and communications systems.

MCHFoundation reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Organization IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that MCHFoundation will exercise this right periodically, without prior notice and without prior consent.

The interests of MCHFoundation in monitoring and intercepting data include, but are not limited to: protection of Organization proprietary information and similar confidential commercially-sensitive information; managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Organization IT resources and communications systems.

Do not use Organization IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, MCHFoundation will also advise law enforcement officials of any illegal conduct.

Workplace Privacy and Right to Inspect

Mendocino Coast Healthcare Foundation property, including but not limited to computers, tablets, desks, or workplace areas, remains under the control of MCHFoundation and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Organization premises including that kept in lockers and desks.

Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Mendocino Coast Healthcare Foundation employees are required to protect the confidentiality of Organization trade secrets, proprietary information, and confidential commercially sensitive information (i.e., financial or donor records/reports, marketing or business strategies/plans, product development, donor lists, etc.) related to MCHFoundation. Access to this information should not be used for personal benefit, disclosed, or released without prior authorization from management.

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

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

When It's Time to Transition

At-Will Employment

Your employment with Mendocino Coast Healthcare Foundation is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave MCHFoundation at any time, with or without notice and with or without cause.

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

If a written contract between you and MCHFoundation is inconsistent with this handbook, the written contract is controlling. Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

Resignation Policy

Mendocino Coast Healthcare Foundation hopes that your employment with MCHFoundation will be a mutually rewarding experience; however, MCHFoundation acknowledges that varying circumstances can cause you to resign employment. MCHFoundation intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

MCHFoundation requests that you provide a minimum of two weeks' notice of your resignation. Provide a written resignation letter to your supervisor. If you provide less notice than requested, MCHFoundation may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

MCHFoundation reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

MCHFoundation will pay separated employees in accordance with applicable laws and other sections of this handbook.

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

Return of Property

Return all Organization property at the time of separation, including keys, tools, laptops, credit cards, and identification cards. Failure to return some items may result in deductions from your final paycheck where state law allows.

Exit Interview

You may be asked to participate in an exit interview when you leave Mendocino Coast Healthcare Foundation. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist MCHFoundation in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

Post-Employment References

Mendocino Coast Healthcare Foundation policy is to confirm dates of employment and job title only. With written authorization, MCHFoundation will confirm compensation. Forward any requests for employment verification to the Executive Director.

Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by Mendocino Coast Healthcare Foundation and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from MCHFoundation.

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Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Mendocino Coast Healthcare Foundation policies and procedures. The handbook is not a contract. MCHFoundation reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on organization bulletin boards.

Acknowledgment of Receipt and Review

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

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

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

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

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Mendocino Coast Healthcare Foundation.

If I have any questions about the content or interpretation of this handbook, I will contact Mary Kate McKenna, Executive Director

Signature

Date

Print Name