

**CAUSE COLLECTIVE
PERSONNEL HANDBOOK**

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MISSION / VISION

Mission: To strengthen nonprofits to better serve the community through collaboration, education and advocacy.

Vision: Nonprofits inspire a vibrant, thriving and compassionate community where all residents have equal opportunity.

EMPLOYMENT

All employees of Cause Collective are "at will" employees. This means that employees may resign at any time and Cause Collective may terminate their employment at any time with or without notice for any or no reason. Employees who resign are expected to give two weeks notice. This handbook summarizes our policies and practices. It is not a contract of employment. From time to time changes may be needed and Cause Collective reserves the right to make such changes without prior notice. These practices and policies may be modified only in a written document signed by the Executive Director after adoption by the Board of Directors.

This manual does not constitute, and should not be read to create, any promise by Cause Collective that the policies set forth will be followed in every case. Nothing in this manual alters an employee's "at will" status. An employee may be discharged at any time for no reason or for any reason including, without limitation, taking actions which may endanger the safety of the employee, other employees or third parties; frequent lateness; failure to follow directions of supervisors; theft; unexcused or excessive absenteeism or lateness; abuse or disrespect toward third parties; submission of an intentionally incorrect time card; falsification of the application for employment; or breach of any policy, rule or guideline set out in this manual or otherwise adopted by Cause Collective. If you have any questions with regard to the policies contained herein, please contact the President and/or the Executive Director.

DISCRIMINATION POLICY

Cause Collective firmly supports equal employment opportunity. All policies and procedures for Cause Collective shall be administered in a manner that prohibits discrimination against any individual or group based upon race, color, religion, sex, age, national origin, physical or disability not pertinent to assigned jobs, marital status, sexual orientation or socioeconomic status.

DIVERSITY STATEMENT OF INTENT

Cause Collective affirms its commitment to human diversity and inclusion. We recognize and value the ethnic, cultural, religious, generational, and racial richness of our community. We encourage mutual respect and understanding among people of all abilities, sexual orientations and gender identities. We recognize that true excellence in organizations and communities results from identifying, serving, and enlisting the participation of people who represent a

diversity of experiences. Cause Collective acknowledges an unfortunate history in our country of the use of derogatory, stereotypical, and other hurtful characterizations. We resolve to eliminate such portrayals and language from correspondence, interagency communications, and events. Cause Collective believes in the accessibility and affordability of human services for all people.

We urge member agencies to provide services to, and with respect for, those of all gender/gender identity, race, religion, age, sexual orientation, disability, intelligence, size, appearance, and low economic status; and to recruit staff and board members who represent diverse populations. We accept the reality that certain populations may be targeted for service to achieve greater equity in society-at-large. We believe this commitment to be our responsibility as a professional organization which plays an integral leadership role in the community and future of this City and country.

ANTI-HARASSMENT POLICY

A fundamental policy of Cause Collective is that the workplace is for work. Cause Collective's goal is to provide a workplace free of tensions involving matters that do not relate to Cause Collective's business. In particular, an atmosphere of tension created by non-work related conduct, including ethnic, racial, sexual, disability, sexual orientation or religious remarks, animosity, unwelcome sexual advances or requests for sexual favors and such other conduct does not belong in the workplace.

Harassment of employees or of applicants by other employees is prohibited. Harassment includes, without limitation, verbal harassment (derogatory comments and/or slurs), physical harassment (assault or physical interference), visual harassment (posters, cartoons, drawings), and innuendo.

Sexual harassment is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to that conduct is either explicitly or implicitly made a term or condition of employment or is used as a basis for employment decisions. Further, other forms of harassment include actions that have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Cause Collective cannot prevent violations of this policy unless such behavior is observed or the Executive Director or the Board of Directors are told of the violations. If an employee has reason to believe that he/she or another employee has been harassed, the employee should report the violation to the Executive Director. However, if it is felt that the Executive Director does not give satisfactory results or if it is felt that the Executive Director is a part of the problem, the employee should contact the President of the Board of Directors.

Any complaints will be kept confidential and the employee can be assured that the employee will not suffer negative consequences as a result of bringing his/her concern to the attention of

the Executive Director or Board President. All complaints will be promptly and thoroughly investigated. If the investigation reveals that the employee has been harassed at work, disciplinary action will be immediately taken against the appropriate individuals.

EMPLOYMENT OF RELATIVES

Cause Collective's policy is to avoid the hiring, transfer or promotion of relatives of employees into positions where the possibility of favoritism or conflicts of interest might exist. Applicants will not be hired or employees promoted or transferred into departments where an immediate relative occupies a supervisory position under which the individual applicant or employee would work without approval of the President or Executive Director.

PERFORMANCE EVALUATIONS

The performance evaluation is a means for discussing, planning and reviewing the performance of the employee. The board of directors will schedule an annual review with the Executive Director. The Executive Director will schedule a 3 month, six month and annual review (from date of hire and annually thereafter) with each employee. The process and form used will be determined by the board of directors and executive director respectively. Evaluations will be placed in the employees file, including the Executive Director, and a copy given to the employee.

EMPLOYMENT CLASSIFICATION

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.
- Exempt employees are generally executives or managers or professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Cause Collective has established the following categories for both nonexempt and exempt employees:

- Regular Full-Time employees: Employees who are regularly scheduled to work between 30 - 40 hours per week.
- Regular Part-Time employees: Employees who are regularly scheduled to work less than 30 hours per week.
- Temporary employees: Employees who are hired for a short period of time, or as need, which may be one day or more

COMPENSATION POLICIES

The Board of Directors shall set the salary and benefit package of the Executive Director. The Executive Director shall determine the staffing needs and wage rates. Staff compensation, under normal conditions, shall be reviewed and adjusted on an annual basis and subject to the agency's budget.

- Pay Periods: Staff members are paid based upon 24 pay periods annually.
- Work Week: The work week for the Cause Collective will begin at 12:01 a.m. on Sunday and ends at midnight on Saturday night.
- Overtime: In the case of unusual or peak demands, a non-exempt employee may be asked to work in excess of forty (40) hours a work week. In the case of non-exempt employees, additional time over and above forty (40) hours per workweek shall be paid at one and one-half employee's regular rate as calculated based on the employee's current hourly rate. Overtime only applies to actual hours worked. The employee shall be responsible for maintaining accurate records of the time that they work.

No employee may work overtime without prior authorization from their supervisor.

WORKER'S COMPENSATION

All Cause Collective associates are eligible to receive benefits under worker's compensation for job related illness and injuries. An associate should report an on-the-job accident or illness to the President and/or Executive Director immediately. A staff member may use sick leave they may have accrued when absent for a workers' compensation injury until such time as they begin receiving worker's compensation benefits. Once workers' compensation benefits commence, the staff member will not be entitled to any compensation from Cause Collective other than that permitted under the workers' compensation laws.

ICHRA (Cause Collective Individual Coverage Health Reimbursement Arrangement) POLICY: Cause Collective Board may approve or discontinue an ICHRA to employees within an identified class, dependent on available funds. Cause Collective will give at least 90 days notice to qualified employees of the availability of the plan and the amount of the monthly stipend. Availability depends on funds and on approval by the Board of Directors. Participating employees will provide evidence of health insurance at the time of enrollment.

TIME RECORD

Each non-exempt employee must record the time he or she comes on duty and leaves duty on a daily basis. Excessive lateness and/or absenteeism can be grounds for termination. The normal working shifts will be determined by the Executive Director.

PERSONAL TIME OFF (PTO)

It is the policy of Cause Collective that all permanent employees accrue personal time off (PTO) in accordance with the guidelines outlined below. PTO is time earned to be used for vacation, illness and/or other personal time off.

1. PTO provides employees with time for rest, relaxation, and rejuvenation. In addition to rest and relaxation, PTO is the benefit used for illnesses (own or a family member) or attending to personal business that cannot be handled outside of regular work hours (appointments, family matters, emergencies, etc.) with the approval of the employee's immediate supervisor.
2. PTO accrual for eligible employees begins on the first day of employment.
3. PTO is accrued on a prorated basis, for all permanent employees based on their weekly hours, to total 20 days per year.
4. If a paid holiday falls during scheduled PTO, holiday pay will be utilized.
5. PTO is not used in the calculation of overtime.
6. PTO must be approved in advance by the employee's immediate supervisor when possible. Cause Collective has the discretion to approve or not approve paid time off requests based upon the needs of the agency.
7. PTO may be taken in increments as small as one-quarter hour.
8. The maximum PTO accrual for any employee shall not exceed 30 days – total hours are calculated based on the pro-rated weekly hours. If PTO accrual reaches 30 days, employees are not eligible to earn any additional PTO time until their PTO balance falls below their maximum hours, in which case they will only accrue PTO again up to the maximum accrual amount of total hours accrued at any given time
9. All accrued but unused PTO will be paid out at the time of separation pursuant to the Wage Payment and Collection Act.
10. Consistent with Agency policy for all types of leave, employees will not accrue PTO while on unpaid leave.

HOLIDAYS

Cause Collective recognizes the following days listed below as holidays for employees. When a holiday falls on Sunday, the following Monday will be given as a holiday. If the holiday falls on Saturday, Friday is to be given. With prior approval from the Executive Director employees may take an alternate day within one week (before or after) any holiday falling on a Saturday or Sunday.

Regular full-time and part-time employees shall be paid for holidays. Part-time employees shall receive their regular hourly wage for holidays if they're normally scheduled to work. In addition to the paid holidays listed below, four paid floating holidays are available to enable individual employees to take at their convenience to support an inclusive work environment. Unused paid floating holidays are not carried forward.

PAID HOLIDAY LIST:

Cause Collective Board of Directors will review this list periodically, using the Federal Government Holiday list as a guide.

Independence Day
Labor Day
Veterans Day
Indigenous People's Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King Jr.'s Birthday
Presidents' Day
Memorial Day
Juneteenth

LEAVES OF ABSENCE

Leaves of absence without pay may be granted at the sole discretion of the Executive Director or the Board in case of the Executive Director. Benefits shall not accrue to an employee during a leave of absence. Failure to report to duty by the expiration of the approved leave of absence is a cause for termination of employment. Despite the granting of leave of absence, there will be no guarantee to the employee that the same job or any job will be available to them upon return.

BEREAVEMENT LEAVE

A leave of up to five days with pay will be granted for bereavement based on the discretion of the Executive Director.

MILITARY LEAVE

Military Leave (USERRA) Cause Collective complies with applicable federal and state law regarding military leave and re-employment rights. 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), as amended, and all applicable state law. Documentation of the need for the leave is required to be submitted to your supervisor. An employee returning from military leave of absence will be reinstated to his or her previous or similar job 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. Cause Collective agrees to pay the difference between the employee's regular pay and the military pay for the authorized leave period, not to exceed 5 weeks. A copy of his/her military duty pay voucher with dates identified must be presented for calculation of the differential.

CIVIL SERVICE INCLUDING JURY DUTY, WITNESS OR VOTING

Cause Collective encourages employees to fulfill their civic duties. If you are summoned for jury duty or as a witness in legal proceedings, notify your supervisor as soon as possible to make scheduling arrangements. Regular pay will be provided during the time-off with no deductions for any service pay received. Cause Collective reserves the right to require employees to provide proof of service to the extent authorized by law. Cause Collective will not retaliate against any employee who requests or takes leave in accordance with this policy. If your work schedule prevents you from voting on Election Day, Cause Collective 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.

CONFLICT OF INTEREST

The purpose of this policy is to ensure that associates and/or members of the Board of Directors of Cause Collective disclose issues which may be a potential conflict of interest during the conducting of business.

Procedure:

It is the policy of Cause Collective that its associates do not engage in transactions with individuals and business concerns inside and/or outside of Cause Collective, where the interests of Cause Collective and those of its associates are, or might be, in conflict. In all such situations, the sole consideration must be the best interest of Cause Collective. Decisions to engage in transactions with individuals or business concerns inside and/or outside of Cause Collective must not be influenced by a self-interest on the part of the associates, which is actually or potentially in conflict with the best interests of Cause Collective. In addition, any transactions or activities that have even the appearance or slightest possibility of a conflict of interest must be avoided, for the appearance of a conflict is as damaging to the associate and Cause Collective as is an actual conflict.

So that conflicts of interest may be avoided, the following shall be considered a non-exclusive guide to circumstances which involve actual or potential conflicts of interest:

1. Ownership by an associate or member of their immediate family of any financial interest in any business concern doing business with Cause Collective in any capacity, except to the extent that such financial interest is an investment in a business concern listed on a stock exchange or actively traded over the counter where the associate's investment interest is negligible in relation to the total outstanding financial investment in such business concern.
2. Employees involved in business relationships with others with which the employee has no direct control but will share in the business profit, shall not knowingly profit from any business dealings between the business and Cause Collective. (An example would be pyramid type sales arrangements)

3. Acceptance by an individual of gifts or favors from any outside concern which does, or is seeking to do business with, or is a competitor of Cause Collective under circumstances from which it might be inferred that such action was intended to influence the individual in the performance of their duties. This does not include the acceptance of items of a nominal value (less than \$50) which are of such a nature as to indicate that they are merely tokens of respect or friendship and not related to any particular transaction or Cause Collective activity. If you have doubts about the propriety of any gift or favor it should be discussed with the President or Executive Director.
4. Outside Employment/Consulting: Associates should not engage in a profit making activity outside their employment of Cause Collective which:
 - a. Competes with Cause Collective or provides services and assistance to a competitor, directly or indirectly
 - b. Requires company time or facilities to perform these duties
 - c. Diminishes the associates ability to give full-time attention to their duties with Cause Collective
 - d. Exposes Cause Collective to action by any regulatory agency

DISCLOSURE

Pursuant to the practice, all members of the Board of Directors, all management team members, and associates involved with accounting, information processing, purchasing, negotiations, or financial decision making are required upon appointment, and annually thereafter, to complete a Conflict of Interest Disclosure Statement. Annual disclosure does not relieve the individuals of the continuing obligation to disclose to the President (for Board of Directors) or Executive Director (for associates) relevant information immediately, or in advance, whenever applicable.

Disclosure forms will be distributed annually with the performance evaluation forms.

The President or Executive Director, as applicable, shall be made aware of any potential conflict situations. It will be the responsibility of the President, Executive Director, and/or the Board of Directors, as appropriate, to resolve any conflict situations.

TELEPHONE/CELL PHONE CALLS

Cause Collective recognizes that its employees may occasionally find it necessary to make personal phone calls but expects them to limit these calls to a minimum in length and number. Personal calls should be made during the employee's breaks or lunch period and in no case are employees allowed to make personal long distance calls on any business line, except with the prior approval of the Executive Director.

TRAVEL REGULATIONS

Reimbursement of mileage: Reimbursement of mileage incurred in the line of business shall be at the rate set by the Internal Revenue Service and shall be paid upon the receipt of a voucher approved by the Executive Director.

Reimbursement for meals and lodging: Reasonable expenses for meals, including taxes and tips for service, are permitted for approved travel as determined by the Executive Director.

USE OF PROPERTY

No equipment, tools, materials, supplies and/or Cause Collective's facilities may be used for personal needs; employees must take care to preserve the Cause Collective's property at all times.

DRUG-FREE WORKPLACE POLICY

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited in the workplace. Cause Collective, therefore, establishes a drug-free workplace policy for its employees.

Procedures:

If an employee violates the drug-free workplace policy, disciplinary action as provided herein, up to and including termination of employment may be imposed. Compliance with the drug-free workplace policy is a condition of employment.

If an employee is convicted of violating any criminal drug statute while on the workplace, he/she will be subject to discipline that may include termination. Alternatively, Cause Collective may require the employee to successfully finish a drug or alcohol abuse program sponsored by an approved private or governmental institution as a condition of continued employment.

An employee is required to notify the Executive Director of the employee's conviction under any criminal drug or alcohol statute for a violation occurring in the workplace no later than five days after the conviction.

DISCIPLINE

In the event the employee shall fail to comply with the policies and procedures of this personnel manual, the directions of the Executive Director or Board of Directors, or shall fail to adequately perform their job functions, they shall be subject to disciplinary procedures.

Our philosophy is to give everyone a chance to correct on-the-job performance problems. Cause Collective does reserve the right to terminate employees if the policy violation is determined by the Executive Director or the Board of Directors of Cause Collective to be serious or if it is determined by the Executive Director or the Board that further corrective actions will be of no advantage to Cause Collective.

GRIEVANCE PROCEDURES

It is Cause Collective's intention that staff grievances be appropriately resolved by the staff. Except for a sexual harassment claim where you decide to first contact the President of the Board of Directors, for any grievance, complaint, or problem, the Executive Director should be first contacted within a reasonable time of the incident or knowledge of the incident. It is the responsibility of the Executive Director to hear and dispose of grievances expeditiously. In the unusual circumstance when the Executive Director cannot resolve the grievance, the board has set up the following procedure for dealing with staff grievances. The staff member should inform the Executive Director that he/she plans to communicate in writing his/her grievance to the Board's President indicating both the nature of the problem and why it cannot be resolved within the staff. Thereafter, the staff member should communicate such grievances to the Board President in writing. The chair will then notify the Board of Directors to meet within four weeks and resolve the grievance.

If the Executive Director has a grievance with the President, he/she should contact the President-Elect and the same protocol and timelines should be followed accordingly.

WHISTLEBLOWER POLICY

Cause Collective is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers.

This policy outlines a procedure for employees to report actions that an employee reasonably believes violate a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Cause Collective's business and does not relate to private acts of an individual not connected to the business of Cause Collective.

If an employee has a reasonable belief that an employee or Cause Collective has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Executive Director. If the employee does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to the Cause Collective President.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, Cause Collective will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

Cause Collective will not retaliate against an employee in the terms and conditions of employment because that employee:

1. reports to a supervisor, to the executive director, the Executive Committee or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or
2. participates in good faith in any resulting investigation or proceeding, or
3. exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

Cause Collective may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, Cause Collective will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by Cause Collective or any of its employees of a violation of any applicable law or regulation. Supervisors will be trained on this policy and the Cause Collective prohibition against retaliation in accordance with this policy.

OPERATION OF MOTOR VEHICLE

When required by job description, Cause Collective employees shall, at the inception of employment and throughout the term of employment, have a current valid operator's license issued by the State of Nebraska or that employee's state of residence and have the current right to operate a motor vehicle in the State of Nebraska, along with the necessary insurance; provided that an employee or potential employee who has a disability which prevents that individual from obtaining or maintaining an operator's license and/or the right to operate a motor vehicle within the State of Nebraska and is not required to drive to perform the essential functions of their job shall not be barred from employment with Cause Collective.

REFERENCE INFORMATION

Once an employee has left the employ of the Cause Collective, references will be provided only when a reference release form is signed and submitted for the records. In the absence of a reference release, Cause Collective will only confirm dates of employment and title of position.

SMOKE/TOBACCO/VAPE-FREE WORKPLACE

Smoking, to include all electronic cigarette/cigar/hookah delivery systems, is prohibited in all areas occupied by Cause Collective. All Cause Collective facilities will be posted with No Smoking Signs. Smoking is not permitted during employee work. Employees may smoke during breaks and lunch outside of Cause Collective grounds and facilities.

All Cause Collective employees share the responsibility for adhering to and enforcing this policy, and have the responsibility for bringing it to the attention of visitors. Any conflicts should be

brought to the attention of the President and/or Executive Director. Noncompliance will be addressed by the President and/or Executive Director and will become a part of the personnel record.

RESIGNATION

The following is the minimum period of notice suggested for the various employees when tendering resignations. Vacation and personal time may not be taken during the notification period.

- Executive Director - Four weeks
- Full-time employee - Two weeks
- Part-time Employee - Two weeks

INVOLUNTARY TERMINATION

Any Cause Collective employee may be terminated with or without cause. When involuntary termination is considered, the Executive Director will notify the President, or another officer of the board should the President not be available, who will review such termination with or without advice of counsel. Employees terminated involuntarily end their work immediately.

EXIT INTERVIEWS

An exit interview will be made available to each employee, upon his/her request. This interview will be conducted by at least one member of the Board of Directors, President and/or the Executive Director.

SOCIAL MEDIA

At Cause Collective 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 Cause Collective you are expected to follow the following guidelines for appropriate use of social media.

This policy applies to all employees who work for Cause Collective. For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with Cause Collective, as well as any other form of electronic communication. Cause Collective principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any

employee or member of Cause Collective. Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. Cause Collective cannot force or mandate respectful and courteous activity by employees on social media during non working time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Cause Collective policy. Your personal posts and social media activity should not reflect upon or refer to the Cause Collective. When posting information, maintain the confidentiality of Cause Collective sensitive information (i.e. financial or records/reports, business strategies/plans, member lists, etc.). Do not create a link from your personal blog, website, or other social networking site to a Cause Collective website that identifies you as speaking on behalf of the Cause Collective. Never represent yourself as a spokesperson for Cause Collective.

If Cause Collective is a subject of the content you are creating, do not represent yourself as speaking on Cause Collective's behalf. Make it clear in your social media activity that you are speaking on your own behalf. Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards. Do not use social media while on your work time, unless it is work related as authorized by your supervisor or consistent with policies that cover Cause Collective-owned equipment. If you are not authorized to speak on behalf of the Cause Collective, do not speak to the media on the Cause Collective's behalf. Direct all media inquiries for official Cause Collective responses to the ED. Retaliation or any other negative action is prohibited against an employee who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Any employee who retaliates against another employee 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 employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. Employees have the right to engage in or refrain from such activities.

INTERNET AND E-MAIL USAGE

Effective performance of computer and telecommunications networks, whether local or global, relies upon user's adhering to established standards of proper conduct. This policy sets forth general principles to be applied to all Cause Collective employees who access the Internet and/or e-mail services by using Cause Collective computer equipment or via Cause Collective paid access methods.

Internet access is a Cause Collective resource and electronic mail messages are considered Cause Collective work products. These services should be used to facilitate Cause Collective business. Any employee found abusing the privilege of Internet access or electronic mail use will be subject to discipline up to and including possible termination of employment.

Internet Use:

1. Use of Internet resources must be related to organizational objectives and be consistent with Cause Collective business.
2. Users must abide by copyright, contract or other local, state or federal laws.
3. Use of Internet resources for commercial purposes is prohibited.
4. Internet accounts shall be accessed only by the authorized owner of the account. Confidentiality of passwords and user accounts must be protected. Individual users can be held accountable for use of their accounts by others.
5. Intentional use of Internet resources to access, transmit, or receive any communications that are obscene, pornographic or sexually explicit; of a discriminatory or harassing nature or which are derogatory to any individual or group; or are threatening in nature is prohibited.
6. Intentional use of the Internet to access, transmit or download files that are knowingly dangerous to the integrity of the system is prohibited.
7. Cause Collective reserves the right, at its discretion, to monitor Internet usage patterns to the extent necessary to ensure that the system is being used in compliance with this policy and other local, state or federal laws. (e.g. site accessed, on-line length, times of day accessed).

Email use and privacy issues:

1. Electronic mail is a Cause Collective resource and is intended as a business communication tool.
2. Cause Collective reserves the right, at its discretion, to review any employee's electronic work product and messages and resource usage to the extent necessary to ensure that the system is being used in compliance with this policy and any other local, state or federal law. Such review will only be allowed by authorized personnel.
3. All users of e-mail should be aware that confidentiality of electronic mail cannot be assured and that any communications, which need to remain confidential, should not be sent over Cause Collective provided e-mail systems.

Established by the Board of Directors on January 10, 2006.

Updated on _____ .