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**Mountains to Sound Greenway Trust**  
**Employee Handbook**  
**January 2021**

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## ABOUT THE MOUNTAINS TO SOUND GREENWAY TRUST

### **MISSION**

The Mountains to Sound Greenway Trust leads and inspires action to conserve and enhance the landscape of the Mountains to Sound Greenway, ensuring a long-term balance between people and nature.

### **VISION**

A 1.5 million-acre landscape that conserves a healthy and sustainable relationship between land and people by balancing built and natural environments. A landscape providing places for nature and wildlife, for outdoor recreation and education, for working forests and local agricultural production, while embracing vibrant urban areas with strong economies. A landscape supported by a broad cross-section of society, working together as an effective coalition to preserve this heritage for future generations.

### **VALUES**

Who we are and how we interact with others are as important as what we do. The Greenway Trust is:

- **Collaborative:** We accomplish more when we work in partnership with others. We celebrate the accomplishments of our partners.
- **Trusted:** We demonstrate integrity through our actions and build long-term relationships based on mutual respect. We deliver on what we promise and strive to do more.
- **Positive:** We seek common ground. We stay focused on the promise of our long-term vision for the Greenway, even when challenges are great. We search for the “yes”. We enjoy each other’s company.
- **Pragmatic:** We seek actionable solutions that steadily advance our long-term vision and achieve greater good.
- **Impactful:** We are creative problem-solvers who focus on achieving tangible results. We take a holistic view that considers how parts fit together.
- **Inclusive:** We engage, listen to, and learn from people with diverse perspectives and experiences. We challenge ourselves to reflect our diverse and changing communities.

## OVERVIEW

The Mountains to Sound Greenway Trust (“Greenway Trust”) Employee Handbook (“Handbook”) has been developed to provide general guidelines about Greenway Trust policies and procedures for employees. It is a guide to assist employees in becoming familiar with some of the privileges and obligations of their employment, including the Greenway Trust’s policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. The Greenway Trust reserves the right to use its discretion in how to apply its guidelines in any specific situation. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by the Greenway Trust at any time, without advance notice.

The personnel policies of the Greenway Trust are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult their supervisor or the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Executive Director.

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

## **GETTING STARTED**

### **APPOINTMENTS**

The Board of Directors is responsible for hiring the Executive Director. The Executive Director reports to the Board and is subject to its review and direction.

Staff recruitment, hiring, evaluation, supervision, discipline and termination, are the overall responsibility of the Executive Director. The Executive Director may delegate these responsibilities as appropriate to a supervisor.

### **POSITION DESCRIPTION**

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

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Greenway Trust shall follow the letter, spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, neither the Board of Directors nor the Executive Director, nor any other employee or committee of the Greenway Trust will discriminate or retaliate against any employee or applicant in a manner that violates the law. The Greenway Trust is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. The Greenway Trust's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

### **AMERICANS WITH DISABILITIES ACT**

The federal Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination (WLAD) prohibit discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other items, conditions and privileges of employment. The ADA does not alter the Greenway Trust's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of policy, the Greenway Trust prohibits discrimination of any kind against people with disabilities.

- **Disability:** Under the ADA, "disability" means (1) a physical or mental impairment that substantially limits one or more major life activities, (2) a record or history of such an impairment or (3) the perception (correct or not) of such an impairment. A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and

other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

- **Reasonable Accommodation Defined:** A reasonable accommodation is a change in the working conditions or the work environment (in the way things are usually done) that does not unduly burden the Greenway Trust to enable a person with a disability to apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified employees who have a condition that is disabling should request reasonable accommodation from the Greenway Trust in order to allow them to perform a particular job. Employees seeking reasonable accommodation should contact their supervisor or the Executive Director. On receipt of the request a meeting will be held to discuss the disability. The Greenway Trust may ask for information from health care provider(s) regarding the nature of the disability and the nature of the employee's limitations or take other steps necessary to determine viable options for reasonable accommodation. The Greenway Trust will then work with the employee to determine whether a reasonable accommodation is feasible without undue burden. If the individual's condition can be accommodated, the Greenway Trust will work with the employee to implement a mutually agreeable accommodation.

## **EMPLOYEE CLASSIFICATIONS**

Employment classification determines eligibility for employee benefits offered by the Greenway Trust, and overtime pay. Positions may be further defined in terms of whether they are field or office based. Greenway Trust employees are classified as follows:

- **Full-Time:** Employees scheduled to work forty hours per week.
- **Part-Time:** Employees scheduled to work fewer than forty hours per week, but not less than twenty hours.
- **Regular:** Employees whose employment is for an unspecified length of time. Regular full-time employees are eligible for all Greenway Trust sponsored benefits. Regular, part-time employees are eligible for some benefits sponsored by the Greenway Trust on a pro-rated basis.
- **Temporary:** Employees whose employment is for a limited length of time, normally less than ten (10) months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the *Greenway Trust Employee Handbook*, unless specifically stated in a written agreement. Temporary employees may be full-time or part-time.

## **CLASSIFICATION UNDER WAGE/HOURS LAWS**

Employees are classified as exempt or non-exempt from overtime pay under the Fair Labor Standards Act (FLSA).

- **Exempt:** Employees paid a specific salary for each pay period and whose duties qualify as exempt from overtime payments under FLSA. These employees include executive, administrative and professional employees that meet certain pay and job duty qualifications.
- **Non-Exempt:** Employees paid on an hourly rate or who do not meet the qualifications for exemption from the overtime requirements of FLSA. Non-exempt employees who work more than forty hours in a work week will be paid overtime wages of one-and-a-half times their regular hourly rate for all hours over forty in a work week.



## **COMPENSATION**

Although it is a non-profit organization, the Greenway Trust strives to maintain a competitive wage and benefits package for all employees. Wage and salary increases are not automatic. Adjustments are based on individual merit, the financial status of the organization, and general business conditions. Merit increase consideration is dependent upon satisfactory or superior job performance as determined by performance review.

The following provisions apply to all non-exempt employee compensation:

- Time actually worked as well as vacation and sick leave used is to be recorded to the nearest one-quarter hour.
- A non-exempt employee who has exhausted all available accrued paid leave is paid only for actual hours worked.

## **OVERTIME**

Overtime pay, which is applicable only to non-exempt employees, is for any time worked in excess of forty hours in a work week. Only the Executive Director or his/her designee, upon the request of an employee's supervisor, may authorize overtime. Overtime pay is based on actual hours worked in excess of forty hours in a work week. Time off during a work week for sick leave, vacation leave or any leave of absence will not be considered hours worked for purposes of computing overtime.

## **WORK WEEK**

The work week for purposes of computing overtime for non-exempt employees starts Monday at 12:01am and ends on Sunday at midnight. The Greenway Trust reserves the right to modify the work week for specific job positions as needed.

## **MEAL AND REST PERIOD POLICY APPLICABLE TO NON-EXEMPT EMPLOYEES**

Non-exempt employees are entitled to a meal period of at least 30 minutes which begins no less than two hours and no more than five hours from the beginning of their workday. On a regular eight-hour day, the unpaid meal period is at least thirty minutes and should not exceed one hour. Employees working three or more hours longer than eight hours in a day will be allowed at least one 30-minute unpaid meal period prior to or during the overtime period and rest periods as required by law.

Employees are granted a paid rest period of 15 minutes for each four hours of working time. However, where the nature of the work allows employees to take intermittent rest periods (mini breaks) equivalent to 15 minutes for each four hours worked, rest periods do not need to be formally scheduled. Time not taken during a rest period may not be used to lengthen a lunch period or shorten a workday.

## **WORK SCHEDULES AND FLEXIBLE SCHEDULES**

Employees are expected to report to work when scheduled. Employees who know in advance that they are going to be absent should notify their immediate supervisor or the front office staff. If an absence is unexpected, employees should attempt to reach their immediate supervisor as soon as possible. The Greenway Trust recognizes that illness or other circumstances beyond an employee's control may cause an absence from work from time to time. However, reliable attendance is important and frequent absenteeism or tardiness may result in disciplinary action up to and including discharge.

Work schedules for employees vary throughout the Greenway Trust. Field-based staff in particular may have variable schedules. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may require variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Greenway Trust programs may include overnight activities such as retreats and camping. All levels of staff may be expected to participate in such activities as part of their job duties. Non-exempt employees will be scheduled in such a way as to minimize overtime during that work week with the understanding that mealtimes and sleeping times will not be considered work time except as otherwise required by wage-hour laws.

The Greenway Trust appreciates cooperation in adjusting to changes in work hours due to fluctuating work requirements. Employees should discuss requests for adjustments to regular or overtime work schedules with their supervisor. The Greenway Trust does not recognize "comp time". Supervisors may informally grant exempt employees time off following an extensive period of work or the need to put in significant extra hours. For non-exempt employees, actual time worked must be accurately recorded for each work week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

#### **WORK LOCATIONS AND TELECOMMUTING**

Greenway Trust work locations are currently at the downtown Seattle office, the field base in Issaquah and the satellite office in Cle Elum. Employees are generally required to work from one of those locations or events or meeting sites as required by each job. The Greenway Trust allows some positions the flexibility of telecommuting for some work hours as part of an approved flextime schedule, but only as expressly approved in advance. Telecommuting is a work alternative. It is not an entitlement; it is not a benefit; and it does not change the terms and conditions of employment. The Greenway Trust will not provide computer equipment, software, telephones or Internet connectivity in order to facilitate an employee's ability to work from home.

Either an employee or a supervisor can suggest telecommuting. All telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Greenway Trust. The Executive Director must approve all telecommuting requests, which must meet the following criteria:

- Employee must be in good standing
- A schedule and remote computer systems are chosen that place no undue burden on co-workers
- The staff member must be accessible by both email and telephone
- The staff member is expected to attend or work with the supervisor to determine whether calling in is appropriate should meetings be scheduled in the office

Individuals working from home must observe the same safety, security and ethical considerations that apply at the Greenway Trust offices regarding software, equipment and information. Any telecommuting arrangement may be discontinued at will, at any time, at the request of either the

telecommuter or the Greenway Trust. Employees are generally requested to be available during regular business hours when needed, as well as for major Greenway events.

### **TIMEKEEPING**

Timesheets are due to the employee's supervisor by midday every other Monday (or as directed by the employee's supervisor). Federal and state laws require the Greenway Trust to keep an accurate record of time worked by non-exempt employees in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Non-exempt employees must accurately record the actual hours worked per day. Altering, falsifying or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### **PAY PERIODS AND PAYDAYS**

Paychecks are distributed on Fridays every other week, except when that Friday falls on a holiday, in which case paychecks will be distributed on the preceding workday. Each paycheck will include earnings for all work performed through the end of the previous pay period. The Greenway Trust offers direct deposit to employees.

The Greenway Trust takes precautions to ensure that employees are paid correctly. In the event of a suspected error in pay, employees should notify the accounting department as soon as possible.

### **SALARY DEDUCTIONS AND WITHHOLDING**

The Greenway Trust will withhold the following from employee's paychecks:

- **Taxes:** Federal, state and local taxes, as required by law, as well as the required FICA (Social Security) and Medicare taxes.
- **Insurance:** Employee's contribution to health insurance or other insurance premiums for self and any eligible family members or to other contributory benefit programs.
- **Other Deductions:** Other deductions that the employee authorizes, including flexible spending account (FSA) contributions and retirement contributions. Other deductions as required.

### **EXPENSES & REIMBURSEMENT**

Many Greenway Trust employees will occasionally or regularly make purchases for the organization, Greenway Trust programs or specific projects. When making these purchases, employees provided with Greenway Trust credit cards should use them whenever possible rather than using personal credit cards, checks or cash. Employees are expected to complete monthly reporting of these expenses.

When personal credit cards, checks or cash are used, reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities if requests are submitted in a timely (monthly or quarterly if appropriate, submitted by the end of the following month) manner with appropriate documentation/receipts. Mileage or transportation, parking fees, and the cost of the meal when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

**Mileage:** Mileage is calculated from the employee's regularly assigned workstation to the job or meeting site. If the employee drives directly from home or another location, to the job or meeting site, the calculation will be either the actual miles driven or the mileage from their workstation, whichever is less. Mileage will be reimbursed at a rate set by the Executive Director, generally the US Internal Revenue Service approved rate. Mileage from an employee's home to their designated workstation (downtown Seattle office, Issaquah field base, or Cle Elum office) will not be reimbursed. Mileage to and from the downtown Seattle core is generally not reimbursed, except for employees whose primary workstation is elsewhere and whose presence is required at the Seattle office for work-related purposes. Employees are strongly encouraged to carpool and to use public transportation and alternatives to single-occupancy vehicles whenever possible. Damage to personal vehicles is not covered under the Greenway Trust's insurance policy and damage.

**Business Meals:** Employees can charge or be reimbursed for business meal expenses approved by their immediate supervisor. These include meals at which board members and/or partners are present for the purpose of conducting Greenway Trust business or staff members are meeting for non-routine business (i.e. annual review, etc.). Alcoholic beverages may not be charged to federally funded or any other governmental (including state, municipal, or other governmental entity) grants, contracts, or agreements, either directly or indirectly. (See note below for travel meals.)

## **BUSINESS TRAVEL**

Greenway Trust employees occasionally need to travel outside of the Greenway on behalf of the organization. All travel and business expenses must be authorized and approved by the employee's immediate supervisor prior to any expenses being incurred. Lodging and per diem expenses within the Greenway will be considered on a case-by-case basis and must also be approved by a supervisor.

Travel arrangements should be made as far in advance as possible, thereby allowing travelers to take advantage of the most inexpensive flights. Travelers may retain frequent flyer and hotel program benefits. Participation in these programs must not influence flight or hotel selections that would result in additional cost to the Greenway Trust beyond the lowest available airfare or hotel.

**Air Travel:** Travelers must purchase non-refundable, coach class airline tickets. At the traveler's personal expense, upgrades, above coach class, are allowable. Travelers on federally-funded trips must travel on U.S. carriers at coach rates. Airfare costs in excess of the lowest available commercial discount airfare or customary standard airfare on a U.S. carrier are not allowed except when the lower cost transportation would:

- require circuitous routing,
- require travel during unreasonable hours,
- excessively prolong travel or greatly increase the duration of the flight,
- result in increased costs that would offset transportation savings,
- or be inadequate for the medical needs of the traveler.

Justification for any exception to the federal requirement must be documented in the expense report.

**Lodging:** Travelers should book standard room accommodations at non-luxury/moderately priced hotels with a single occupancy rate.

**Rental Cars:** Travelers may rent a car as part of their travels when other alternative means of transportation (buses, subways, car shares, etc.) are not practical or renting a car is more cost effective. Travelers should generally make rental car reservations for an economy or compact car. Travelers should work with the Greenway Trust operations coordinator to confirm they are insured under the Greenway Trust's automotive coverage and coordinate insurance coverage for the rental car. Use available hotel transportation or mass transit to and from airports in lieu of rental cars or cabs when available.

**Travel Meals:** Travelers will be reimbursed or can charge for reasonable, actual meal expenses.

## ENDINGS

### **VOLUNTARY AT-WILL EMPLOYMENT**

Unless an employee has a written employment agreement with the Greenway Trust that provides differently all employment at the Greenway Trust is “at-will.” That means with or without cause, either the Greenway Trust or the employee is free to terminate the employment relationship. Any representation by any Greenway Trust officer or employee contrary to this policy is not binding upon the Greenway Trust unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors’ Executive Committee.

### **SEPARATION**

Termination of employment is an inevitable part of any employment relationship, and many of the reasons for termination are routine. Reasons for termination may include, but are not limited to:

- **Resignation or retirement:** Voluntary employment termination initiated by an employee. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible.
- **Completion of term:** The Greenway Trust regularly hires full- or part-time employees for short-term (typically 5-10 month) positions, at the end of which the employment relationship is terminated. Terms may be adjusted (lengthened or shortened) depending upon factors as determined by the Greenway Trust.
- **Discharge:** Involuntary employment termination initiated by the Greenway Trust.
- **Lay-off:** Involuntary employment termination initiated by the Greenway Trust for non-disciplinary reasons. Employees subject to lay-off will be informed of the nature of the lay-off and the foreseeable duration of the layoff, whether short-term or indefinite, if possible.
- **Job Abandonment:** Except in emergency situations, the organization will consider an absence of three consecutive days without notification as a voluntary resignation.

All accrued, vested benefits that are due and payable at termination will be handled according to the benefit plan terms. Some benefits may be continued at the employee’s expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance.

### **RETURN OF PROPERTY**

At the time of separation from employment, or immediately upon request by the Executive Director or his or her designee, employees must return all Greenway Trust property that is in their possession or control (cellular phones, credit cards, computers, paper and electronic files, materials and equipment, etc.). Where authorized by the employee or permitted by applicable law(s), the Greenway Trust may withhold from the employee’s final paycheck the cost of any property, including intellectual property, which is not returned when required. The Greenway Trust also may take any action deemed appropriate to recover or protect its property.

**REFERENCES**

In response to requests for references about current or former employees, the Greenway Trust will confirm job title and dates of employment only, unless the employee or former employee authorizes the release of additional information about his/her employment with the Greenway Trust.

## **PERSONNEL ADMINISTRATION**

### **PERSONNEL RECORDS**

Personnel records are the property of the Greenway Trust, and access to the information they contain is restricted and confidential. If an employee requests a review of his/her file, the Greenway Trust will arrange for review consistent with Washington law.

### **PERSONNEL DATA CHANGES**

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

### **PERFORMANCE REVIEWS**

While supervisors are encouraged to provide performance feedback throughout the year, the annual performance review generally provides a formal opportunity for the supervisor and employee to exchange ideas that strengthen their working relationship, review performance and achievements over the past fiscal year, and anticipate the Greenway Trust's needs in the coming fiscal year. It is incumbent upon both parties to have an open and honest discussion concerning the employee's performance. Normally a written evaluation will be completed as part of this process and both the employee and supervisor will sign the performance review following the review. The supervisor will subsequently work with the employee to develop and document goals for the upcoming year.

### **REVIEW OF PERSONNEL ACTION**

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



## **HOLIDAYS, VACATION & OTHER LEAVE**

### **HOLIDAYS**

Regular full-time employees are eligible for 11 holidays per year as follows:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Three personal holidays

In those years when a holiday falls on Saturday or Sunday, the Executive Director will designate the workday that will replace the weekend holiday.

Regular, full-time employees are eligible for three personal holidays to be used at their discretion during the calendar year. The personal holidays cannot be carried over into the next year and employees are not entitled to be paid in lieu of actually taking the holiday.

Regular, full-time employees (employees who regularly work at least 40 hours per week) receive one (8 hour) paid day off for each full day of holiday time. Holiday benefits for regular, part-time employees will be pro-rated in accordance with the hours regularly worked by the employee. Temporary employees are ineligible for holiday leave benefits.

### **VACATION**

Regular, full-time and part-time employees may take paid vacation, to the extent of their accrued hours and at times agreed upon with their supervisor. Eligible full-time employees earn paid vacation time as follows (based on anniversary date):

- Years 1 – 4: Accrue 10 hours/month (15 eight-hour days annually)
- Years 5 – 9: Accrue 13.33 hours/month (20 eight-hour days annually)
- Years 10 & beyond: Accrue 16.67 hours/month (25 eight-hour days annually)

Vacation benefits are prorated accordingly for part-time employees. Temporary employees are ineligible for vacation benefits.

Employees are expected to use vacation benefits in the fiscal year in which they are earned; however, employees may carry over some unused vacation. The maximum number of hours an employee may carry forward from one year to the next is equal to the employee's annual accrual rate. Once an employee reaches his or her annual ceiling, the employee ceases to accrue any additional vacation benefits.

Employees are reimbursed for unused vacation hours upon termination of employment at their then current pay rate. During employment, employees may not receive cash out in lieu of time off for accrued vacation. Employees may use vacation leave to provide care for a family member, as provided by the Washington Family Care Act.

### **SICK LEAVE POLICY**

The Greenway Trust provides paid sick leave benefits to eligible employees for periods of temporary absence due to:

- An employee's mental or physical illness, injury or health condition.
- An employee's need for treatment or diagnosis of a mental or physical illness, injury or health condition.
- An employee's need for preventative medical care (a doctor's or dentist's appointment).
- An employee providing care for a family member's illness, injury or preventative medical care.

For paid sick time "family member" is defined as a child, grandparent, parent, parent-in-law, spouse and registered domestic partner. Employees may also use sick leave to care for an adult son or daughter who is incapable of self-care due to a disability. Employees also may request paid time (safe leave) under this policy for purposes of domestic violence leave.

Sick leave benefits are accrued at the rate of 1.846 hours for every 40 hours worked for regular, full-time employees beginning on the first day of employment. Regular, part-time employees receive prorated sick leave benefits. Unused sick leave can accumulate from year to year up to a maximum of 40 days (320 hours) for full-time employees. This limitation on accrual of sick leave benefits is prorated accordingly for part-time employees. Temporary employees accrue sick leave benefits at the rate of 1 hour for every 40 hours worked. No sick leave benefits are paid upon separation of employment from the Greenway Trust for any reason.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. Employees who experience excessive absences or are absent for five days in a row may be required to provide documentation of illness or injury upon their return to work.

### **MEDICAL AND FAMILY LEAVE**

The Greenway Trust, based on its number of employees, is not subject to the federal Family & Medical Leave Act. However, under qualifying circumstances, regular employees may request up to twelve (12) weeks Medical and Family Leave (MFL) within a 12-month period (calculated from the beginning of the initial leave).

Qualifying MFL circumstances include:

- The birth, adoption, or foster care of an employee's child;
- To care for the employee's spouse, domestic partner, child, or parent who has a serious health condition; or,
- When the employee has a serious health condition and is unable to perform any of the essential functions of his/her job position.

If an employee takes less than 12 weeks MFL, the remaining leave entitlement is available during the remainder of the 12-month period. To be eligible for MFL, an employee must satisfy each of the following criteria:

- Must have at least twelve months' service with the Greenway Trust;
- Must have worked at least 1,250 hours for the Greenway Trust within the 12 months immediately prior to the date the MFL commences;
- Must satisfy the other requirements set forth in this policy.

Regular employees are entitled to twenty (20) days (160 hours) annually of Greenway Trust paid medical and family leave under qualifying medical family leave circumstances (as outlined above) after which the leave will be unpaid unless the employee elects to use any accumulated sick or vacation pay for the remainder of the approved leave.

Starting in 2020, all employees also have the option of using the State of Washington's paid family and medical leave insurance program. The State will provide employees who have worked 820 hours in the qualifying period and experience a qualifying event up to 12 weeks of paid leave per year to care for yourself or a family member (employees receive a percentage of their average weekly wage, up to a maximum of \$1,000 per week).

During the medical and family leave, employees can use a combination of Greenway Trust paid medical and family leave, accrued vacation leave, accrued sick hours, and/or the State of Washington's paid benefit. However, an employee cannot claim both a Greenway Trust paid benefit and a Washington State benefit for the same hour/day/week. One must be used before and one after; they cannot be claimed for the same time. For more information on the Washington State Paid Family and Medical Leave benefits visit <https://www.paidleave.wa.gov/workers>.

Benefit accruals, such as vacation, sick leave, or holiday benefits are suspended during the unpaid portion of the leave or while on the State PFML and will resume upon return to active employment.

- **Request and Notice Requirements:** The employee must provide at least thirty days advance notice for foreseeable events (e.g. expected birth or adoption, planned medical treatment of employee or a family member, etc.). For events unforeseeable thirty days in advance, the employee should notify the Greenway Trust of the need for MFL as soon as practicable.
- **Extended Family Leave:** If an employee experiences a pregnancy-related disability, a work-related injury or illness, or a condition that qualifies as a "disability" under the ADA or applicable state law, s/he may request additional leave as an accommodation. In such instances, the employee must cooperate in providing such additional medical documentation as needed to evaluate the request.
- **Application of Various Benefits to Extended Leaves:** For the first twelve weeks of a qualifying MFL, the Greenway Trust will continue the employee on its group health plan under the same terms and conditions as if the employee were actively working for the Greenway Trust. If the employee does not return to work following the approved MFL, the Greenway Trust may seek from responsible parties all health care premiums paid on the employee's behalf for health coverage during the MFL. Health benefits will cease after the maximum twelve-week MFL ends except to the extent that the employee may continue coverage at his/her own cost.

## **PERSONAL LEAVE**

Requests for personal leave without pay may be approved by immediate supervisors for periods not exceeding four weeks. Any longer period of personal leave requires approval by the Executive Director. Accrued vacation time should be used up before an employee goes on leave without pay. Benefit accruals, such as vacation, sick leave, or holiday benefits are suspended during the unpaid portion of the leave and will resume upon return to active employment. During any such leave, arrangement may be made to continue group insurance coverage where possible, with the attendant cost to be borne by the employee. All approved leaves without pay shall be confirmed in writing. In considering whether or not to approve a personal leave without pay, the impact of the employee's absence on the operations of the Greenway Trust shall be considered. Requests for leave without pay may be denied.

An employee on personal leave without pay has no guarantee that his or her position will be available upon return. Circumstances can change, and, because employment is always terminable at will, there can be no certain assurance that the employee will be returned to work. If the position is filled or no longer exists, the Greenway Trust may consider offering a position of like responsibility and pay to the returning employee.

## **BEREAVEMENT LEAVE**

A regular employee who has been with the Greenway Trust for at least three months and who suffers the death of a member of his/her immediate family or of a person with whom he/she is living in the same household may request and shall be granted up to three days paid leave. Bereavement leave is provided so that employees may have an opportunity to grieve over the loss or attend memorial services. Employees should try to notify their supervisor as soon as they know this leave is needed. Bereavement leave is not cumulative, and a terminating employee will not be compensated for unused bereavement leave.

## **SABBATICAL LEAVE**

In an effort to support staff sustainability, resilience, and renewal, the Greenway Trust offers longtime employees the opportunity for sabbatical leave. This leave benefit is an opportunity for employees who have worked for the Greenway Trust for ten years or more to refresh and rejuvenate and come back with renewed commitment. The sabbatical leave will be designed by the employee and could be used for travel, study, writing, staff development, artistic endeavors, reflection, family time or any other pursuits that enable and encourage resiliency and renewal.

After 10 years of consecutive service as a regular employee, you are eligible and entitled to take a sabbatical of up to 16 consecutive weeks. The first five weeks are paid by the Greenway Trust and employees may use a combination of accumulated vacation and unpaid personal leave for up to an additional 11 weeks. Benefit accruals, such as vacation, sick leave, or holiday benefits are suspended during the unpaid portion of the leave and will resume upon return to active employment. The employee will remain on Greenway Trust insurance benefits for the duration of the leave. Part-time employees are eligible for pro-rated sabbatical leave benefits.

The timing of a sabbatical must be agreed upon with your immediate supervisor, and formally requested at least six months in advance in order to allow sufficient time for planning and accommodating the inevitable impacts of a long-standing team member going on extended leave. The Executive Director

retains the sole authority for deciding whether the specific timing of a sabbatical will be granted. No more than one Greenway Trust employee may be granted sabbatical leave at any one time. Employees are eligible for one sabbatical for every ten (10) years of service.

Employees are responsible for working with their supervisor to develop an interim work-coverage plan while they are on leave at least three (3) months prior to the leave. Employees may be responsible for training an interim replacement staff person as needed.

### **MILITARY LEAVE**

The Greenway Trust will provide benefits and job protection to those individuals serving in the military in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state military leave laws. Information on USERRA can be found at [www.dol.gov/elaws/userra.htm](http://www.dol.gov/elaws/userra.htm). The Executive Director will assist with any specific issues concerning military leaves of absence.

### **JURY DUTY LEAVE**

The Greenway Trust encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees summoned to serve on a jury panel should notify their supervisor to arrange for time off. The employee should discuss work implications with the supervisor and plan to address needs that may arise during the absence.

Exempt and non-exempt regular employees are eligible to receive up to 80 hours (10 days) paid leave while serving on a jury. Employees will receive their regular pay for the time they are away from the job for the first 80 hours. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use vacation benefits or may request an unpaid jury duty leave of absence. Often, jury duty does not require a full-day's attendance, and employees should make every effort to use available time to monitor and advance tasks at the Greenway Trust. The Greenway Trust will continue to provide health benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during paid or unpaid jury duty leave.

### **OTHER LEAVES**

The Greenway Trust complies with all applicable leave requirements, including leave for victims of domestic violence or stalking and leave for military spouses, as required under Washington law. Please consult workplace posters for more information about such leave.

## **BENEFITS**

### **MEDICAL, VISION, AND DENTAL INSURANCE**

For regular, full-time and eligible part-time employees, the Greenway Trust offers medical, dental, and vision insurance benefits as well as group life and disability insurance. The Greenway Trust pays a percentage of the premium costs for employees and their eligible dependents. The remaining premium cost will be deducted on a pre-tax basis through the enrolled employees' paychecks. The Greenway Trust medical, dental, and vision benefits renew on a calendar year basis.

For temporary (seasonal), full-time and part-time employees, the Greenway Trust offers an Individual Coverage Health Reimbursement Agreement (ICHRA). ICHRA funds can be used to pay medical coverage premiums as well as qualified medical expenses. The Greenway Trust contributes a fixed amount monthly to an employee's ICHRA account. The amount contributed is determined by an employee's full-time/part-time status.

Eligible employees may elect to participate in available health plan(s) offered by the Greenway Trust within 30 days of hire or during the annual open enrollment period. Outside of open enrollment, eligible employees may be able to make benefit changes within 30 days of a qualifying life event, such as a change in family status. Detailed information about the Greenway Trust's benefit plan(s) will be provided to the employee at the time of employment.

### **FLEXIBLE SPENDING ACCOUNT**

Employees eligible for benefits may participate in a Flexible Spending Account (FSA). This account allows employees to contribute pre-tax dollars from their paycheck to pay for certain kinds of benefits and expenses for which employees would normally pay for with out-of-pocket, taxable dollars. With a Health Care FSA, employees can use pre-tax dollars to pay for eligible medical, dental, vision, and prescription costs. A Dependent Care FSA allows employees to use pre-tax dollars for dependent care such as child daycare and elder care. Be aware that contributions to an FSA must generally be used for eligible expenses incurred within the plan year.

### **LONG-TERM DISABILITY**

The Greenway Trust provides a long-term disability (LTD) plan to help eligible employees cope with their own illness or injury that result in an extended absence from employment. These benefits are designed to pay a portion of the employee's income while disabled and unable to work. Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Greenway Trust and the insurance carrier.

### **RETIREMENT PLAN**

The Greenway Trust provides a 403(b) retirement program for eligible full-time and part-time employees. Eligible employees may contribute to the retirement plan at the start of employment. The Greenway Trust begins contributing to the employee's retirement plan at the time of employment. Employer percentage contributions to the retirement program is reviewed and determined annually by the Greenway Trust Board of Directors. Information about the Greenway Trust's retirement plan

will be provided to the employee at the time of employment.

### **EMPLOYEE ASSISTANCE PROGRAM**

The Greenway Trust participates in an Employee Assistance Program (EAP). The EAP provides confidential and professional assessment and referral services for employees and their benefit eligible dependents to contact when they are experiencing emotional or behavioral concerns which may be affecting work performance or the quality of their lives. There is no charge to the employee for assessment and referral services.

### **TRANSIT BENEFITS**

The Greenway Trust will provide an ORCA transit pass for regular employees who are scheduled to work more than 20 hours a week and are able to use transit to commute.

### **WORKERS' COMPENSATION INSURANCE**

Employees are covered for benefits under the workers' compensation law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and the Greenway Trust, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from their supervisor.

### **CONTINUATION OF HEALTH COVERAGE**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under the Greenway Trust's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation or termination of employment; a reduction in an employee's hours below the eligibility level required for participation in the group health plan, or a leave of absence; a spouse's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

If an employee chooses to continue coverage, the employee or dependent must pay the full cost of coverage at the Greenway Trust's group rate plus an optional administration fee. The Greenway Trust provides each eligible employee and dependent with a written notice describing their rights granted under COBRA when the employee becomes eligible for coverage under the group health insurance plans. Employees are expected to review this notice as it contains important information about the employee's rights and obligations.

### **MODIFICATION OR TERMINATION OF EMPLOYEE BENEFITS**

The Greenway Trust reserves the right to modify or terminate any employee benefits, at any time.

## **STANDARDS OF BEHAVIOR**

### **STANDARDS OF BEHAVIOR**

Whether in the office or out in the field, Greenway Trust employees are expected to behave in a professional manner, to perform productively and to carry out their duties in a manner that is a credit to the Greenway Trust and themselves in all written, verbal and electronic communication. Employees should be business-like and professional in interactions with one another, and with interns, volunteers, and members of the general public.

We expect employees to present a professional appearance on the job whether in or outside of the office. Employees are, therefore, required to dress in appropriate attire for the work they are doing.

Employees also are expected to treat the assets and property of the organization with care. Abuse or misuse of property, or any action that incurs expenses not directly related to the goals of the organization will not be tolerated.

To ensure orderly operations and provide the best possible work environment, the Greenway Trust expects employees to follow common sense rules of conduct and ethics that will protect the interests and safety of all employees and the organization.

Given varying and unpredictable circumstances, it is not possible to list all the forms of behavior that would be unacceptable in the workplace. Examples of conduct that may result in disciplinary action, up to and including termination of employment, include but are not limited, to the following:

- Failure to follow specific appropriate instructions
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records or other dishonesty
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Insubordination
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace (including at Greenway Trust volunteer events and other work in the field)
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure or use of confidential information
- Any conduct that violates any other company policy, or any government law or regulation

### **DISCRIMINATION AND UNLAWFUL HARASSMENT**

The Greenway Trust is committed to providing a work environment for all employees that is free from unlawful discrimination, including sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to treat co-workers fairly without regard to race, sex, age, disability or any other legally protected status or characteristic.



The Greenway Trust does not tolerate harassment, based upon any protected status, by anyone in the workplace, be they supervisors, co-workers, or non-employees. Employees who violate this policy are subject to discipline, up to and including termination of employment.

The Greenway Trust's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are unlawful. To reinforce this commitment, the Greenway Trust has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed conduct that they believe constitutes unlawful harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace.

The Greenway Trust's property (e.g. telephones, copy machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. The Greenway Trust's policy against harassment covers employees and other individuals who have a relationship with the Greenway Trust that enables the Greenway Trust to exercise some control over the individual's conduct in places and activities that relate to the Greenway Trust's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

**Sexual Harassment Defined:** Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment

Examples of conduct that may constitute sexual harassment include, but are not limited to:

- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct: making sexual proposition, derogatory comments, sexually explicit jokes, and/or comments about an employee's body or dress
- Physical conduct: touching, assault, impeding or blocking movements

**Other Types of Discriminatory Harassment:** It is also against the Greenway Trust's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a person's age, color, gender identity, marital status, military status, national origin, political ideology, race, religion, sex, sexual orientation, genetic information, the presence of any sensory, mental or physical disability, or any other characteristic protected by federal, state or local law that:

- has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment
- has the purpose or effect of unreasonably interfering with an individual's work performance
- otherwise adversely affects an individual's employment opportunities

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

### **REPORTING CONDUCT THAT MAY BE HARASSMENT**

Sometimes an employee who experiences or observes offensive or discriminatory conduct may wish to address the situation directly and informally—for example, by expressing his/her feelings to the person engaged in the conduct and asking that the conduct cease. However, not everyone is comfortable doing so, and the Greenway Trust wants all employees to understand how to report incidents so that appropriate remedial action can be taken.

If the employee believes that he/she has experienced or witnessed conduct that could be deemed sexual harassment or other discriminatory harassment by any employee of the Greenway Trust, the employee should report the incident immediately to their supervisor or to the Executive Director. (If the matter implicates the Executive Director, the employee may present information directly to the President of the Board of Directors.) The report should include details of the incident(s), names of individuals involved, and the names of any witnesses. Possible harassment by others with whom the Greenway Trust has a business relationship, including partners, consultants, vendors, contractors or volunteers, should also be reported as soon as possible so that appropriate action can be taken.

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

If the prohibition on harassment policy was violated, the Greenway Trust will:

- Take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination of employment
- Take steps to stop any illegal harassing conduct and provide relief to any affected employee
- Take action to deter any future harassment

Upon completion of the investigation, the Greenway Trust will provide feedback to the employee who made the complaint.

### **NON-RETALIATION POLICY**

It is unlawful and expressly against Greenway Trust policy to retaliate against an employee for filing a complaint of discrimination or harassment or for cooperating with an investigation of a complaint of

discrimination or harassment.

### **CORRECTIVE ACTION**

The Greenway Trust believes that employees are motivated to do what is best and are accountable for their actions. Accordingly, this disciplinary policy allows flexibility, yet provides the stability that comes with knowing certain actions result in disciplinary consequences.

The purpose of corrective action in appropriate circumstances is to assist the employee in achieving an acceptable standard of conduct and job performance, thereby avoiding termination of employment. Once informed of a problem, the employee is responsible for taking action to meet the standards or objectives established by his or her supervisor. Failure by the employee to take responsibility for the problem will result in further disciplinary action, up to and including dismissal. The level of discipline will depend on the nature and severity of the conduct or performance deficiency, the employee's work record, length of service with the Greenway Trust, and any other job-related factor that the Greenway Trust believes is relevant to the issue. This policy and process do not change the at-will employment relationship that exists between the Greenway Trust and its employees.

The Greenway Trust reserves the right in its sole discretion to determine whether employee conduct may be improved through progressive disciplinary steps (e.g. warnings followed by suspension). But circumstances vary, and the Greenway Trust may terminate employment at any point without progressive discipline.

### **NON-SMOKING/VAPING POLICY**

In compliance with state law, the Greenway Trust offers its employees a non-smoking indoor workplace environment. No smoking, vaping, or similar activity is allowed in any portion of the offices. Employees who smoke or vape must do so off the premises, at least 25 feet from building doors, windows and intake vents. At volunteer events and other work in the field the Greenway Trust discourages staff from smoking/vaping. If staff choose to smoke/vape, it must be during a designated break, and at least 200 feet away from the work area (trail, trailhead, restoration site, plant nursery, etc.) and/or group. Employees who choose to smoke or vape must follow all Industrial Fire Precaution Level fire precautions when in affected areas.

### **ALCOHOL AND DRUG FREE WORKPLACE**

It is the practice of the Greenway Trust to maintain a drug and alcohol-free workplace. The use, possession, manufacture or distribution of controlled substances and/or alcohol by employees in the workplace is prohibited. Employees found to be in violation will be subject to disciplinary action up to and including termination of employment. Moderate alcohol consumption during an authorized Greenway Trust social event, or at authorized specific events or activities, are exceptions to this prohibition. If minors are present at any occasion or event where alcohol is served or consumed, employees should understand that no alcohol may be provided to minors.

The Greenway Trust strictly prohibits employees from driving company vehicles, or personal vehicles while on company time and/or business, while impaired as defined by law. Any violation will result in immediate termination of employment.

All employees are required to notify the Executive Director within five days of their conviction for a criminal drug offense occurring in the workplace. Conviction means a finding of guilt, including a plea of nolo contendere, or the imposition of a penalty or sentence by any judicial body responsible for determining violations of federal or state criminal statutes.

Employees are encouraged to seek confidential assistance from the Executive Director if they are experiencing substance dependency. In appropriate circumstances, the Greenway Trust may assist employees in dealing with these problems through employee assistance counseling and/or leaves of absence without penalty to attend rehabilitation programs.

### **CONFIDENTIALITY**

The protection of privileged and confidential information is vital to the interests and the success of Greenway Trust. The disclosure, distribution, electronic transmission or copying of Greenway Trust's confidential information is prohibited. Such information includes, but is not limited to, the following examples: donor lists, fiscal information, pending projects and proposals. The Greenway Trust treats all personnel files as confidential and access is limited to the employee, her/his supervisor, the Executive Director and the Board President.

### **CONFLICT OF INTEREST**

The Greenway Trust's conflict of interest policy ensures that real, perceived, or potential conflicts of interest are disclosed and, as appropriate, mitigated. The Greenway Trust recognizes potential conflicts of interest for staff and board members may exist in relationship to Greenway Trust transactions or arrangements (i.e. contracts, land acquisitions, etc.). The Conflict of Interest Policy provides a systematic mechanism for disclosing any potential conflicts and a process for identifying when staff or board members should recuse themselves from decision-making related to these conflicts. The policy applies to all employees and board members. Each employee shall read the policy and fill out a Conflict of Interest Questionnaire at the beginning of employment and annually thereafter at the time of the annual review.

### **CAUTION ON STATEMENTS THAT COULD BE ATTRIBUTED TO THE ORGANIZATION**

The Greenway Trust is a 501(c)(3) organization and must avoid actions or statements that could jeopardize that status, such as statements that could be construed as endorsement of a candidate for office. When it is reasonably foreseeable that the public expression of individual views may be perceived as statements of Greenway Trust policies and/or when the views expressed diverge from those of the Greenway Trust or deal with controversial issues not covered by Greenway Trust policy, individual employees must carefully distinguish and clarify that they are not speaking on behalf of the Greenway Trust. Special care (such as an express disclaimer) is appropriate in instances where the expression of personal views might appear to commit the Greenway Trust to positions on candidates for appointive or elective office.

### **SOLICITATION**

Employees should avoid solicitation of a partisan or political nature that could potentially impinge on the 501(c)(3) status of the Greenway Trust. Please do not solicit coworkers for any purpose during work time, i.e., time spent in actual performance of job duties. Lunch periods or breaks are not included in work time. Persons who are not employed by the Greenway Trust may not solicit or

distribute literature on the Greenway Trust's premises at any time for any reason without express written authorization.

### **WHISTLEBLOWER PROTECTION**

The Greenway Trust promotes a working environment that values respect, fairness and integrity. It has a strong history of staff, board members, contractors and volunteers acting with honesty, integrity and openness in their dealings as representatives for the organization. The Greenway Trust's Whistle-Blower Protection policy provides a mechanism for the reporting of any suspected illegal activity or the misuse of Greenway Trust assets, while protecting the person who makes such a report (the whistle-blower) from retaliation. Each employee shall read the policy at the beginning of employment and review it annually thereafter at the time of the annual review.

### **PERSONAL RELATIONSHIPS IN THE WORKPLACE**

Employees who are either related or involved in an intimate or dating relationship may not hold positions in which one may supervise or influence the other with regard to job assignment, performance reviews, promotion, compensation decisions, or hiring practices. Employees must notify their supervisor of any conflicts of interest that may occur under the terms of this policy. The Greenway Trust reserves the right to take prompt action if an actual or potential conflict arise involving relatives or individuals involved in a dating relationship.

### **WORKPLACE VIOLENCE PREVENTION**

The Greenway Trust makes every effort to provide a civil, professional work environment, free from violence. Workplace violence is defined as any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family or friends. The term may also encompass a hostile, abusive or intimidating work environment affecting one or more Greenway Trust employees. Workplace violence by any individual will lead to disciplinary and/or legal action as appropriate.

This policy is intended to ensure that the Greenway Trust is in compliance with existing legal requirements to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

Specific examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to, the following:

- Threatening physical or aggressive contact directed toward another individual.
- Threatening an individual or his/her family, friends, associates or property with physical harm.
- The intentional destruction or threat of destruction of Greenway Trust property or property of another.
- Harassing or threatening phone calls.
- Surveillance or stalking.
- Veiled threats of physical harm or like intimidation.

Workplace violence does not refer to occasional joking comments of a socially acceptable nature. Rather, it refers to behavior that is personally offensive, threatening or intimidating.

## **USE OF EQUIPMENT**

Equipment provided to employees to help them accomplish their job duties is often expensive and may be difficult to replace. When using Greenway Trust property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must notify their supervisor if any equipment, machine, or tool appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action. Questions about personal use of the vehicles, tools, computers, printers or other equipment should be directed to a supervisor.

## **SAFETY AND HEALTH**

The Greenway Trust will not knowingly permit unsafe conditions to exist, nor will it knowingly permit any employee or volunteer to participate in unsafe acts. Employees should immediately report any unsafe conditions to a supervisor.

Employees must report all work-related accidents, near misses or illnesses, to their supervisor. If a work-related injury or illness requires medical attention by a physician or medical facility, a worker's compensation claim must be submitted that same day or as soon as possible by the employee's supervisor.

## TECHNOLOGY USE

### **COMPUTER AND INFORMATION SECURITY**

This section sets forth some important rules relating to the use of the Greenway Trust's computer and communications systems. These systems include individual computers provided to employees, centralized computer equipment, all associated software and hardware, cellular phones provided by the organization and any communications associated with said systems (including electronic mail, text messages, voicemail, camera and associated pictures, recordings, videos, and other items).

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

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

If a personal PC or device is being used, any software belonging to the Greenway Trust, information including texts, emails or any other documents originated by or directed to the Greenway Trust is also the property of the Greenway Trust. Likewise, any personal information or documents on Greenway Trust devices is subject to the document policies of the Greenway Trust.

The Greenway Trust's systems shall not be used to create or transmit material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, the Greenway Trust's systems shall not be used to solicit or proselytize others for commercial or religious purposes, or political campaigns.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the Greenway Trust's host computer system, cloud-based email and database systems, networks, desktop and laptop computer, cellphones and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. To avoid security risks, please observe the following guidelines:

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the Greenway Trust.
- Passwords should not be shared between users. If written down, password should be kept in

locked drawers or other places not easily accessible. Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.

- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to the Greenway Trust's tech support or the employee's supervisor.
- Additions to or modifications of the standard software configuration provided on the Greenway Trust's devices should never be attempted by individual users. Requests for such changes should be directed to tech support or the employee's supervisor.
- Users who require software or hardware beyond the standard provision should consult with their supervisor and tech support.
- Individual users should never load personal software (including outside email services) to company devices. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to tech support or the employee's supervisor.
- Due to the potential to harm Greenway Trust systems, any downloading of software or programs shall only be done on the direction of Greenway Trust tech support. Use discretion when downloading documents and download material only from reputable sources.
- The Greenway Trust's computer facilities shall not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games shall not be loaded on Greenway Trust's devices.
- Unlicensed software shall not be loaded or executed on the Greenway Trust's devices.
- Greenway Trust software or documents (whether developed internally or licensed) should not be copied onto external hard drives or other media other than for the purpose of backing up the employee's hard drive. Software documentation for programs developed and/or licensed by the Greenway Trust should not be removed from the Greenway Trust's offices.

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

- Turn off personal computers when leaving work areas or the office for an extended period of time.
- Use discretion when accessing Greenway Trust systems from shared computers (such as libraries) and over public wireless networks.
- Always log out of web-based systems when finished. Do not leave email, the Greenway Trust server, Greenway Trust database (Salesforce) or other systems logged in after walking away from a shared computer.
- Report lost or stolen Greenway Trust devices to tech support in a timely manner so that access to the Greenway Trust's server, email, etc. can be disabled.
- Configure devices to lock after a fixed period of inactivity (computers, smartphones)
- Include password protection for all devices, and provide passwords to tech support.
- Exercise judgment in assigning an appropriate level of security to documents stored on the Greenway Trust's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from memory sticks or other external drives before copying documents on these drives for delivery outside the Greenway Trust.
- Ensure that all information relating to Greenway Trust operations is stored on the Greenway



Trust's primary server. Storing files locally should be avoided, as recovery of these in the event of loss or damage to devices cannot be guaranteed.

### **INTERNET ACCEPTABLE USE**

The Greenway Trust has provided access to the Internet for employees to support its mission. No use of the Internet should conflict with the primary purpose of the Greenway Trust, its ethical responsibilities or applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination of employment, may result if the guidelines are not followed.

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

The Greenway Trust's connection to the Internet may not be used for any of the following activities:

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

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval of any such charges must be submitted to the employee's supervisor.

### **USE OF PERSONAL DEVICES FOR GREENWAY TRUST BUSINESS**

Employees may choose to use their personal devices (smartphones, tablets or computers) for work purposes. These can be used to access the following Greenway Trust computer resources: email, calendars, contacts, documents, database, server, etc. Note the following rules and considerations when using personal devices for business:

- The Greenway Trust's Internet Acceptable Use policy applies.
- The Greenway Trust reserves the right to disable access at any time without notification.
- Connectivity issues between personal devices and the Greenway Trust computer resources may be supported by Greenway Trust tech support; employees however should contact the device manufacturer or their carrier for operating system or hardware-related issues.
- The Greenway Trust will not reimburse the employee, in whole or in part, for the purchase of these devices or the use charges associated with them.
- Lost or stolen personal devices should be reported to Greenway Trust tech support in a timely manner so that access to the Greenway Trust's server, email, etc. can be disabled.

### **SOCIAL MEDIA POLICY**

Social media are powerful communication tools that may facilitate collaboration and information sharing. At the same time, they can have a significant impact on organizational and professional reputations. While the Greenway Trust endorses the secure use of social media tools to enhance communication, collaboration and information exchange; their application must not compromise data confidentiality and integrity.

The use of social media also presents certain risks and carries with it certain responsibilities. Individuals are legally responsible for content they post to the Internet, in a blog or otherwise, and can be held personally liable for defaming others, revealing trade secrets or proprietary information, and copyright infringement, among other things. The Greenway Trust policies apply to anything written in a personal blog, posted to the Internet, or uploaded to the Internet to the extent permitted by law. Employees may use the Greenway Trust resources and time to post to sites if it is necessary to do so as part of their regular job duties. Content should be reviewed for appropriateness, tone, and content before posting.

Employees who are creating or contributing to blogs, wikis, mash ups, social networks, virtual worlds, or any other kind of social media both on and off the Greenway Trust website must understand and follow these guidelines:

- **Protect Greenway Trust Confidential and Proprietary Information:** If in doubt, employees should refrain from posting the content and talk with a supervisor.
- **Include a Disclaimer:** When employees post about matters relating to Greenway Trust business on a personal website or blog, they should make it clear that the views expressed are theirs alone and that they do not necessarily reflect the views of the Greenway Trust.

- **Respect the Law:** Comments posted online may be permanently available and open to being republished in other media. Libel, defamation, copyright and data protection laws apply to communications about the Greenway Trust and co-workers.
- **Respect Employer Time:** All time and effort spent on personal sites should be done on personal time and should not interfere with job duties or work commitments. Employees may not use Greenway Trust equipment to post to personal sites or use Greenway Trust emails addresses to register on social media networks, blogs or other online tools for personal use.
- **Adhere to Employer's Rules of Conduct:** Be sure to abide to the rules of the Employee Handbook, especially as it relates to harassment and discrimination.
- **Personal Online Recommendations:** Employees may offer personal online recommendations for friends and business contacts (e.g. LinkedIn) as long as they: 1) identify themselves by name; 2) clearly and openly express that the recommendations are strictly personal, and not on behalf of the Greenway Trust and 3) do not recommend anyone for whom they have direct or indirect supervisory, or other responsibility or decision-making capacity affecting their work or role at the Greenway Trust.

Nothing in this policy is intended to prohibit employees from complying with or exercising their rights under any applicable federal, state or local law or from communicating about wages, hours or other terms and conditions of employment.