

# EMPLOYEE RESPONSIBILITIES

## Attendance

Poor attendance affects our ability to provide top quality service. To encourage regular attendance, Federation has a few simple guidelines for everyone to follow: If you are going to be absent for any reason, please call your supervisor as soon as possible. You must call in every day during your absence unless you are incapacitated; then your nearest relative is required to call on your behalf. Excessive lateness, absenteeism, or a combination of the two may result in discipline up to and including discharge.

## Lateness Policy

The regular office hours of Federation are Monday through Thursday 9:00 AM – 5:00 PM and 9:00 AM – 4:00 PM on Fridays. For Federation to function properly it is important for all employees to be on time on a daily basis. Excessive absences or lateness is unacceptable. Continued lateness, generally three days in any week or a continued pattern will subject an employee to discipline, generally a verbal warning, then a written warning and thereafter termination.

Employees who need to adjust their working hours should speak with their supervisors and Human Resources to make appropriate arrangements.

Employees working excessively late several nights in a week should speak with their supervisor regarding the ability to arrive at work after 9:00 AM the next day.

## Drug and Alcohol Abuse

Federation has an obligation to protect the safety of our employees, clients, and visitors, both on and off our premises. This includes those people sharing the highway with our employees who operate vehicles on Federation's behalf. In order to protect us all, Federation has decided to address the problem directly and to ask that all employees help towards creating an alcohol and drug-free environment. So that all employees can feel safe and Federation can continue to function well, the following will take effect immediately:

1. Employees will not use, possess, sell, purchase, transfer or be under the influence of drugs and/or alcohol at work or on Federation premises, including vehicles used for work, during work hours. The term work hours as used in this provision includes all times during the work day, including breaks, lunch, and those periods of time when you are off premises performing work. This includes legal drugs used without a prescription or an excess of prescription amounts.
2. Employees convicted of the sale or possession of an illegal substance will be subject to discipline up to and including discharge.
3. It is the policy of Federation to maintain the confidentiality of information as to employees with substance abuse problems except on a "need-to-know" basis to the maximum extent practicable.

Employees violating this rule will be subject to immediate discharge.

## Smoking

Smoking is prohibited in all areas of the building.

## Dress Code Policy

Federation requests its employees to wear business casual dress. Employees may wear jeans on Fridays. The personal appearance of our employees creates an impression of our workplace on all who meet us. It's crucial to convey a positive, respectable impression of Federation to our visitors. On any given day, we may have members of our Community, other Communities, or dignitaries from across the globe in our office. We have the expectation that employees will come to work dressed in a professional manner. Clothing should be neat and clean. Employees who are unsuitably dressed may be sent home to change and will be subject to discipline. Non-exempt employees will not be paid for this time away from work, but may, in their supervisor's discretion, be permitted to make up the time lost.

In general, business casual dress implies conservative, tailored and pressed clothing, without visible brand logos or advertising.

On Fridays, Federation employees may opt to wear jeans to work. However, dress should still be appropriate for the workplace.

If you question whether something is appropriate to wear, please ask Human Resources, or simply err on the conservative side and refrain from wearing the item in question.

We expect that Federation staff will always use sound judgment and discretion when deciding how to come dressed for work.

## Standards of Conduct and Ethical Behavior

Employees have a responsibility to perform their assigned job in a satisfactory and conscientious manner, and to conduct themselves according to reasonable standards of conduct.

Below is a list of *unacceptable* conduct in the workplace. This list is by no means comprehensive. Depending upon the circumstances, inappropriate conduct may result in immediate disciplinary action ranging from a verbal or written warning up to and including termination of employment. Obviously, we could not cover everything in this list, and we expect the employee to use his/her common sense. If unsure what to do in a given situation, it is the employee's responsibility to speak to his/her supervisor before acting. All employment is at-will, and employees may be terminated with or without cause and with or without notice.

1. Fraudulent conduct consisting of but not limited to dishonesty, embezzlement, theft (including theft of information or time), unauthorized removal or possession of property, or conviction of the crime.
2. Immoral or indecent conduct, including vulgarity in mannerism or speech. Use of foul and/or abusive language or otherwise abusive, discourteous or inconsiderate treatment of others.

3. Misrepresentation, either verbal or written, falsification of Federation documents, including but not limited to employment applications, time records, materials, requisitions, and customer orders.
4. Disparagement of the Jewish Community, the Federation, employees, or clients.
5. Harassment or discrimination against others, including but not limited to co-workers, subordinates, or suppliers.
6. Use, possession, distribution, purchase or sale of, or impairment caused by, controlled dangerous substances or alcohol on Federation time or in Federation facilities.
7. Possession, use, or distribution of dangerous weapons, such as knives, guns, explosives, or any other devices that jeopardizes the safety or security of individuals and/or property on Federation premises.
8. Intimidating conduct of any kind, including but not limited to threats (express, implied, or in jest), fighting or attempting to inflict bodily injury on another person.
9. Unauthorized accessing, divulgence, or use of Federation, employee or client information or records, and releasing client or employee lists, telephone numbers, or other proprietary information.
10. Incompetence, inefficient, careless performance of duties, failure to maintain proper work standards, or other poor performance as determined by Federation.
11. Leaving assigned work area or premises during working hours or leaving early without Federation permission. Loitering, loafing or sleeping during working hours.
12. A violation of any other Federation policy, procedure or rule.

### Personal Telephone Calls, Mail, Email, Electronic Equipment & Cell Phones

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In order to keep our telephone free for business purposes, employees are requested to keep personal telephone calls to an absolute minimum. Normally, work should not be interrupted by any personal incoming telephone calls except in the case of an emergency. All outgoing telephone calls must be limited to essential local calls only and emergency long distance calls should either be billed to personal calling cards or placed collect.

Federation has invested in E-Mail systems for efficiency. Federation equipment including computer hardware and software are valuable assets of Federation. The following guidelines, which are not inclusive, have been established to ensure that employees understand Federation's expectations with regard to use of its software, the Internet, and e-mail systems.

1. Any software that is purchased by Federation may only be installed on Federation's personal computers or work stations, and only on those units for which it was purchased. Software is often governed by strict copyright and trademark laws and may not be copied unless authorized by its publisher in writing.
2. Downloading of any programs, data, or other material, unless expressly approved by management, is prohibited. Not only is Federation concerned about inappropriate materials and copyright infringement, but special care is especially needed to protect against the spread of viruses.

3. Since confidentiality cannot be assured when using the Internet or e-mail, transmission of confidential or propriety information is discouraged unless appropriate precautions are taken.
4. Federation's policy against sexual and other harassment applies fully to the use of Internet and e-mail. Accordingly, acquisition and/or dissemination of inappropriate materials, including but not limited to those that contain sexual innuendo, pornographic material, improper jokes, harassing or threatening statements, or any statement that could be negatively perceived by others or considered hostile or offensive based on any protected classification, including but not limited to sex, race, color, age, religion, national origin, or disability, is strictly prohibited.
5. No abusive profane or offensive language is to be transmitted through the Internet or e-mail.
6. Solicitation of non-Federation business, or any use of the Internet or e-mail for the non-Federation business or personal gain is prohibited.
7. Employees should not share their passwords or review other employees' files without permission.
8. Visiting any game or entertainment sites is prohibited.
9. The sending of "chain letters" or "broadcast" messages to lists of individuals, or any other use that may cause congestion of the network, is prohibited.
10. All messages transmitted on the Internet and via e-mail should have your name attached and no messages should be transmitted under an assumed name.
11. Employees should be aware that e-mails are Federation records and can be used as evidence in a court of law. Employees must not send communications by e-mail that they would not send via written memo.
12. Employee use of the Internet and e-mail is a privilege that may be revoked at any time.
13. Federation reserves the right to view, monitor or block any communications, e-mail or Internet access to ensure compliance with this policy.
14. Federation will notify the proper authorities concerning any and all illegal activity perpetrated over the internet or through Federation's email system.

Employees must not use cellular telephones for Federation business while they are driving unless appropriate hands-free cellular devices are utilized.

Employees are requested to have all personal mail, faxes, e-mail, and package deliveries directed to their home address.

Employees are requested to put cellular telephones on silent or vibrate mode while at work. This is to help alleviate disturbing your colleagues.

### Solicitation and Distribution

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The following rules apply to selling, solicitation and distribution of literature on Federation property:

#### Non-Employees

Persons not employed by Federation may not distribute literature or solicit on Federation property for any purpose, at any time.

## Employees

1. Employees may not solicit or distribute literature to visitors on Federation property for any purpose, at any time.
2. Employees may not sell any type of goods or solicit or distribute literature to fellow employees during their working time. Working time is that time during which either the employee who is soliciting, or the employee being solicited, is expected to be engaged in work matters. Working time does not include scheduled coffee breaks, official lunch periods, or the time before the start or after the end of the work day.
3. Employees may not distribute literature to fellow employees in work areas at any time.

## Off Duty Employees

For safety and security reasons, employees are not permitted to the interior of the building or exterior work area during their off-duty hours without permission.

## Conflicts of Interest

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In any organization, certain individuals are given authority to make decisions on behalf of the organization. Frequently, individuals have interests that may influence their decision making and ultimately result in financial or other gain for the individual, their spouse, dependents, relatives, or associates. Even with a careful commitment not to be influenced by these other interests, an individual's business decisions may be affected to the detriment of Federation's interests. Those individuals must take these decisions as agents of the organization, not as private individuals.

Conflicts of interest undermine objective business decision-making because the best interests of Federation are no longer the only factors driving business decisions. The perception of a conflict of interest can be as detrimental as an actual conflict of interest, because the perception creates the impression that it is acceptable for business decisions to be influenced by personal interest. As such, when in doubt as to whether a given situation results in a conflict or an appearance of impropriety, confer with management.