

****Attention****

THIS EMPLOYEE HANDBOOK AND THE POLICIES, PRACTICES AND PROCEDURES IT CONTAINS, ARE APPLICABLE TO ALL EMPLOYEES OF JEWISH FEDERATION OF GREATER METROWEST NJ ("FEDERATION"). UNIONIZED EMPLOYEES ARE SUBJECT TO THE COLLECTIVE BARGAINING AGREEMENT ("CBA") NEGOTIATED BETWEEN FEDERATION AND THE COMMUNITY AND SOCIAL AGENCY EMPLOYEES UNION, DISTRICT COUNCIL 1707, AFSCME, AFL-CIO, LOCAL 215. IN THE EVENT OF A CONFLICT BETWEEN ANY TERMS OF THIS EMPLOYEE HANDBOOK AND THE EXPRESS TERMS OF THE CBA, THE TERMS OF THE CBA WILL GOVERN WITH REGARD TO THOSE EMPLOYEES, AND THIS EMPLOYEE HANDBOOK WILL COVER ALL TERMS AND CONDITIONS OF EMPLOYMENT NOT COVERED BY THE CBA.

THE POLICIES, PRACTICES AND PROCEDURES PUBLISHED BY FEDERATION AS CONTAINED IN THIS EMPLOYEE HANDBOOK ARE NOT IN ANY WAY TO BE INTERPRETED AS AN EMPLOYMENT CONTRACT BETWEEN FEDERATION AND ANY OF OUR EMPLOYEES.

THERE ARE NO PROMISES OF ANY KIND BY FEDERATION CONTAINED IN THIS EMPLOYEE HANDBOOK. REGARDLESS OF WHAT THIS EMPLOYEE HANDBOOK SAYS OR PROVIDES, FEDERATION RESERVES ITS RIGHT TO CHANGE WAGES, BENEFITS, AND ALL OTHER TERMS AND CONDITIONS OF EMPLOYMENT, AND ANY POLICY OR PROVISION SET OUT IN THIS HANDBOOK AT ANY TIME IN ITS SOLE DISCRETION.

BOTH FEDERATION AND OUR EMPLOYEES HAVE THE RIGHT TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK SHOULD BE INTERPRETED AS IN ANY WAY CHANGING OR MODIFYING ANY EMPLOYEE'S AT WILL EMPLOYMENT OR AS CONSTITUTING A GUARANTEE OF EMPLOYMENT WITH FEDERATION FOR ANY SPECIFIC PERIOD OF TIME.

THIS EMPLOYEE HANDBOOK SUPERSEDES AND REPLACES ALL PRIOR OR EXISTING HANDBOOKS, MANUALS, WRITTEN POLICIES, MEMOS, E-MAILS, ORAL POLICIES OR PRACTICES IN EFFECT, OR STATEMENTS MADE, PRIOR TO THE EFFECTIVE DATE PRINTED ON THE COVER OF THIS EMPLOYEE HANDBOOK.

PURPOSE OF THIS HANDBOOK

We welcome you to Jewish Federation of Greater MetroWest NJ (Federation). This Handbook is designed to communicate the policies and procedures of Federation to all employees. Since there is much for you to learn about your job, this Handbook is a good place to start. We couldn't possibly cover everything in this Handbook; therefore, you should consult your supervisor or Human Resources, who can provide additional information if necessary.

This Handbook applies to all employees except as otherwise noted. Unionized employees are subject to the Collective Bargaining Agreement (Agreement) negotiated with the Community and Social Agency Employees Union, District Council 1707, AFSCME, AFL-CIO and Local 215. Where this Handbook and the Agreement conflict in any way, the Agreement shall prevail as it relates to unionized employees.

Periodically, Federation will revise specific policies or the entire Handbook as changes in federal, state and local laws occur. Federation will notify you of any policy changes as they occur. If any policy in this Handbook is found to be inconsistent with any law, that policy shall be deemed modified to comply with that law.

Federation reserves the right to change benefits, terms and procedures set forth in this Handbook at any time, without advance notice.

Acknowledgment of Handbook Receipt

Please sign the acknowledgment form and return it to Human Resources to be placed in your personnel file. This Handbook provides important information regarding employment with Federation. Please read it carefully and, if anything is unclear, contact Human Resources immediately.

Equal Employment Opportunity

It is the policy of Federation to provide equal employment opportunity for all applicants and employees regardless of race, color, religion, creed, national origin, ancestry, age, sex, gender (including gender identity or expression), pregnancy (including childbirth and related medical conditions), sexual orientation or preference, marital status, civil union and domestic partnership status, veteran status, disability, alienage/citizenship status, domestic violence victim status, arrest record, conviction record, genetic information and predisposing genetic characteristic, and membership in any other legally protected classification, in all employment practices, including hiring, recruitment, promotion, demotion, training and compensation.

Federation makes decisions concerning employment based on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization. All decisions regarding the wages, benefits and other forms of compensation paid to each employee are made without regard to the protected status of any employee. All positions involving substantially similar work, when viewed as a composite of skill, effort, and responsibility, will offer equal levels of pay. Any variations in actual pay among employees holding the same position or positions involving substantially similar work will be based on objective bona fide factors, such as an employee's training, education, experience, length of

service with Federation, and the documented quantity and quality of work performed by individual employees.

Reasonable Accommodations for Employees with Disabilities and Pregnancy-related Conditions

Federation will consider requests for reasonable accommodation from any qualified employee with a disability, who requires a reasonable accommodation(s) in order to perform the essential functions of his/her job. Federation also will consider requests for reasonable accommodation from any qualified employee, who is pregnant or has a pregnancy-related medical condition, and requires a reasonable accommodation(s) in order to perform the essential functions of her job.

Only a qualified employee with a disability or pregnancy related condition may be granted a reasonable accommodation. A qualified employee is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who can perform the essential functions of that position, with or without reasonable accommodation.

Reasonable accommodations are specific to the particular needs of each qualifying employee and the particular demands of the position. The following are just some examples of possible reasonable accommodations, which a qualifying employee might request: modified or additional tools and/or equipment; modified work schedule; reassignment to a vacant position, etc. Any qualified employee seeking a reasonable accommodation must speak to Bonnie Sterling, Vice President, Human Resources, bsterling@jfedgmw.org or 973-929-3082.

Federation may require an employee seeking an accommodation to provide documented medical evidence of a disability or pregnancy related medical condition, the need for an accommodation, and the extent to which the employee is limited due to the disability or pregnancy related medical condition. Prior to granting any reasonable accommodation, Federation also may require the employee to undergo a medical examination to confirm the need for an accommodation and to help determine an appropriate accommodation in each individual circumstance. Federation reserves its right to determine what, if any, reasonable accommodation it can/will grant in response to each request, mindful of any medical documentation received, and will discuss each request with the employee before finalizing its decision. Federation will not grant any reasonable accommodation, which will cause Federation to endure, incur or experience an undue hardship based on financial or operational impacts.

Discrimination and Anti-Harassment Policy

Our Jewish Federation is deeply committed to proactively providing and safeguarding a work environment that promotes your personal and professional ability to thrive without fear of discrimination or harassment. We take, clarify and update these policies in our role as a corporate entity that adheres to the letter and to the spirit of the law, as a public benefit organization that promotes the welfare of our larger community and reflects the same commitment internally, and no less equally as your Jewish community. Long before contemporary lawmakers codified discrimination and harassment as illegal, Jewish communal leadership recognized and denounced such behavior.

As we CARE for others, BUILD for others, and SAVE others, we also commit to caring for our own spiritual and personal well-being, building interdependent relationships of respect, and safeguarding our Jewish and civic values to create a vibrant Greater MetroWest.

This policy reflects Federation's commitment to provide a professional work environment that is free of all forms of discrimination and harassment. The policy applies to all of Federation's employees, job applicants, interns and work environments, whether in a Federation facility or in a Federation-related setting, including social events. This policy also applies to all vendors, volunteers, guests, lay leaders, board members, contractors, customers, agents and suppliers who do business with or visit Federation, its employees and facilities. The CEO, along with the Vice President, Human Resources, will jointly monitor compliance with this policy.

We prohibit discrimination, sexual harassment and workplace harassment based upon an individual's race, color, religion, creed, national origin, ancestry, age, sex, gender (including gender identity or expression), sexual orientation or preference, marital status, civil union and domestic partnership status, veteran status, disability, alienage/citizenship status, domestic violence victim status, arrest record, conviction record, genetic information and predisposing genetic characteristic, and membership in any other legally protected classification (collectively, "protected status"). For purposes of this policy, "harassment" is unwelcome physical, verbal, electronic or visual conduct that denigrates or shows hostility or aversion towards an individual because of his or her sex or other protected status where: (i) an employee's submission to such conduct is made explicitly or implicitly a term or condition of employment; (ii) an employee's submission to or rejection of such conduct is used as the basis for employment decisions; or (iii) the conduct creates a hostile or offensive work environment and unreasonably interferes with the employee's work performance. The prohibition against sexual and other forms of workplace harassment applies equally to male and female employees and includes harassment where the harasser and the victim are the same protected status or any other protected status.

Prohibited Conduct

Examples of conduct that would violate this policy include, but are not limited to:

- requests for sexual favors, where the requests are linked explicitly or implicitly to threats or promises regarding employment with Federation, promotional opportunities, salary level, bonuses, work assignments, transfers, evaluations, or any other term or condition of employment;
- unwelcome sexual advances or propositions, leering, whistling, or suggestive or obscene comments or gestures;
- unwelcome sexual contact, such as inappropriate touching, kissing, or any offensive or abusive physical contact;
- unwelcome jokes, innuendos, epithets or slurs or other unwelcome remarks with sexual content or content based on an individual's race, ethnicity or other protected characteristic;
- verbal abuse of a sexual nature or based on any other protected status and sexually graphic verbal comments;

- unwelcome commentary about an individual's body, whether intended to be complimentary, sexual prowess or sexual deficiency;
- the display of objects or pictures of a derogatory or degrading nature; and
- computer or voicemail transmissions containing sexual content or jokes or derogatory statements regarding a protected status.

You are expected to ensure that unlawful harassment does not occur. All managers and supervisors are responsible for enforcing compliance with this policy. If a manager or supervisor either observes conduct that appears to violate this policy or receives a complaint of conduct that would violate this policy, then he or she must immediately report the incident to the Vice President, Human Resources so that an appropriate investigation can commence.

Complaint Procedure

Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Federation strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Any employee or individual covered by this policy who believes he/she has been subject to harassment or discrimination should and is encouraged to bring the matter to the attention of his or her immediate supervisor and/or the Vice President, Human Resources immediately. If a complaint concerns a Board member, it should be reported to the Chair of the Board Governance Committee, or President of Federation, or CEO.

Upon receiving a complaint, a prompt investigation of the alleged incident will be conducted, and appropriate corrective action will be taken if warranted. All complaints and investigations will remain confidential to the extent possible. A signed copy of the Unlawful Workplace Harassment and Discrimination Policy will be in each employee's personnel file and a copy will be conspicuously posted in each workplace.

Federation prohibits retaliation of any kind against any employee for reporting harassment, assisting in making a harassment complaint or cooperating with a harassment investigation. Any employee who believes that he or she has been retaliated against should immediately report this conduct to any one of the following individuals: their supervisor, or if the individual does not feel comfortable reporting to their supervisor, to a different supervisor or manager, or to the Vice President, Human Resources.

If Federation's investigation of a discrimination, harassment or retaliation complaint concludes that this policy has been violated, then appropriate action will be taken, which may include for example, barring the individual from participating in a Federation event. It could include training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of rate of pay, demotion, reassignment, temporary suspension without pay, or termination from employment. If an employee making a complaint does not agree with its resolution, the employee may appeal to Federation's CEO. In addition, individuals who are found to engage in harassment or retaliation may be subject to personal liability in any legal action against him or her.

Workplace Violence

Federation is committed to maintaining a working environment that is free from workplace violence. Federation does not tolerate violence or the threat of violence against any employee, visitor, or other individual in, or arising out of, the workplace. This prohibition includes statements made in jest, horseplay, and any activity that can be perceived as intended to inflict, or that may potentially result in, physical harm. The presence of weapons and the occurrence of violence in the workplace during working hours, on Federation property or at any time and place when conducting Federation-related business are inconsistent with these objectives and are strictly prohibited. Employees aware of any threat (expressed or implied) or act of violence must immediately report such conduct to their supervisor or Vice President, Human Resources. Violations of this policy will result in disciplinary action up to and including immediate termination of employment.

Any non-employee found to have done or said something(s) in violation of this policy will be subject to consequences appropriate to that individual, and/or the organization he/she represents.

Any questions about the scope or operation of this policy should be directed to your supervisor or Human Resources.

Conscientious Employee Protection Policy “*Whistleblower Act*”

[Click here to view the NJ Whistleblower Act Notice](#)

Employees have the right to complain of workplace practices or policies that they believe to be in violation of law, against public policy and/or fraudulent or unethical. Federation shall not take any adverse employment action against an employee, or otherwise retaliate against an employee for any of the following:

- a. Discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of Federation, or another employer, with whom there is a business relationship, that the employee reasonably believes:
 - (1) Is in violation of a law, or a rule or regulation promulgated pursuant to law, including any violation involving deception of, or misrepresentation to, any donor, volunteer, employee, former employee, retiree or pensioner of Federation or any governmental entity or
 - (2) Is fraudulent or criminal, including any activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any donor, volunteer, employee, former employee, retiree or pensioner of Federation or any governmental entity;
- b. Providing information to, or testifying before any public body investigating, hearing or inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- c. Objects to or refuses to participate in any activity, policy, or practice that the employee reasonably believes:
 - (1) Is a violation of law, or a rule or regulation, promulgated pursuant to law, including any violation involving deception of, or misrepresentation to, any shareholder,

investor, client, patient, customer, employee, former employee, retiree or pensioner of Federation or any governmental entity;

- (2) Is fraudulent or criminal, including any activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of Federation or any governmental entity; or
- (3) Is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

Federation has designated the Vice President, Human Resources to receive complaints and answer employee questions regarding this policy.

In accordance with law, a copy of this policy is posted, and a copy of the law will be distributed to all employees annually.