



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BE A PART OF SOMETHING BIGGER

EMPLOYEE HANDBOOK

Effective January 1, 2018



Regional YMCA of Western Connecticut, Inc.

This Employee Handbook is not intended to be a contract of employment or a warranty of benefits. The Regional YMCA of Western Connecticut, Inc. reserves the right to unilaterally revise or revoke any or all portions of this Employee Handbook at any time.

Approved by Board of Directors December 18, 2017

Welcome to the Regional YMCA of Western Connecticut, Inc.

Welcome to the Regional YMCA of Western Connecticut, Inc. ("Regional YMCA" or "YMCA" or "Y") where we build strong kids, strong families and strong communities through programs that develop values of honesty, respect, caring and responsibility. As a new staff member, you join a proud group of dedicated staff and volunteers who believe in the ideals of the YMCA and who work together to bring the best service possible to our community.

The YMCA is a membership organization. Member and program participant satisfaction is key to the success of the organization. Each employee, no matter what position they hold, has an important role in fulfilling the goal of providing outstanding service and programs. You are more than "just" an employee here at the Regional YMCA; you "are" the Regional YMCA.

About Your Handbook

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This Employee Handbook has been designed as a source of information describing the policies, procedures and services that will affect you as an employee of the Regional YMCA. It is also a guide to assist in achieving consistent and objective personnel decisions in a manner that is equitable to employees and in accordance with the YMCA's objectives.

This Employee Handbook applies to all employees of the YMCA, except insofar as the text makes it clear that certain provisions apply to some employees and not to others. The provisions in this Handbook are guidelines only. It is not inclusive and is subject to change without notice at any time. Exceptions may be made when, in the opinion of the YMCA, circumstances require.

Because our policies reflect a living and growing association, they are improved and updated from time to time. You will be informed of any policy and benefit changes as quickly as possible. The contents of this Employee Handbook are not intended to create contractual obligations, implied or otherwise, with respect to any matter covered herein, nor is this handbook intended to create a guarantee that you will be employed for any specific period of time. No officer, employee, or representative of the YMCA is authorized to enter into an agreement with you for employment for a specific period of time, nor to make any promises or commitments which are contrary to the provisions of this manual, unless those agreements are in a written document signed by the President/CEO.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience and are not intended to and do not create an employment contract for any specified period of time or a contract for a particular salary, wages or benefits for a particular period of time.

Employment with the YMCA is at-will, which means that either the YMCA or the employee may terminate the relationship at any time, for any reason, or no reason at all.

Please take time to read this handbook carefully and thoroughly. It is your responsibility to be familiar with its content. You may have questions that are not answered here. Please do not hesitate to contact your supervisor, the Financial Manager or Senior Management for further information.

Congratulations on joining the Regional YMCA staff, and may your career here be both personally and professionally rewarding.

At the Y, we're for Youth Development, Healthy Living and Social Responsibility

WE CHANGE LIVES FOR THE BETTER...

Our Y is a diverse organization of men, women and children, joined together by a shared commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility. We work together to ensure that everyone, regardless of gender, income or background, has the opportunity to live life to its fullest. People of all ages and walks of life turn to our Y because they know that we are here for them, as we have been for over 150 years, in the Greater Danbury area.

At the Y, we look to make a meaningful and enduring impact in the lives of our neighbors. That means providing programs that significantly contribute to the quality of life for our children and their families. Our programs promote connections, support systems, and friendships between members and staff, as well as building self-confidence and self-esteem. Members are encouraged and supported in becoming their best self.

We believe that lasting personal change can only come about when we all work together to invest in our kids, our health and our neighbors. Each year, the Regional YMCA touches thousands of individuals in our community.

Facilities

Corporate Offices

246 Federal Road, Unit B-21, Brookfield, CT (203) 740- 3432
CEO, Financial Department, Employment Information,
Philanthropy Office, Membership Support, Marketing/Public Relations

Greenknoll Branch YMCA

2 Huckleberry Hill Road, Brookfield, CT (203) 775-4444
Services: Pool, gym, Wellness Center (cardio and strength equipment),
Functional Fitness area, indoor track, sauna, locker rooms, steam room,
school age childcare, Summer Club, family programming.

YMCA Camp Greenknoll

Huckleberry Hill Road, Brookfield, CT (203) 775-9363
Services: Day camp, extended care, corporate picnics,
outings (all ages), special events.

YMCA Youth Development and Aquatic Center

Huckleberry Hill Road, Brookfield, CT (203) 775-1077
Services: Olympic –size pool, locker rooms.

YMCA Children's Center - Grassy Plain Branch

Grassy Plain St., Bethel, CT (203) 744-4890
Services: Full service childcare center: nursery school, school age
childcare, summer fun camp, for ages: toddler - 12 years.

ESCAPE to the Arts, The Center for Arts & Humanities

293 Main Street, Danbury, CT (203) 794-1413
Services: Fine arts enrichment programs for children, youth and adults.
Ceramics, painting, drawing, theatre, music, dance, woodworking.

Administration

The Board of Directors of the Regional YMCA employs the President/CEO, to whom it delegates responsibility for the overall administration and interpretation of this Employee Handbook as well as supervision of staff. However, these responsibilities may also be delegated by the President/CEO to designated representatives, where appropriate.

INTERPRETATION

All matters pertaining to the interpretation of this Employee Handbook are referred to the President/CEO or the designated representatives.

POLICY COVERAGE

This Employee Handbook covers all full-time, part-time, temporary, seasonal, exempt and non-exempt employees of the YMCA. Each employee shall be provided a copy of this handbook and receipt will be acknowledged in writing. Violation or failure to adhere to the policies in this handbook may result in disciplinary action up to and including discharge.

REVIEW OF POLICIES

YMCA Human Resource policies will be reviewed on a regular basis and may be changed from time to time, with or without notice, upon approval of the YMCA's Board of Directors. YMCA Human Resource policies do not pre-empt or replace applicable laws.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the YMCA to comply with all Federal and/or State laws regarding equal employment, as they relate to all employees and applicants for employment. Accordingly, the YMCA is committed to:

- Ensuring that all personnel decisions for all job classifications are made without regard to race, ancestry, color, religion, national origin, age, gender, gender identity, disability, marital status, sexual orientation or veteran status, consistent with Federal and State legal requirements. Also, affirmative action is taken to employ the handicapped, disabled veterans, and Vietnam era veterans.
- Analyzing personnel actions periodically to ensure that equal employment opportunities do exist.
- Complying with the Americans with Disabilities Act and to ensure equal opportunity for all qualified persons with disabilities. We are committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation, where possible, will be available to all employees and applicants.

This policy provides equitable and impartial opportunity to all employees and potential employees, and is intended to fulfill our moral, social and legal obligations.

DIVERSITY & INCLUSION STATEMENT:

Diversity is the state or quality of being different, and as individuals we are all uniquely different. Inclusion embraces diversity, but moves beyond it. To be inclusive is to respect and value differences.

The Regional YMCA is committed to fostering, cultivating and preserving a culture of diversity and inclusion, an important part of our mission-based programs and services.

We know that the key to effectively nurturing the potential of children, improving a person's health and well-being and supporting our neighbors is an experienced and diverse array of staff, volunteers and members who value what everyone brings to the table. The YMCA is made up of people of all ages and from all walks of life working side by side to ensure everyone has the opportunity to live life to its fullest.

We recognize the importance of ensuring that our workforce reflects the diversity of our community. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well.

In the following sections, employees can find more specific information about our policies that help foster an inclusive environment.

PROBLEM SOLVING PROCEDURES

Should employees have problems on the job, feel they have been treated unfairly in relation to their employment, or observe any practice contrary to established policy and procedures, they are expected to report and discuss the facts of the case with supervisors who will work together to resolve problems as quickly as possible. The following procedures are available to resolve such issues, and may be used at the discretion of the YMCA:

Supervisor's Role – Differences between staff members or complaints from employees should be amicably resolved between the individuals or between employees and supervisors through discussion. A sincere effort to resolve issues at this level is expected and desired. Discussions will be documented and signed by the parties involved.

Appeals – If an employee's concern is not resolved satisfactorily with the immediate supervisor, the employee may appeal it to the next highest level of management. The YMCA expects supervisors to support this appeal process to help resolve the situation. Employees may appeal a concern through succeeding levels of management, up to the President/CEO if necessary. At that point, and after appropriate investigation, the President/CEO will render a final written decision on the matter.

Alternative Channels – Occasionally, an employee's complaint involves his or her supervisor. Supervisors should realize that employees often do not feel free to express such concerns with them. Therefore, employees are encouraged to discuss complaints with the next highest level of management. If the complaints/conflicts involve the President/CEO, written correspondence should be sent to the Chairperson of the Board of Directors.

As a New Staff Member

The Regional YMCA is viewed as one of the premier community-based organizations in Western Connecticut, not only because of the facilities and programs we offer, but also because of our staff delivering these services to the community. The Regional YMCA owes its excellent reputation and its successes to its greatest asset: its people and their knowledge, skills, dedication, experience, enthusiasm and loyalty.

REQUIREMENTS

You will be required to furnish evidence that you are one of the following:

- A citizen or national of the United States
- A lawful permanent resident of the United States
- An alien authorized to work in the United States

SOCIAL SECURITY VALIDATION & BACKGROUND CHECK

All individuals seeking employment will undergo a social security validation and background check. Upon hire, and randomly thereafter for the duration of employment with the Regional YMCA, an investigative background inquiry is to be made on all employees and may include, but is not limited to, criminal history, driving history, education and other reports. These reports may include information as to character, work habits, job performance, and experience, along with reasons for termination of past employment. Information will be requested from various Federal, State, and other agencies which may maintain records concerning past activities relating to driving, criminal conduct, civil court, and other experiences. Additionally, any incident of workplace misconduct or criminal activity for which the employee is alleged to have been involved in during their employment may be investigated at any time.

EMPLOYMENT OFFER

Employees shall be furnished with a letter of offer of employment that includes the following: the position title and other pertinent information such as salary/rate of pay, effective hiring date, and benefits summary.

INTRODUCTORY PERIOD

There is a 90-day Introductory Period for all employees during which time their work performance and general suitability for Regional YMCA employment shall be evaluated. The Introductory Period is completed following 90 days of continuous service without a break in service. Time on leave, with or without pay, is not qualifying service for the

completion of the Introductory Period. Employees who are rehired following a break in service shall serve a new Introductory Period, whether or not they have previously completed an Introductory Period. At the conclusion of the Introductory Period, a performance review may be conducted. The performance review does not entitle the employee to a wage or salary increase.

The Introductory Period may be extended by the supervisor when, in his or her judgment, conditions warrant an extension. Such an extension shall be for a specific period of time, but not more than four months.

Satisfactory completion of the Introductory Period does not create a contract of employment for a specific period of time or a warranty of benefits.

Classification of Staff

| | EXEMPT EMPLOYEES THOSE PERSONS PAID ON A SALARY BASIS AND WHOSE POSITIONS MEET SPECIFIC CRITERIA (EXECUTIVE, PROFESSIONAL OR ADMINISTRATIVE) ESTABLISHED UNDER FEDERAL OR STATE LAW. THEY ARE EXEMPT FROM OVERTIME PAY REQUIREMENTS. | NON-EXEMPT EMPLOYEES THOSE PERSONS WHOSE POSITIONS DO NOT MEET THE EXEMPT CRITERIA AND WHO ARE PAID A MULTIPLE OF THEIR REGULAR RATE OF PAY FOR TIME WORKED OVER FORTY (40) HOURS PER WEEK, AS REQUIRED BY FEDERAL AND STATE LAW. |
|------------------|---|---|
| Full-Time | <p>Salaried Employees are regularly scheduled on a continuous basis to work forty (40) hours each week, year-round, and are paid on a salary basis.</p> <p>Full-Time Employees are regularly scheduled to work 40 hours or more each week, year-round, and are paid on a basis of an hourly wage rate.</p> | |
| Part-Time | <p>Part-Time Plus Employees are employed to work 30-39 hours per week, year-round, and are paid an hourly wage rate.</p> <p>Part-Time Employees are employed to work less than 30 hours per week, year-round, and are paid an hourly wage rate.</p> <p>Seasonal or Temporary Employees are employed for a short-term period, regardless of the number of hours worked per week (i.e., summer camp staff).</p> <p>Substitute Employees do not have regularly scheduled hours, but rather, work a flexible schedule, based upon availability and workload need.</p> | |

Independent Contractors are individuals/firms with established fees and contract expenses for specific services to be provided to the YMCA and who are not YMCA employees. Outside individuals/ firms engaged at the discretion of the YMCA management to perform services are not employees of the YMCA and are not entitled to employee benefits from the YMCA. However, they are expected to adhere to both Federal and State laws, including but not limited to harassment of all forms and child abuse.

Employment

APPLICATION FOR OPEN POSITION

When job openings occur, the YMCA supports an open application process.

Promotional Policy

In the event that a position within the Regional YMCA organization becomes available, the following steps will be taken to ensure that advancement opportunity is available to current employees:

- The direct supervisor will post the vacancy in all YMCA Branch locations. The time frame for the appointment of the position will be stated on each posting.
- In addition, the vacant position will be advertised by any medium deemed beneficial.

Re-Employment of Former Employees

It is the YMCA's policy to permit the re-hire of former employees who have left the YMCA provided they meet all of the following requirements:

- the reason was other than termination for cause;
- his/ her performance was fully satisfactory;
- the former employee possesses the qualifications to perform the available job;
- the former employee meets the current hiring standards.

Former employees who are re-hired will be subject to the introductory period and will not be provided service credit for time worked prior to the current employment period.

EMPLOYMENT OF MINORS

The YMCA operates in accordance with the requirements of the Federal Child Labor Act and applicable state laws including terms of occupations, work hours and days.

EMPLOYMENT OF RELATIVES AND RELATIONSHIPS IN THE WORK PLACE

Regional YMCA permits the hiring of individuals of the same family or those who have a personal relationship. However, hiring within the same department normally is prohibited for individuals of the same family or for those who have a personal relationship.

Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial hire or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom employees have an intimate relationship. Any hiring of a relative of the Supervisory/Management Staff has to be approved by the President/CEO or COO.

The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships. The Y views such conflicts of interest as seriously as it does those involving family members or blood relatives.

Definition of Relationships

To avoid a conflict of interest or appearance of a conflict of interest, the definition of "relationships", which is covered by this policy, should be interpreted very broadly.

In considering whether a relationship falls within this policy, all employees are urged to disclose the facts if there is any doubt rather than fail to disclose in cases where a relationship exists or existed in the past.

Additionally, this policy applies to all types of hire and employment.

All employees are responsible to raise potential issues to the attention of their supervisors. The supervisor will contact the COO/CEO for final approval.

Employment (continued)

EXPECTATION OF PROFESSIONAL CONDUCT

The YMCA expects that employees will conduct themselves in accordance with the highest standards of professional behavior and will treat each other and YMCA members with dignity and respect. Employees are expected to conduct themselves in a manner that reflects common sense, respect, responsibility, honesty, caring, and good judgment.

EMPLOYMENT/CONSULTING OUTSIDE OF THE Y

Exempt staff members must advise the Vice President of Operations and/or President/CEO prior to secondary employment or volunteer activities being secured.

Should you seek secondary employment or consulting outside of the Y, note the following:

Exempt staff members may engage in secondary employment or other activities as long as the following criteria are met:

- The secondary employment activity does not conflict with the goals, mission, or interests of the YMCA.
- The time commitments do not present a conflict of the employee's ability or time to do their job.
- The source of the secondary employment is not in conflict from a service or membership perspective.
- So long as such consulting does not interfere with the performance of an employee's normally and regularly assigned duties;
- So long as such consulting does not create additional cost to the Regional YMCA;

If you're unsure as to whether or not your outside employment/consulting adheres to the above requirements, speak with your Branch Executive.

OFF-DUTY CONDUCT

While the Association does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with its legitimate interests. Therefore, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Association's or their own integrity, reputation or credibility. Illegal, off-duty conduct on the part of an employee that unfavorably affects the Association's interests or the employee's ability to perform his or her job will not be tolerated.

Violations of any of the YMCA's policies, including any policy described in this Handbook, may lead to discipline, up to and including discharge.

POLITICAL ACTIVITY

Due to Internal Revenue Service regulations for tax exempt organizations such as the YMCA, YMCA employees may not campaign for a candidate or otherwise engage in political activities during work time, on YMCA premises or with the resources of the YMCA. This prohibition includes, for example, wearing clothing or buttons with political slogans or displaying stickers, posters and other political items at work or during work time.

VOLUNTEERING

Non-exempt/hourly paid employees cannot volunteer to continue their assigned work off the clock for any reason. Volunteer opportunities should be limited to: 1) parent-child opportunities, whereby the employee elects to participate in recreational activities and projects that involve family members, or 2) the employee is assisting in special fundraising activities that are unrelated to their job and participation is at the sole discretion of the employee.

BABYSITTING OUTSIDE OF THE YMCA

We do not encourage, nor condone, and prefer that employees DO NOT make arrangements with families to babysit for children participating in YMCA activities. The Regional YMCA does NOT accept any responsibility for staff actions while baby-sitting through a private arrangement.

Employment (continued)

CONFIDENTIALITY AND YMCA EMPLOYEES

In the course of their job duties with the Y, many employees have access to confidential information and records, including registration, membership, medical, personnel, fundraising, planning, financial, and business records. Y staff members have a duty to keep information confidential. The misuse, unauthorized access to, or mishandling of confidential information may result in disciplinary action, up to and including immediate termination of employment.

CONFLICTS OF INTEREST

When carrying out their work and duties for the Regional YMCA, employees should not engage in any activity that may be perceived to create a conflict of interest. . This would include, but is not limited to, any action that would involve:

- the obtaining of an improper personal gain or advantage;
- an adverse effect on the image of the Regional YMCA;
- the obtaining by a third party of an improper gain or advantage
- personal benefit from any corporate transaction: sale, purchase, rent, lease of property, staff member services or supplying products
- receiving gifts, special payments or favors of value greater than \$50 from an entity providing goods or services to the YMCA
- use of YMCA personnel in an individual venture
- misuse of inside information or highly confidential information
- use of YMCA sales tax exemption for purchase of personal items

CONTROVERSIAL ISSUES

Employees are free to exercise their full liberties as citizens, including the right to express their personal convictions on social, economic, religious and political issues. Employees should refrain from the expression of their views when acting as an agent of the YMCA or in situations where their actions or views could be interpreted as YMCA policy or position.

SOLICITATION AND DISTRIBUTION

Solicitation or distribution of any product or literature is not permitted without the prior authorization of the President/CEO. Solicitation to other employees is strictly prohibited on work time or in areas where members and guests may be present. In addition, persons not employed by the YMCA may not solicit or distribute literature or products on company property at any time for any purpose without written approval from the President/CEO. Bulletin boards are for official YMCA communications only. Classified items may not be posted without appropriate approval.

MEDIA RELATIONS

Addressing the Press: All Regional YMCA press releases and media advisories must be approved by the President/CEO prior to being sent to the media.

Crisis Control: In the event that a crisis situation arises at your branch and you anticipate media interest, immediately contact your Branch Executive, or in their absence, the Corporate Office. No staff member is to discuss the crisis situation with the media or branch members.

In the event you cannot reach your Branch Executive or the Corporate Office before the press contacts you, make a simple statement to the press that you "*are not able to comment on the situation at this current time,*" and offer to take their name, phone number and the name of their media station so the appropriate Regional YMCA representative can make contact with them.

Employment (continued)

EMPLOYMENT RECORDS

Post-Hire: All employees shall complete the appropriate forms and other records necessary to be placed on the Regional YMCA payroll and to meet requirements for listing with the YMCA of the USA. Evidence of certain information for benefits and other personnel records may be required.

Employee Records: It is the responsibility of the employees to inform their supervisors and/or Human Resources/Employment Information whenever there are changes in employee status, i.e., marital status, dependents, address, emergency contact information, beneficiary designations, and number of exemptions for tax purposes, etc. Failure to do so may impact benefit plan participation, employee taxability, etc. In response to valid requests to verify employment, the Regional YMCA will release only date(s) of employment and last position title. Employees or former employees may authorize the release of salary and other employment related information by granting permission in writing.

Payroll Records: Payroll and time records of all employees will be maintained in compliance with reporting requirements of applicable Federal and State regulations. Both the employee and supervisor are held accountable for the accuracy of time records that reflect the exact hours and days actually worked, subject to applicable Federal laws. Falsification of official records, including authorizing time records or entering false data on time records, will result in disciplinary action, up to and including termination.

ACCESS TO EMPLOYEE FILES

Every employee has the right to request to review the contents of his/her file. Such a request should be made in writing and submitted to Human Relations/Employment Information. Employee files may not be removed from the premises but will be made available for review within a reasonable amount of time.

Work Rules

ATTENDANCE & PUNCTUALITY

Regardless of what position you hold, you were carefully selected for that position. Thus, your punctuality and regular attendance are essential for efficient operations.

If an absence or tardiness is to be excused, the employee's immediate supervisor must be notified as soon as possible, but not less than one (1) hour, prior to the beginning of the scheduled shift. If the absence occurs for more than three workdays, the employee may be asked to submit a doctor's statement to verify his/her absence. The doctor's statement should outline the general nature of the illness and when the employee may return to work.

Excessive unexcused absences or tardiness and/or lack of proper notification can result in disciplinary actions and/or termination. Absences of three or more consecutive workdays without proper notification to your supervisor will be considered a voluntary resignation.

APPEARANCE

It is expected that all employees should dress in a neat and appropriate manner for the professional delivery of their job assignments as well as the safety of employees and members. Specific dress codes may be required and will be specified by supervisors. In addition, employees should conduct themselves in a professional manner consistent with and supportive of the mission and values of the YMCA organization.

Staff members represent the YMCA to its members and the public, both in their manner and in their appearance. Their attire should be clean, neat and modest, according to the norms of current taste and the demands of the specific work assignment.

Tattoos which are objectionable in content must be covered at all times while on duty. Shirts with slogans, messages or depictions of objects not consistent with the YMCA mission are not allowed. In general, revealing (sheer, tight, clinging, low cut or overly short) clothing is not allowed.

The YMCA's dress code is essential to maintain a professional image at all times and to maintain safety for employees and members. Supervisors have the right to determine if the employee's appearance is inappropriate and ask the employee to change their dress and/or appearance. Employees who do not comply with the standard dress code, or the amended dress code, depending on specific work assignment and authorized by the Department head, will be sent home to change and will not be paid for the time required to do so. Violations of this policy will be cause for disciplinary action, up to and including termination.

If employees require a reasonable accommodation regarding their dress for bona fide health and/or religious reasons, they should speak to their supervisor to discuss an exception to these guidelines.

CHILDREN IN THE WORKPLACE

Bringing children to work, meetings, or work-related events is not an acceptable practice. Should an emergency arise that impacts your childcare arrangements, your Branch Executive may approve your child accompanying you to work for a limited time on rare occasions.

INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, severe weather can disrupt Y operations and may require the closing of a YMCA facility. The COO/CEO will make the final decision on any or all facility closings. The Regional YMCA will be sensitive, to the extent possible, of the safety of our employees and members during severe weather conditions. Please see your supervisor for a copy of the Regional YMCA Weather Delay & Closing Policy.

WORKING AT/FROM HOME

Non-exempt (hourly paid) employees are not permitted to take work home or work from home unless approved by their supervisor. If approved, accurate reporting of all time worked is mandatory.

Work Rules (continued)

SMOKE AND VAPE FREE WORKPLACE POLICY

As a prominent advocate for health, all areas of the YMCA buildings and properties, including YMCA vehicles and any place where an organized YMCA program is being held, are designated as non-smoking areas.

This policy applies to all forms of tobacco usage including, but not limited to, cigarettes, chewing tobacco, etc. It also applies to the use of electronic nicotine delivery systems known as e-cigarettes, e-cigars, e-hookahs and e-pipes.

SUBSTANCE ABUSE & DRUG FREE WORKPLACE

The Regional YMCA seeks to maintain a safe and healthy workplace, free from the effects of drug and alcohol abuse. The use, possession, sale, or distribution of illegal or controlled substances, or alcohol, on YMCA premises or while on YMCA business is prohibited.

Employees may work when they are using a drug legally prescribed by an authorized medical practitioner, except when the substance will adversely affect their ability to safely perform job duties. Legally prescribed drugs may be permitted on YMCA premises or work locations as long as the drugs are contained in the original prescription container and are prescribed for the current use. Misuse of prescription drugs shall be considered a violation of this policy.

Employees are also prohibited from being at work under the influence of illegal drugs or alcohol, and the YMCA reserves the right to require drug or alcohol testing when it has reasonable suspicion that such circumstances exist. Violation of this policy will subject an employee to release from duty and/or disciplinary action, up to and including termination.

DRIVING FOR THE YMCA

Employees using their personal vehicles for authorized YMCA business must possess a valid driver's license in good standing and must hold automobile liability insurance.

When driving or riding in any Y vehicle or when driving your own vehicle on Y business, you are required to adhere to all applicable state motor vehicle regulations and to drive in a safe and courteous manner. You and all passengers are required to use seat belts. Employees should never operate a vehicle under the influence of drugs or alcohol, including prescription and over-the-counter drugs that may affect their ability to safely operate a vehicle. Connecticut State Law prohibits the use of cell phones while driving. All accidents should be reported to the immediate supervisor within 24 hours. The YMCA is not responsible for expenses incurred due to accidents in personal vehicles or driving violation fines for any employee. Mileage is reimbursed at the declared mileage rate for that year.

YMCA owned or rented vehicles are to be driven by authorized employees only. All drivers must be a minimum of 21 years of age. The license number of any person who will be driving a YMCA vehicle will be run through a DMV violation screening prior to driving any YMCA vehicle and then on an annual basis thereafter.

Vehicles owned, operated, or under the control of the Y are to be used only for Y business purposes. Employees may drive a Y vehicle only if authorized to do so. Company vehicles are to be routinely inspected and properly maintained to ensure safety. Employees must report any needed repair work in a timely manner. A DMV check will be done yearly for each person who drives a YMCA vehicle.

Please see your supervisor for a copy of the YMCA Vehicle Driver Policy.

TRANSPORTING CHILDREN, MEMBERS, PARTICIPANTS, ETC

Fingerprinting and a background check will be performed for all drivers who transport children or minors (childcare, program participants, etc.). Drivers who transport children or minors (childcare, program participants, etc.) are required to have the appropriate class license for driving vans, a Public Service License or CDL issued by the State of CT, and are required to successfully complete a medical examination initially and on a regular basis thereafter.

Transporting in personal vehicles and being alone with children is strictly prohibited. Transporting for medical emergencies should be the responsibility of a parent, relative or trained medical personnel.

Work Rules (continued)

PERSONAL USE OF YMCA TELEPHONES

YMCA telephones are to be used for business purposes in serving the interest of our members and program participants and in the course of normal YMCA operations. The YMCA permits limited personal use of the YMCA telephones only for emergencies and essential personal business. The frequency and duration of telephone calls must be minimal and must not interfere with the performance of an employee's job duties or the functioning of YMCA operations. Personal long distance calls may not be charged to YMCA phones.

USE OF PERSONAL CELL PHONES, TEXTING, AND CAMERAS

While at work, employees are expected to use discretion in using personal phones for phone calls or texting. Excessive use can interfere with employee productivity and can be distracting to others. During work hours, employees are encouraged to limit personal phone calls to situations requiring immediate attention and to turn the ringer off during work hours.

While assigned to work with youth, staff are not permitted to use electronic communication devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with youth is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Employees need to ensure that friends and family members are aware of this policy.

Additionally, taking pictures of any Y facilities, members, or employees is not allowed without expressed permission from the President/CEO and should be limited to business purposes.

Separation of Employment & Disciplinary Action

The term “separation” shall refer to any and all terminations of the relationship between the employee and employer, regardless of the reason for such termination. Separations are to be categorized as either voluntary or involuntary.

VOLUNTARY SEPARATION

Resignation is a decision, freely made by an employee, to terminate his/her working relationship with the YMCA. It is encouraged that a written notice of the resignation shall be provided to the YMCA two weeks prior to the last day of employment. Exempt staff is encouraged to give at least four weeks notice.

INVOLUNTARY SEPARATION

Dismissal – The YMCA is an at-will employer. An employee may be involuntarily separated for any reason that is not illegal, at any time, with or without notice, at the discretion of management. Some of these may include the following:

Unsatisfactory Performance – Dismissal may be imposed by the YMCA upon an employee for:

- His/her failure or inability to meet performance standards.
- Non-completion of assigned tasks.
- Excessive absenteeism or tardiness; absenteeism or tardiness without prior notification to supervisor or without valid excuse.

Misconduct – Dismissal may be imposed upon an employee for misconduct. While it is impossible to list every possible example of inappropriate behavior, the following examples should serve as a guide:

- Violation of, or failure to adhere to, the YMCA’s Substance Abuse Policy, Anti-Discrimination and Harassment Policy, or any other established policy or YMCA rules.
- Illegal or criminal behavior while on duty or on the premises.
- Carrying, using, or threatening to use a weapon or explosive while on duty or on the premises.
- Criminal conviction or verified criminal activity.
- Violation of safety or sanitary rules.
- Fighting, swearing, or using abusive language.
- Sleeping or negatively performing duties.
- Any action that tends to destroy good relations with membership, board or vendor.
- Willful neglect of professional duties.
- Failure to report serious mistakes.
- Improper conduct with other employees.
- Creating discord or lack of harmony.
- Failure to comply with directives from supervisors or acts of insubordination.
- Any physical, abnormal, or unethical actions against any member, child, or staff person.
- Misinformation, omission, dishonesty, falsification of customer’s checks, employment applications, timesheets, or any other official YMCA documents.
- Violations of safety rules or permitting the violation of safety rules that does, or potentially could, jeopardize the safety of members or staff.
- Unauthorized removal or possession, willful damage or defacing of YMCA property.

THE LISTS ABOVE ARE NOT MEANT TO BE ALL INCLUSIVE. Employees must exercise good judgment and conduct themselves in a professional and responsible manner at all times. The decision as to whether particular conduct is or is not appropriate lies solely within the YMCA’s discretion.

Separation of Employment & Disciplinary Action (continued)

DISCIPLINARY ACTION

The Regional YMCA will follow a progressive discipline procedure which includes a four step process: verbal counseling, written warning, final written warning and termination. However, the process does not preclude the Regional YMCA from immediately terminating any employee when it believes it is in the best interest of the YMCA to do so. Additionally, the Y reserves the right to skip steps when a situation warrants. The use of these procedures is discretionary and the decision to use or not to use them is final and not reviewable.

Suspension with or without pay may occur in a situation where an investigation must be conducted in order to come to a conclusion on an incident.

Verbal Counseling: Consists of a discussion between the manager and the employee regarding deficiencies in performance or behavior. The manager may document the conversation in the employee records.

Written Warning: Occurs after verbal counseling when subsequent improvement does not occur or in situations where serious enough to warrant a written warning. The written warning is signed by the manager and employee as acknowledgement that the warning has been discussed and is filed in the employee records. The manager and employee will discuss a performance improvement plan and meet within a set period of time to review the results. After receiving a written warning, an employee must show immediate improvement of the problems outlined or further disciplinary action may occur. The expectation is that the improvement will be sustained.

Final Written Warning/ Suspension: If performance problems persist after receiving a written warning, employees will receive a final written warning. The manager and employee will discuss a performance improvement plan and meet within 30 days to review the results. The expectation is that the improvement will be sustained. Any additional work violations of any kind may be cause for immediate termination.

In some cases, based upon the facts and severity of the incident involved, employees may be suspended without pay for up to three days during an investigation. If, after an investigation, no basis is found to the allegations, the employee will be paid for the days scheduled but not worked.

Termination: Involuntary termination of employment occurs when an employee's performance or behavior continues to be below standards or when a serious incident of willful misconduct, misconduct, breach of duty or misappropriation of goods and materials for personal use or at any time in the discretion of the Regional YMCA.

Compensation

HOURS OF WORK/ PAY PERIOD

The official workweek is established as Monday, 12:01AM through Sunday 12:00 Midnight. All employees are paid on Friday, every two weeks. If a payday falls on a holiday when the banks are closed, you will be paid on the previous day. The immediate supervisor is responsible for the preparation and supervision of the working schedule for all employees in his/her department. Federal and State laws regulating hours of labor shall govern all such working schedules. Nothing guarantees a maximum or minimum number of hours an employee shall be asked to work. There is no guarantee of maintenance of a work schedule. We strive to pay everyone accurately, however, on occasion, errors may be made. Good faith efforts will be made to correct such errors and we ask that any errors in pay be reported to your supervisor immediately.

OVERTIME

All non-exempt employees are covered under the Federal Fair Labor Standards Act and must be paid overtime for work performed in excess of 40 hours per payroll week.

The employee's Branch Executive must approve all overtime in advance.

In computing the daily or weekly hours worked to determine hours of overtime, only actual working hours are to be counted. Approved time off (e.g., PTO days, jury duty, holiday pay etc.) will not be included in computing overtime hours worked in a standard work week. Standard workweek is defined as an employee's regularly scheduled hours of work per week.

Overtime compensation will be paid as follows:

- All non-exempt employees will be paid straight time up to 40 hours per week.
- Overtime, at the rate of straight time and one-half (1½), will be paid for hours worked in excess of 40 hours.

All overtime hours must be recorded on the employee's time sheet and authorized by the employee's Branch Executive.

Exempt employees are not eligible to receive overtime compensation.

MEAL PERIODS

Employees who work for seven and one-half or more consecutive hours must be provided with a non-compensable meal period of at least 30 consecutive minutes. Meal periods must be given at some time after the first two hours of work and before the last two hours.

Exemptions: The Labor Commissioner may exempt employers from the 30-minute meal break requirement under the following conditions:

- Compliance would be against public safety.
- Only one employee can perform the duties of the position.
- If the employer employs fewer than five employees on a shift at a single place of business, only the employees on that shift are exempt.
- If the continuous nature of an employer's operations requires employees to be available to respond to urgent or unusual conditions at all times, the employees are compensated for meal periods.

If the employee is required to perform any duties while eating, for example being required to eat at the desk, the employee is considered working while eating and the time is compensable.

EARLY BIRD SHIFT

The "Early Bird" shift includes the opening hours of 4:30 AM at Greenknoll, Monday through Friday only. This shift entitles an individual to an increased rate of pay over the normal hourly rate. The premium pay rate is established by each department, but must be consistent for every employee and within the wage and salary standards of the Regional YMCA. Payment of the "Early Bird" rate applies only for the shift beginning at opening of the building, and the premium rate is in effect until 9:00am Monday-Friday. All other shifts are paid at normal rate.

Compensation (continued)

EMERGENCY FACILITY CLOSINGS

Unless the facility is officially closed due to threatening weather conditions, employees are expected to come to work. Employees have the option to use a day of vacation leave (if eligible) or lose a day of pay if they choose to stay home. Calls to your supervisor must be made at least one (1) hour prior to the start of the scheduled shift.

Full-Time Employees:

If the YMCA closes early or opens late, Full-Time employees shall be compensated for a full workday provided that they were scheduled to work that day and are at work during the remaining normal scheduled work hours during which the YMCA is open.

In the event of a facility closure prior to the commencement of an employee's scheduled work period, or if the YMCA closes for an entire day, reporting to work shall not be a requirement to receive compensation for the normal schedule.

Part-Time Employees:

If the YMCA opens late, Part-Time employees shall be compensated for the time they actually worked. If the Y closes early, employees who have already reported for work will be compensated for their entire shift. If a part time employee elects to leave prior to the established closing time, the employee shall be compensated for only that portion of their scheduled work time physically worked. Part-Time employees whose shift begins after the YMCA closes shall not be compensated for their shift.

EXPENSES AND ALLOWANCES

Reasonable expenses incurred while on authorized YMCA business may be recognized and reimbursed when submitted within 60 days of incurring the expense. Such examples include:

- Travel expenses, including fares, meals, and lodging.
- Attendance at conferences, seminars, and conventions, including travel expenses, meals, lodging, and registration fees.
- Expenses incurred in the use of personally owned vehicles related to official YMCA business. Reimbursement shall be commensurate with local standards (reviewed periodically), as approved. Vehicle expenses for travel to and from work are not reimbursable.
- Membership dues, meals, and related expenses in a service club, professional society, or community organization where such membership is deemed advantageous to YMCA interests. The employee's supervisor must approve all such dues and meals in advance.

EXPENSE REPORTS

Employees must fully document all out-of-pocket business expenses, including mileage reimbursements, with the appropriate expenditure receipts attached. Employees must ask their supervisor for an expense reimbursement form and submit it to their supervisor within 60 days of incurring the expenses.

USE OF COMPANY CREDIT CARDS

Authorized employees may use YMCA credit cards only for approved organization expenditures. Use of the YMCA credit cards for personal expenditures is expressly forbidden, even when the employee plans to, or in fact does, reimburse the YMCA for personal expenditures.

Purchases from vendors that are charged to the YMCA shall be limited to pre-approved purchases for the organization. Employees, volunteers, members, and program participants may not make purchases through the YMCA.

The Regional YMCA is a tax-exempt organization. As a result, all purchases of goods and services by the Regional YMCA for the organization are exempt from sales and use tax, but not exempt from room and meals taxes. **It is illegal for employees or other individuals to use the organization's tax exemption for personal purposes.** Authorized YMCA employees making approved purchases for the organization should use the YMCA's tax-exempt certificate. Any questions regarding these policies should be addressed to the Financial Manager.

Salary Administration

SALARY ACTIONS

Salary increases are based on merit and/or promotion consistent with Regional YMCA economics. The performance appraisal process may be conducted more often than annually, though salary increases may not be provided at the time of each performance appraisal and shall be within the guidelines of the salary administration program and Board policy.

REVIEWING YOUR PERFORMANCE

Generally a performance appraisal will be conducted at least annually for the purposes of evaluating an employee's performance, assisting in the employee's continued growth and development, and ensuring that the goals and objectives of the YMCA are being met. The performance appraisal shall be conducted by the employee's immediate supervisor, prepared in written form, and reviewed by the supervisor with the employee.

TRAINING OPPORTUNITIES AND PAY

Though professional development is primarily the responsibility of individual employees, the President/CEO of the YMCA and its management team will share in the responsibility of providing developmental opportunities for the staff. The Regional YMCA recognizes that the quality of its work is directly related to the continuing career growth and training opportunities for employees. Developmental training experiences may be provided for employees, based upon the YMCA's goals and an individual's career plan and job responsibilities.

Non-exempt employees attending mandatory training programs and seminars will be paid for the time spent in training. Advance approval by the supervisor is required. If the attendance at a training program is voluntary and left to the sole discretion of the employee, it will not be considered compensable time.

GARNISHMENTS, WAGE ASSIGNMENTS & QUALIFIED DOMESTIC ORDERS

The YMCA's practice shall be consistent with applicable laws, court orders or rulings on these matters.

Benefits

GOAL OF BENEFITS

It is the Regional YMCA's goal within the area of employee benefits (indirect compensation) to augment legally mandated programs in order to produce a level of basic protection for the employee and any dependents during the earning years and following retirement. It is also the policy of the YMCA that employees share the responsibility for their own security, therefore some costs are to be borne jointly by the YMCA and the employee. Descriptive material about benefits will be provided to employees upon their employment or as coverage may change.

In summarizing benefits, the YMCA has tried to remain true to the official plan contracts, documents, and policy statements. If any discrepancies arise between the descriptions provided in the manual and the official documents governing the various plans, the official documents will apply in all cases.

The YMCA reserves the right to modify, terminate, or change any or all guidelines, policies, programs and benefits at any time. These changes can be made with or without notice, at management's sole discretion, and without amending the language of this manual.

ELIGIBILITY FOR BENEFITS

All Full-Time employees are eligible for benefits with certain exceptions (which will be identified in the appropriate following sections). Part-Time Plus employees are eligible for certain benefits as designated.

For the purpose of determining benefits (when years of service are the basis for awarding the benefits) active continuous full-time and/or regular part-time employment in any YMCA (local or national) will be counted. Years of service are counted from the original date of full-time employment and/or part-time employment, and continue to accrue as long as that employment remains continuous.

LEGALLY MANDATED BENEFITS

The YMCA complies with applicable laws regarding employee benefits such as:

- Social Security (FICA) - All employees are required to participate jointly with the YMCA in Social Security taxes.
- Worker's Compensation Program - All employees are covered against the hazards of occupational accidents and illness on the job through compensation insurance in a manner and to the extent required by the State Worker's Compensation laws.
- Unemployment Insurance (FUTA and SUTA) - The YMCA's practice shall be consistent with Federal or State laws.

PAID TIME OFF DAYS (PTO) – VACATION AND SICK DAYS

The Regional YMCA believes that it is beneficial to the Y, Salaried, Full-Time, and Part-Time Plus employees that employees utilize their PTO days annually. These PTO days are to be scheduled with and approved by the employee's supervisor during those periods that best suit the needs of the YMCA. The YMCA policy on PTO with full pay is to provide eligible employees with maximum personal flexibility while maintaining an orderly management of its work force. To be eligible for this benefit, employees shall either meet the definition of Full-Time or Part-Time Plus. Employees shall be granted PTO days per the following schedule:

Benefits (continued)

Annual Paid Time Off Days (Calendar Year of January – December)

| Hours of Work Per Week | Annual Time Off Days | Annual Time Off Carry Over Days | Accrued Per Full Month of Service |
|----------------------------|-------------------------|------------------------------------|--------------------------------------|
| Part-Time Plus 0-5 years | 12 | 0 | 1 |
| Part-Time Plus 6-10 years | 16 | 0 | 1.33 |
| Part-Time Plus 11+ years | 20 | 0 | 1.67 |
| Full-Time 0-5 years | 15 | 5 | 1.25 |
| Full-Time 6-10 years | 20 | 5 | 1.67 |
| Full-Time 11+ years | 25 | 5 | 2.08 |
| Salaried 0-5 years Exempt | 20 | 10 | 1.67 |
| Salaried 6-10 years Exempt | 25 | 10 | 2.08 |
| Salaried 11+ years Exempt | 30 | 10 | 2.50 |

- PTO days will be advanced each January 1st for all employees who have completed the Introductory Period.
- The Y allows employees to take PTO before it is accrued, up to the amount of your annual accrual, provided that you execute an Attendance Report form that authorizes the Regional Y to deduct the value of used but unearned vacation time from your final pay if you separate from the Y.
- If the employee separates from the Regional Y for any reason, the employee will receive payment upon departure for accrued and unused PTO. However, if at the time of separation more PTO days have been taken than have been accrued (earned), money will be owed back to the Y and deducted from the employee's final paycheck, equivalent to the difference between PTO days taken and PTO days accrued. If there is no last paycheck, or not enough to cover the "borrowed" days, the employee will owe the Y for the balance due.
- PTO may be taken in half-day or full day increments – minimum of 4 hours.
- An employee may carry over PTO days as noted in the table above. The days carried over must be used in the next calendar year.
- "Years of Service" are determined on January 1st of each year.

It is always important for employees to schedule time in advance to ensure adequate staffing. When an employee wishes to utilize more than three consecutive PTO days, such utilization must have the prior authorization of the employee's immediate supervisor for the specific days requested.

New Employees

During the 90 day introductory period, PTO days will begin to accrue immediately starting the first full calendar month of employment. An employee may begin using the accrued PTO days after the introductory period has ended. PTO days accrued during the introductory period will not be paid in the event of termination of employment under any circumstances. PTO days accrued during the first, partial year of employment cannot be carried forward unless the introductory period ends December 31st.

After the introductory period has been successfully completed, the PTO bank will have the remaining year's accrued PTO placed into it.

Employees who have been classified as Part-Time Plus status at the Regional YMCA for twenty-four (24) or more continuous months and who are converted to Full-Time status, shall be considered to be eligible to receive annual Full-Time PTO days immediately. The PTO bank will have the remaining year's accrued PTO placed into it at the applicable Full-Time level.

Benefits (continued)

Sick Time Bank

At the end of the calendar year, employees have the option of transferring any unused PTO days into a restricted Sick Time Bank, not to exceed 30 days in aggregate. The days in this account can be used only when all other PTO days are exhausted and only for a qualified FMLA event. Cash shall not be paid in lieu of days earned in the Sick Time Bank. Exceptions to this policy can only be made by the CEO.

HOLIDAYS & HOLIDAY PAY

The Regional YMCA recognizes the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

All Salaried, Full-Time and Part-Time Plus employees shall be eligible for six (6) paid holidays each year.

Part-Time Plus employees shall be paid for holiday or paid time off accordingly:

| | |
|-----------------------------|--------------|
| 30-34 hours worked per week | 6 hours paid |
| 35-39 hours worked per week | 7 hours paid |

Hourly employees working at a YMCA facility that is open on a holiday will receive a premium of \$1.00 per hour for hours worked.

If a holiday falls on a Saturday, employees are encouraged to take their holiday time on the Friday before the holiday whenever possible; if it falls on a Sunday, employees are encouraged to take their holiday time on the Monday following the holiday; if this is not possible, employees must take their holiday time within the same (or next) pay period.

HEALTH INSURANCE COVERAGE

The YMCA provides health care coverage for Salaried, Full-Time and Part-Time Plus employees (and their dependents). Individual, two-person, or family coverage may be available, and the YMCA may pay a portion of the monthly premium.

Continuation of Coverage - Both Federal and Connecticut law require that employees and/or their families be offered the opportunity for a temporary extension of their existing health coverage in certain cases where it would otherwise terminate. More detailed information concerning continuation of coverage is available. Generally, however, eligible individuals are:

- Employees who lose coverage because of a reduction in the hours of their employment,
- Terminated employees (except for those terminated for gross misconduct),
- Covered spouse or dependents of employee or retirees in certain circumstances, as described more particularly in the Federal statutes.

Individuals eligible for this extension of coverage must request the extension in writing within 60 days following the qualifying event or notification of right to elect continuation, whichever comes later.

Employees who elect continuation of medical benefits under COBRA understand that they will be charged the maximum premium allowable under the most recent COBRA legislation. Subject to the above timeliness, if a terminated employee does not choose continuation coverage, health insurance will end at the end of the next month following the termination of employment, subject to employee contribution.

Retirees will be given an opportunity to continue their existing health coverage upon retirement as long as they satisfy all eligibility requirements and pay all required premiums and fees within the required time limits. Eligible retirees must exercise this option at the time of retirement. Coverage may be continued after retirement as long as the retiree has completed 15 years of continuous active service with the YMCA and has satisfied minimum age requirements as determined by the early retirement date in the YMCA Retirement Plan. In order to continue coverage, the retiree must pay the full premium cost. The cost may change periodically. Premiums are due one (1) month in advance.

Benefits (continued)

SHORT TERM DISABILITY, GROUP LIFE, AD&D

The YMCA makes provision for the protection of beneficiaries of Salaried, Full-Time and Part-Time Plus employees through Group Life, Accidental Death, and Dismemberment insurance. Protection of \$25,000 may be provided and paid 100% by the YMCA. Coverage is provided on the first day of the month following thirty (30) days of continuous employment.

The specific provisions regarding benefits, classifications and definitions are covered in the insurance contracts, copies of which are maintained at the Corporate Office and are available for review.

The YMCA specifically reserves the right to make changes, including but not limited to, changing the providers or carriers and the amount of coverage. Employees will be notified of any changes.

LONG TERM DISABILITY AND GROUP LIFE

After 60 days of employment, Salaried and Full-Time employees are required, as a condition of employment, to enroll in the YMCA Long Term Disability policy which provides protection for disability from accident or illness. The cost of this policy is paid 100% by the employee. Plan participation may not be discontinued by the employee, and duplicate coverage by another private or group plan does not exempt the employee from participation.

A plan description providing information on eligibility and extent of coverage is available at the Corporate Office. Employees on long-term disability coverage shall be considered the same as those employees on "extended leave of absence," but will be classified as on "disability leave of absence."

YMCA RETIREMENT PLAN

Defined Contribution Plan

As a benefit to our staff, all employees of the Regional YMCA will be enrolled in the YMCA Retirement Plan upon completion of eligibility requirements. The Plan provides retirement and other benefits for YMCA employees and their designated beneficiaries. This is a dual participation program where the YMCA and the employee each contribute a percentage. Currently, the contribution is paid 100% by the Regional Y. All of the staff at the YMCA become eligible to participate in the Plan when they are age 21 or older and have completed 1,000 hours of service within each of any 2 years, beginning with their date of hire or anniversary date. These two years are not required to be consecutive. A more detailed description of the Eligibility and Enrollment rules can be found on the YMCA Retirement Fund's website: <http://www.yretirement.org>.

Tax Deferred Savings Plan

Since our YMCA participates in the YMCA Retirement Plan, any employee of our YMCA may immediately participate in the Tax-Deferred Savings Plan by opening a 403(b) Smart Account regardless of their age, length of service or hours worked. They may also roll in money from an eligible employer plan or IRA. See the Finance Director located at the Corporate Office if you are interested in enrolling in this benefit.

Benefits (continued)

MEMBERSHIP/PROGRAM BENEFITS

YMCA Membership/Program Privileges (as defined in the following chart) apply to all Salaried, Full-Time, Part-Time Plus and Part-Time employees. They do not apply to employees who fill hours only on a substitute basis.

| | YMCA Membership | Greenknoll Summer Camp | Child Care | Program Participation | One-on-One Training (i.e., Personal Training, Private Swim Lessons) |
|---|---------------------------------------|-------------------------------|-------------------|---|---|
| Part-Time Hourly Employees (0-29 hours) | Wellness Plus Membership (Individual) | 15% discount | n/a | 15% discount | 15% discount |
| Part-Time Plus Employees (30-39 hours) | Wellness Plus Membership (Individual) | 60% discount | n/a | 50% discount for employee; 15% discount for family | 25% discount employee; 15% discount for family |
| Full-Time Employees (40 hours) | Wellness Plus Membership (Family) | 75% discount | 20% discount | 50% discount for family | 25% discount for family |
| Salaried Employees (40+ hours) | Wellness Plus Membership (Family) | 100% discount | 20% discount | 75% discount for family | 25% discount for family |

- Family program and camp discounts require an active Family Membership.
- Additionally, with an active Family Membership, if a staff member within the Part-Time hourly or Part-Time Plus status wants to join a program in session beginning with week 2, the program will be discounted 40% as opposed to 15%.
- The IRS requires that discounts in excess of 20% on fees for services must be reported on your W-2 form as fringe benefits.

Sound View Credit Union at Duracell Credit Union:

All employees and their families are entitled to join this banking alternative. Competitive rates, quick service and payroll deduction are available. See the Finance Director located at the Corporate Office for more information.

Direct Deposit:

Direct deposit is available. In order to participate in this program, you will need to complete the appropriate papers and return them to the financial department at the Corporate Office. See the Finance Director located at the Corporate Office if you are interested in enrolling.

Pre-tax Medical Premiums:

All employees with YMCA medical coverage are eligible to have medical premiums paid from pre-tax dollars via payroll deduction. See the Finance Director located at the Corporate Office to enroll.

Educational Reimbursement- Full Time Staff:

To encourage professional development, the Regional YMCA offers a tuition assistance program to eligible employees who complete job-related courses with a grade of 'B' or better. The Regional YMCA reserves the right to determine what constitutes job-relatedness. If there is any question as to whether a course is job-related, a determination will be made by the Branch Executive in conjunction with the Department Director.

When approved by the immediate supervisor and President/CEO, participation in job-related accredited college courses will be reimbursed up to \$1,000 annually after demonstrating a grade achievement of 'B' or better. Other related expenses, such as books, travel and fees, shall be the responsibility of the employee.

Benefits (continued)

Reimbursement for a completed course will be allowed provided the following conditions exist:

- The employee has been a Full-Time employee for at least 12 months;
- The employee has obtained relates to the employee's responsibilities at the Regional Y;
- The employee completes the course with a final grade of a 'B' or better (Acceptable proof of successful completion shall be in the form of a grade report issued by the educational institution you are attending or, in the case of a non-credit certification course, a certificate of completion.);
- Request for reimbursement with accompanying documentation must be submitted within 60 days of completion of the course.
- The employee remains employed at the Regional YMCA for a full year after completion of the course. If the employee is not employed for the full 12 months, he/she will be required to repay up to 100% of the cost of the course as prorated based upon the number of months he/she was employed following completion of the course.

An application form may be obtained from your supervisor.

BEREAVEMENT

Salaried, Full-Time and Part-Time Plus employees are eligible for paid bereavement leave for up to three (3) regularly scheduled workdays in the event of death in their immediate family. Immediate family is defined as a spouse, domestic partner, parent and stepparent, children and stepchildren, sibling, or grandparent. In the event of the death of the employee's aunts and uncles, nieces and nephews, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, and step or half siblings the employee may be paid for one (1) day of bereavement.

JURY DUTY

Per CT State Law, all Salaried and Full-Time employees (defined by law as those normally required to work at least 30 hours per week), who are called for jury duty will receive regular pay for the first five days of jury service, and may retain any fees paid to them for their duty. Jury duty shall not affect an employee's PTO allowance, seniority, fringe benefits or other rights or privileges of employment. Documentation of jury duty must be presented to the YMCA in order to be paid. It is expected, however, that should early dismissal from jury duty be given, the employee report for remaining regularly scheduled work hours immediately.

MILITARY SERVICE

The following provisions apply to Salaried and Full-Time employees only:

When a Salaried or Full-Time employee is called or recalled for active duty in the military, the YMCA will grant an official leave of absence without pay. Re-employment rights correspond to existing applicable laws.

Salaried and Full-Time employees who are completing their military tenure in the Armed Forces Reserves or National Guard may use their PTO days for such training and receive their full salary from the YMCA for that period. For training that is taken at a time when no PTO days are available, the YMCA will pay the difference between the employee's salary and the military pay for up to two (2) weeks. The employee shall present evidence of the amount received for such duty as a prerequisite to receiving such payment from the YMCA. The YMCA shall use reasonable efforts but shall not be obligated to revise working schedules to accommodate employee's request to attend annual training sessions.

Employees shall advise their supervisors, and submit documentation, immediately upon being informed of a military obligation. Failure to do so may result in loss of benefits and other disciplinary action, consistent with applicable laws.

Benefits (continued)

FAMILY AND MEDICAL LEAVE

The YMCA complies with State and Federal Family and Medical Leave Act (“FMLA”) laws. The following policy, established pursuant to Connecticut and Federal guidelines, applies to all requests for FMLA leave. Following is a summary of Federal vs. Connecticut Family and Medical Leave Laws. For more information please see the Family and Medical Leave Act posted in your Branch or contact the Corporate Office.

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|---------------------------|--|---|
| Employees Eligible | Worked for Employer for at least 12 months - which need not be consecutive; worked at least 1,250 hours for Employer during 12 months preceding leave; and employed at Employer worksite with 50 or more Employees or within 75 miles of Employer worksites with a total of 50 or more Employees | 1000 hours service with Employer during 12-month period preceding first day of leave No worksite proviso |

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|---------------------|--|--|
| Leave Amount | Up to a total of 12 weeks during a 12-month period; however, leave for birth, adoption, foster care, or to care for a parent with a serious health condition must be shared by spouses working for same Employer | Employees of covered Employers may receive 16 weeks of leave in a 24 month period State employees in the state are entitled to a maximum of 24 weeks of medical leave in any two (2) year period in order to serve as an organ or bone marrow donor Similar to Federal provision regarding sharing of leave by spouses |

The 12-month period begins with the first day of the first FMLA leave. Should a staff member return to work and request FMLA again within 12 months from the date of the first FMLA, the staff member will be eligible to take the balance of the available leave. The opportunity to take FMLA for the birth, adoption or placement of a foster child is available to staff members for 12 months following the birth, adoption or placement.

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|----------------------|--|--|
| Type of Leave | Unpaid leave for birth, placement of child for adoption or foster care, to provide care for Employee’s own parent (including individuals who exercise parental responsibility under state law), child, or spouse with serious health condition, or Employee’s own serious health condition | Similar to Federal provision, additionally to provide care to spouse’s parent or to serve as an organ or bone marrow donor |

FMLA leave may be taken for the following reasons:

- Birth and impending birth of a child to you or your spouse or domestic partner
- Placement or impending placement of a child with you for adoption or foster care;
- The need to care for a spouse, domestic partner, son, daughter, or parent with a serious health condition
- A serious health condition that renders you unable to perform your job; or
- For organ or bone marrow donation
- Military family leaves for any qualifying exigency. Military leave is defined as: An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty. See the State of CT guidelines for Military FMLA.

An eligible employee is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Benefits (continued)

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|---------------------------------|--|------------------------------|
| Serious Health Condition | Illness, injury, impairment, or physical or mental condition involving incapacity or treatment connected with inpatient care in hospital, hospice, or residential medical-care facility; or, continuing treatment by a health care provider involving a period of incapacity: (1) requiring absence of more than 3 consecutive calendar days from work, school, or other activities; (2) due to a chronic or long-term condition for which treatment may be ineffective; (3) absences to receive multiple treatments (including recovery periods) for a condition that if left untreated likely would result in incapacity of more than 3 days; or (4) due to any incapacity related to pregnancy or for prenatal care | Similar to Federal provision |

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|-----------------------------|--|------------------------------|
| Health Care Provider | Doctors of medicine or osteopathy authorized to practice medicine or surgery; podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, chiropractors (limited to manual manipulation of spine to correct subluxation shown to exist by x-ray), nurse practitioners, and nurse-midwives, if authorized to practice under State law and consistent with the scope of their authorization; Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, MA; any provider so recognized by the Employer or its group health plan's benefits manager; and any health provider listed above who practices and is authorized to practice in a country other than the United States | Similar to Federal provision |

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|---------------------------|---|------------------------------|
| Intermittent Leave | Permitted for serious health condition when medically necessary. Not permitted for care of newborn or new placement by adoption or foster care unless Employer agrees | Similar to Federal provision |

Any employee requesting intermittent or reduced schedule leave to care for a serious health condition of the employee or of a spouse, parent, son or daughter may be required to transfer temporarily to an available equivalent position, for which the employee is qualified, which is better able to accommodate recurring periods of leave.

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|-----------------------------------|---|------------------------------|
| Substitution of Paid Leave | Employees may elect or Employers may require accrued paid leave to be substituted in some cases. No limits on substituting paid vacation or personal leave. An Employee may not substitute paid sick, medical, or family leave for any situation not covered by any Employers' leave plan | Similar to Federal provision |

Leaves or other periods of absence provided for by the YMCA, which are taken for reasons that fall under the FMLA, shall run concurrently with, and be counted toward, an employee's FMLA entitlement.

Benefits (continued)

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|-----------------------------|--|---|
| Reinstatement Rights | Must be restored to same position or one equivalent to it in all benefits and other terms and conditions of employment | Unlike Federal (which does not require restoration if the Employee is unable to perform an essential function of his job), if upon return from leave, the Employee is medically unable to perform the Employee's original job, the Employee is to be transferred to work suitable to such Employee's physical condition if such work is available |

An employee returning from FMLA leave should contact his or her supervisor at least two (2) weeks prior to the date of return.

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|-------------------------------|--|----------------|
| Key Employee Exception | Limited exception for salaried Employees if among highest paid 10%, within 75 miles of worksites, restoration would lead to grievous economic harm to Employer, and other conditions met | No provision |

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|--|--|-----------------------|
| Maintenance of Health Benefits During Leave | Health insurance must be continued under same conditions as prior to leave | No specific provision |

If applicable, the YMCA will pay its normal share of your medical insurance during any paid portion of your leave. If you worked sufficient hours and are in fact eligible, the YMCA will continue to pay its normal share of your medical insurance premium, as modified from time to time, during FMLA leave even if all or part of the leave is unpaid. Otherwise, you will be required to pay the full cost of coverage.

Your co-payment for premiums must be paid as usual in order to maintain your group insurance coverage during your leave. If you are on paid leave, co-payments will be deducted from paychecks in the usual fashion. If leave is unpaid, and you did not work the requisite number of hours in the twelve (12) months preceding your leave, premium payments must be made by check or money order and must be received prior to the beginning of the month for which the premium is being paid. You will be provided with dates and amounts.

Should you fail to pay your portion of the insurance premium for your coverage within thirty (30) days of the due date, the YMCA may either discontinue your coverage or recoup such payments from you when you return from leave.

If you fail to return to work after taking FMLA leave, you may be liable for the entire cost of health insurance premiums paid for you by the YMCA during such leave, unless you fail to return due to a serious health condition or other certain limited circumstances beyond your control. An employee who has returned to work for at least thirty (30) days is considered to have "returned" to work.

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|-----------------------|--|------------------------------|
| Leave Requests | To be made by Employee at least 30 days prior to date leave is to begin where need is known in advance or, where not foreseeable, as soon as practicable. If due to a planned medical treatment or for intermittent leave, the Employee, subject to health care provider's approval, shall make a reasonable effort to schedule it in a way that does not unduly disrupt Employer's operation | Similar to Federal provision |

Benefits (continued)

To request a Family and Medical Leave of Absence, the staff member must provide a written request for leave of absence 30 days in advance when the leave is “foreseeable.” If this is not possible, the staff member must give notice as soon as possible (within three business days, or as soon as possible after learning of the need for leave).

The written request must include:

- Nature of the leave
- Date the leave commences
- Expected return to work date

Taking of leave may be denied or delayed if requirements are not met.

If circumstances prevent you from giving the advance notice described above, you must give notice as soon as possible.

You are required to report every 30 days on your status and intention to return to work after your leave.

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|---|---|-------------------------------|
| Medical Certification May Be Required by Employer for: | Request for leave because of serious health condition To demonstrate Employee's fitness to return to work from medical leave where Employer has a uniformly applied practice or policy to require such certification | Similar to Federal provisions |

You must provide medical certification from a health care provider upon request, which substantiates your need for FMLA medical leave, based on either your own serious health condition or that of a spouse, parent, son or daughter. You must provide this certification in a timely manner, within fifteen (15) calendar days after it is requested, unless not practicable under the circumstances.

The YMCA may request medical certification every thirty (30) days during a leave for pregnancy, chronic or long-term conditions under continuing healthcare provider supervision.

You must provide the YMCA with a medical certification substantiating your fitness to return to work after taking a leave due to your serious health condition.

| | FEDERAL ELEMENTS | STATE ELEMENTS |
|--|---|-----------------------|
| Executive, Administrative, and Professional Employees | Such individuals are entitled to FMLA benefits. However, their use of FMLA leave does not change their status under the Fair Labor Standards Act (FLSA), i.e., an Employer, does not lose its exemption from the FLSA's minimum wage and overtime requirements. | No specific provision |

Safety in the Workplace

The Regional YMCA supports and works towards a safe, healthy, and environmentally sound workplace for all employees through: safety education, training on the use of certain equipment, and access to wellness programs for all staff.

WORKPLACE INJURIES

All employees under the Regional YMCA's Health and Safety policies are required to report all accidents, injuries and alleged occupational illnesses, no matter how minor they appear, within twenty-four (24) hours to either their supervisor, Branch Executive, or CEO. All accidents must be reported in full detail to include events that cause the injury to people or damage to property. Do not assume that a particular accident does not need to be reported. All employees requiring medical attention will be sent to our medical provider, or if after hours, to Danbury Hospital Emergency Room if possible.

Workers' compensation benefits are available for injuries and illnesses occurring in the course of your employment. If you are injured on the job or develop a work-related illness, it is your responsibility to report that injury or illness to a supervisor as stated above. The workers' compensation program is designed to help injured employees get back to full health and gainful employment as soon as possible.

If you fail to report an injury promptly, or do not accept the medical attention offered, your right to workers' compensation benefits may be affected.

BLOODBORNE PATHOGENS

The YMCA supports and works towards a clean and safe environment. Employees have an obligation to report all potential safety hazards and accidents. The YMCA will comply with all OSHA requirements for the training of staff on Bloodborne Pathogens Standards. In so doing, it will make an exposure determination, prepare an exposure plan, train employees, and take other action regarding labeling, waste disposal, and follow-up in the event an employee is exposed to blood or other potentially infectious material. The Regional YMCA's medical provider will offer the Hepatitis B vaccine at the Regional YMCA's expense to employees who experience an exposure.

WORKPLACE VIOLENCE

Employees should inform the Branch Executive or President/CEO of any circumstances involving workplace violence or threats of violence by any co-worker, or of any situation that could lead to violent actions in the workplace. Fighting, swearing, or using abusive language is prohibited in the workplace.

It is expressly prohibited for an employee, volunteer, or visitor to carry, use, or threaten to use any weapon while working on the YMCA premises.

YMCA employees should immediately inform their supervisor of any potentially dangerous situations within the YMCA premises.

CHILD ABUSE PREVENTION

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Employees are required to report known or suspected child abuse immediately to their supervisor or department head. The employee and supervisor will determine the appropriate action and the need to contact a child protective agency. Failure to report any suspicions is grounds for disciplinary action, up to and including termination. Any suspected or reported child abuse shall be treated in accordance with applicable laws and approved policies. See Appendix A for the Policy Prohibiting the Abuse or Mistreatment of Youths.

Code of Conduct

CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS (collectively referred to as "staff")

- Our staff will exhibit the highest ethical best practices and personal integrity.
- Our staff will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Our staff will not physically, sexually, or emotionally abuse or neglect a youth or adult.
- Our staff will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Our staff will report any suspected abuse or neglect of a youth to the state authorities.
- Our staff will accept their personal responsibility to protect youth and adults from all forms of abuse.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

The Regional YMCA is committed to prohibiting discrimination throughout the employment process against individuals because of race, color, gender, gender identity, sexual orientation, family or marital status, socio-economic status, age, religion, national origin, ancestry, place of birth, language, disability, physical or mental ability, veteran status or any other legally protected status.

Retaliation against an employee for reporting or making a charge of discrimination, or for cooperating in an investigation of a charge of discrimination, is strictly prohibited. The Complaint Process outlined below for complaints of harassment should be followed if an employee believes that he/she has been subjected to discrimination, harassment, or retaliation. Questions should be directed to a Branch Executive or the CEO.

Sexual & Other Unlawful Harassment

Purpose:

The Regional YMCA is committed to maintaining a collegial and professional work environment in which all individuals are treated with respect and dignity and which is free of unlawful harassment. In keeping with this commitment, the YMCA will not tolerate the unlawful harassment of employees by anyone, including any supervisor, co-worker, vendor or member, whether in the workplace, at assignments outside the workplace, at YMCA sponsored social functions, or elsewhere.

Although this policy contains provisions as mandated by state and federal law, the YMCA is committed to go beyond the legal mandates and commit to "zero tolerance" of any harassment or retaliation for complaints of harassment.

Communication:

In order to effectively communicate this policy to all levels of management and to all other employees, the following measures will be taken:

- A copy of this policy will be distributed to all management personnel responsible for carrying out and administering this policy.
- Reference to such policy will appear in all issues of employee handbooks.
- All supervisory personnel will annually receive two hours of training on sexual harassment under standards established by the State of Connecticut or other applicable law or regulation.

Sexual Harassment:

While all forms of harassment are prohibited, **sexual harassment** requires particular attention. Sexual harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of any individual's employment; or
- Submission to or rejection of the conduct by any individual is used as the basis for employment decisions affecting such individual; or

Code of Conduct (continued)

- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwanted sexual advances, explicit sexual propositions, demands for sexual favors in exchange for favorable treatment or continued employment, repeated sexual innuendoes, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene body language or gestures, display of foul or obscene printed or visual material, and physical conduct, such as touching, patting, pinching or brushing against another's body. The offender or the victim of harassment may either be a man or a woman and, in addition, sexual harassment can occur involving persons of the same or opposite sex.

Other forms of unlawful harassment:

When based on other protected categories such as race, religion or sexual orientation, for example, harassment may include, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes, comments or slurs;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures. This includes offensive material, written or visual, on computer screens or forwarded through the company's electronic mail system;
- Physical conduct such as assault, unwanted touching, blocking normal movements or interfering with work because of sex, race or any other protected basis.

Reporting Procedures:

All employees are responsible to ensure enforcement of this policy. Sexual harassment and other unlawful harassments have negative effects upon both the victim and the overall productivity of the workplace due to interpersonal conflicts, poor performance, absenteeism, turnover and grievances. However, through preventive strategies and training, the YMCA and its employees will benefit from a more positive work environment with greater productivity and potentially lower exposure to liability. Accordingly, the YMCA encourages employees who believe they are being harassed to clearly and promptly notify the offender that his or her behavior is unwelcome. It is imperative that employees utilize the company's internal complaint procedures.

Step 1.

Recognizing how difficult it is for an employee who believes he or she has been the victim of harassing behavior to come forward with a complaint, any of the following individuals may be contacted and be presented with a verbal complaint:

- The employee's immediate supervisor;
- A member of Senior Management, such as a Branch Executive;
- President/CEO

The person receiving a complaint will always notify Senior Management of the complaint and any details of the alleged harassment immediately after he or she is made aware of the complaint. The Branch Executive or Senior Manager will make an investigation and may conduct employee interviews or take other measures, as appropriate, to gather pertinent information or dates.

Although the YMCA has chosen not to impose a limited time frame for the reporting of harassment complaints, prompt reporting of complaints is strongly encouraged. It allows for rapid response and resolution of objectionable behavior or conditions both for the complaining employee and any other affected employees.

The YMCA will not retaliate against any employee who makes a report of sexual harassment or other unlawful harassment, nor will the YMCA permit any employee to do so. Any form of retaliation against anyone who has reported harassment or who cooperates in an investigation of harassment is strictly forbidden, and the YMCA will take disciplinary action against any employee who engages in such unlawful retaliation.

Code of Conduct (continued)

It is the YMCA's policy to take all complaints of harassment seriously, and all such complaints will be promptly and thoroughly investigated. To the fullest extent practical and appropriate under the circumstances, the YMCA will treat complaints and the terms of their resolution as personal and confidential.

Step 2.

The Branch Executive or Senior Manager will carefully review the facts and circumstances of the alleged harassment; determine the validity of the complaint and the degree or culpability in accordance with Step 3.

Step 3.

The Branch Executive or Senior Manager will present the facts of the incident and findings, with a recommendation for action to the Senior Management Team. If an investigation confirms that harassment has occurred, the YMCA will take corrective action, including discipline up to and including immediate termination of employment.

Appeals:

If any party directly involved in the harassment investigation is dissatisfied with the outcome or resolution, that individual may appeal to a Branch Executive, the President/CEO, or Chairman of the Board of Directors in person, by phone, e-mail or letter.

Exceptions:

The YMCA recognizes that this policy may not address every set of circumstances that may arise in the workplace related to sexual or other unlawful harassment. It does, however, provide guidelines that will probably cover most situations. However, the YMCA reserves the right to modify these procedures to accommodate unanticipated situations or change in the law.

The YMCA also recognizes that false accusations, especially of sexual harassment, may have serious effects on innocent persons. Any employee found to have made false accusations of sexual or other harassment may also be subject to appropriate disciplinary action, up to and including termination of employment.

Scope:

This policy applies to all Regional YMCA operations regardless of location.

Responsibility for Implementation:

The President/CEO, Branch Executives, Directors, Managers and Supervisors are responsible for implementing and enforcing this policy.

CONSCIENTIOUS EMPLOYEE PROTECTION ACT (WHISTLE BLOWER POLICY)

All employees of the Regional YMCA are encouraged to report either orally or in writing to their immediate supervisor or alternate line of authority as described below, all evidence of activity by a Regional YMCA department or employee that may constitute:

- Instances of corporate fraud;
- Unethical business conduct;
- Issues of donor stewardship;
- Discrimination or harassment;
- A violation of state or federal law;
- Substantial and specific danger to the employees or public's health and safety.

Code of Conduct (continued)

Under federal law:

Any employee of the Regional YMCA who in good faith reports such incidents as described above or any individual who cooperates in good faith in any investigation of a violation or possible violation of the Policy/Code, whether conducted internally or by legal authorities, will be protected from threats of retaliation, discharge, or other types of discrimination including, but not limited to, compensation or terms and conditions of employment that are directly related to the disclosure of such reports.

In addition, no employee may be adversely affected because the employee refused to carry out a directive, which, in fact constitutes corporate fraud or is a violation of state or federal law unless it is proven that the employee knowingly presented baseless allegations and facts.

Reporting Violations:

If a Staff member is unsure of what to do in a particular situation, he or she should seek additional guidance and information before taking any action. If something appears to be unethical or improper, or if there are questions regarding the best course of action, the staff member should promptly contact the immediate supervisor, Branch Executive or President/CEO of the Regional YMCA.

Any employee who wants to report evidence of alleged improper activity should contact his/her immediate supervisor, or the supervisor's manager. In instances where the employee is not satisfied with the supervisor or manager's response, or is uncomfortable for any reason addressing such concerns to their supervisor or the manager of such supervisor, the employee may contact a Branch Executive and/or the President/CEO of the Regional YMCA. If the employee is uncomfortable for any reason contacting the Branch Executive and/or the President/CEO, the employee may contact the Chair of the Board of Directors.

Employees are encouraged to provide as much specific information as possible including names, dates, places, and events that took place, and the employee's perception of why the incident(s) may be a violation... Anonymous written or telephonic communications will be accepted. Employees who choose to identify themselves will receive a reply to their report within 20 working days or as soon as practicable thereafter.

All reported violations will be promptly and thoroughly investigated and acted on appropriately. If a complaint alleging an ethical violation requires additional action, the YMCA will respond promptly.

The YMCA will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a complete and fair investigation, or 2) for review of YMCA operations by the YMCA's board, its audit committee, the YMCA's independent public accountants, and the YMCA's legal counsel.

Any staff member violating the Policy/Code will be subject to disciplinary action, up to and including reprimand, suspension, and termination.

Electronic Communications & Social Media Policy

The Regional YMCA of Western Connecticut requires that all employees and volunteers, or independent contractors shall adhere to this policy for electronic communications and social media. Employees violating this policy or using electronic communication systems improperly are subject to disciplinary action, up to and including termination of employment.

ELECTRONIC COMMUNICATIONS

Good communication is essential to the success of the YMCA. The YMCA provides various communication tools, such as the following:

- Telephones, cellular phones and voicemail
- E-mail;
- Fax machines, modems, servers;
- Computers and laptops; and
- Software and network software tools (like browsers and internet access facilities).

These systems, and all communications and information transmitted by, received from, or stored in these systems are the property of the YMCA, subject to the YMCA's review and control. These systems and communications are proprietary and may house valuable trade secrets that must remain confidential. All users of YMCA electronic communication tools are subject to this policy. (The term "users" refers to employees and other persons or entities accessing or using the YMCA technology platform.)

USE AND MISUSE OF COMMUNICATION TOOLS

YMCA communication tools are provided to facilitate communications and to enhance productivity and efficiency. All electronic communication tools are to be used for job-related purposes to carry out YMCA business.

YMCA communication systems are not to be used in ways that are unlawful, disruptive, or offensive to others, or in ways that could be harmful to workplace morale.

Under no circumstances may any transmission, communication, posting, voicemail, or e-mail be in violation of the letter or spirit of YMCA Code of Conduct or policies including, but not limited to, anti-discrimination or harassment policies. As one example, harassment based on any protected characteristic, such as sexual, ethnic, and racial harassment, including unwanted telephone calls and e-mail is strictly prohibited.

Users of YMCA communications tools may not use such tools in any of the following manners which includes, but is not limited to:

- To download, post, view or send any fraudulent, defamatory, derogatory, harassing, offensive, inappropriate or obscene material;
- To post or send any financial, confidential, sensitive or proprietary information about the Regional YMCA or any of our members or employees.
- In connection with any infringement of another person's intellectual property rights (e.g. copyrights);
- In connection with any attempt to penetrate computer or network security of any company or other system, or to gain unauthorized access (or attempted access) to any other person's computer, e-mail, YMCA files or member's personal information or voicemail accounts or equipment;
- To solicit or address others regarding commercial, religious, or political causes, or for any other solicitations that are not work-related;
- To transmit or store commercial or personal advertisements, promotions, solicitations, spam, destructive programs (viruses and/or self-replicating code), or any other unauthorized or personal use;
- To access sexually explicit material. Federal law makes it a crime punishable by fine and imprisonment to knowingly receive or distribute child pornography by any means, including by computer; or
- In connection with the violation or attempted violation of any other law.
- To solicit employees or members for personal or professional use at outside area businesses.

Electronic Communications & Social Media Policy (continued)

- To negatively target specific individuals or groups
- To discuss or promote contests and voting campaigns that are not authorized by the Regional Y
- To share personally identifiable information or private or sensitive details about another person, (i.e. phone numbers, home addresses, photos, or email addresses, etc.), that contain material or information that you don't have the right to post or share

Any employee, upon encountering or receiving such material, should immediately report the incident to their supervisor and/or a Branch Executive.

YMCA technology resources are primarily intended for business use and to improve YMCA internal communications. The YMCA recognizes that employees may have a need, on limited occasions, to use YMCA resources such as telephones, copy machines, internet and e-mail. Personal use of YMCA technology resources on a very limited and occasional basis is acceptable so long as such use does not:

- Violate any existing YMCA policy or practice, and specifically, the prohibition on harassment or violation of any EEO related policy or procedure.
- Does not create additional cost to the YMCA, direct expense or labor cost.
- Does not impact negatively the work or performance of employees or co-workers.

The YMCA will not tolerate the personal use of technology if such use violates any policy, practice or provision of the Employee Handbook. Improper use of technology can result in termination of employment.

Information or messages from the YMCA's technology platform may only be disclosed to individuals who are authorized to receive such information or messages. Caution should be used when communicating information via external communications, such as the Internet, as it may be intercepted and accessed without authorization. Precautions should also be taken when using YMCA facsimile machines.

All software installed on computers must be reviewed and approved by the YMCA's System Manager. Do not install program files that have been imported or downloaded from external sources. Users of YMCA communication tools must comply with all software licenses, copyrights, and all other state and federal laws governing this property.

SOCIAL MEDIA

The Y recognizes the value of social media and other online communication tools for business purposes. The goal of the Regional Y's participation in social media is to enhance member relations, educate the general public about the variety of YMCA programming, increase engagement and to direct traffic to the Regional YMCA website. In order to protect the Y from miscommunications, slander and to protect the brand and messaging of the Y, all employees and volunteers are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes.

Many Y employees maintain individual pages on social media sites and/or use other online communication tools to connect and communicate for personal purposes. This policy is not meant to restrict expression and communication, but to manage the potential risks. The Y recognizes that publicly observable communications, actions, or words are not private. Individuals' online activities are accessible to the community at large; therefore, all of a Y employee's online activities must be consistent with the YMCA's mission and values.

Accordingly, the following policy and set of guidelines for appropriate online conduct must be followed and should serve as a tool to reference for the best and most appropriate use for online communications:

- Do not post any financial, confidential, sensitive or proprietary information about the Regional YMCA or any of our members or employees.

Electronic Communications & Social Media Policy (continued)

- The use of photos, video, or images of the Y or its programs, members, or participants is prohibited. Use of the Y logo is prohibited.
- If an employee uses the Y name (including names of camps or other programs) in any such communication, they should be especially careful to support the Y’s image and mission while making it clear that they are speaking for themselves and not on behalf of the Y. Employees must also keep in mind that they may not post an endorsement of Y programs without disclosing their employment relationship with the Y.
- Staff should recognize that they are personally responsible for the content they publish on social media sites. Employees may be subject to discipline for online commentary, content, or images that are fraudulent, defamatory, derogatory, harassing, offensive, contain obscene material, threatening or harassing language or are otherwise inappropriate. Examples of inappropriate content include, but are not limited to, references to or photos of alcohol or illegal substance use; disclosure of confidential information about other people; and posting false, disparaging, or inappropriate information about other people.
- Employees are discouraged from posting photos of themselves in social situations while wearing Y logo clothing, especially in non-working situations.
- Employees may not create a Regional YMCA “group page” without prior authorization from the President/CEO.
- When using social media, employees should keep in mind that other policies apply to its use, including, for example, the Y’s policies on confidentiality, preventing child abuse, anti-discrimination and harassment, and use of electronic communications systems. Employees who violate Y policies are subject to disciplinary action, up to and including termination of employment.

ELECTRONIC COMMUNICATION BETWEEN STAFF & YOUTH

Any private electronic communication between staff and/or volunteers and youth, including the use of social networking websites - like Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited.

All communication between staff and youth must be transparent. Communication between employees and youth should only be through Y e-mail accounts and phones, and any such communication with youth should include the employee’s supervisor. The following are examples of appropriate and inappropriate electronic communication.

| <i>Appropriate Electronic Communication</i> | <i>Inappropriate Electronic Communication</i> |
|--|---|
| <ul style="list-style-type: none"> • Sending and replying to emails and text messages from youth ONLY when copying in a supervisor or the youth’s parent • Communicating through “organization group pages” on Facebook or other approved public forums • “Private” profiles for staff and volunteers which youth cannot access | <ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations • Private messages between staff and volunteers with youth • Posting pictures of organization participants on social media sites • Posting inappropriate comments on pictures • “Friending” participants on social networking sites |

Electronic Communications & Social Media Policy (continued)

NO EXPECTATION OF PRIVACY

All electronic communications and other computer-stored items, are YMCA property and business records. All e-mail messages should be treated as though they may later be viewed by others, and should be created with the same care as used in creating hard copy documents.

Employees and others using YMCA communication tools should have no expectation that any information transmitted or stored on such facilities is or will remain private. These systems are owned and/or controlled by the YMCA and are accessible by the YMCA at all times and for any reason.

The YMCA reserves the right to access, inspect, monitor, copy, disclose, retain, or delete any documents, information or messages transmitted over or stored in the YMCA's technology platform.

The YMCA is not responsible for the actions of individual users.

Policy Prohibiting the Abuse or Mistreatment of Youths

The Regional YMCA maintains and enforces a zero tolerance policy for the mistreatment or abuse of youths in its programs. Any mistreatment or abuse by a staff member or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service.

It is the Regional YMCA's policy that at all times when children are at the YMCA:

- they shall be treated with caring and respect.
- they shall be supervised by professional and properly trained staff who know that abusive, neglectful, corporal, humiliating or frightening punishment or treatment of any child will not be tolerated by the Regional YMCA.
- that children shall receive appropriate positive guidance, redirection and limit-setting from the staff during all portions of their time spent at the YMCA.
- that programs of the Regional YMCA will operate in accordance with the regulations issued by the State of Connecticut's Department of Public Health (DPH) and Department of Children and Families (DCF).
- that all staff will be free from discrimination or retaliation for making required reports of abuse or neglect should it ever occur at the Regional YMCA. At the same time, staff shall also be advised that knowingly making a false report of abuse or neglect is also a violation of the law.

CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS (collectively referred to as "staff")

- Our staff will exhibit the highest ethical best practices and personal integrity.
- Our staff will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Our staff will not physically, sexually, or emotionally abuse or neglect a youth or adult.
- Our staff will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Our staff will report any suspected abuse or neglect of a youth to the state authorities.
- Our staff will accept their personal responsibility to protect youth and adults from all forms of abuse.

DEFINITIONS

Wherever appearing in this policy statement, the terms "Abuse" and "Neglect" shall have the meaning given those terms by the State of Connecticut for application to activity regulated by the DCF in Public Act No. 97-319 as quoted below:

"Abuse: Means that a child (A) has had physical injury or injuries inflicted upon him other than by accidental means, or (B) has injuries which are at variance with the history given of them, or (C) is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Neglect: Means a child who (A) has been abandoned or (B) is being denied proper care and attention, physically, educationally, emotionally or morally, or (C) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (D) has been abused."

All staff members are required to complete an online training in recognizing and preventing child abuse annually.

STAFF RECRUITMENT, EDUCATION/TRAINING, AND SUPERVISION

1. Reference checks on prospective employees and program volunteers (collectively referred to as "staff") will be conducted, documented and filed.
2. Criminal record checks on prospective staff will be conducted, documented and filed.
3. Staff who work in licensed childcare will be fingerprinted as required by CT State law.
4. All new staff will complete an online training explaining the Regional YMCA's policies, procedures and regulations regarding the recognition of abuse or neglect and the mandated reporting procedures. All new staff are required to complete this training before commencing employment; all staff are required to renew their completion of the training course on an annual basis. Through this online training, they will be made aware of their legal requirements

Policy Prohibiting the Abuse or Mistreatment of Youths (cont'd)

in reporting abuse and neglect and by their electronic signature, acknowledge having received and read appropriate policies, standards and codes of conduct. Documentation of completion of the Child Abuse Prevention training will be added to the employee's personnel file upon the first completion and on a yearly basis after that.

5. Our organization annually reviews all youth abuse prevention policies for relevance, utility and necessity, and modifies or rescinds as appropriate, and all staff are systematically notified of changes as they are implemented.
6. Staff working directly with children will be provided information regularly about the signs of possible child abuse. They should be educated about "high risk" parents and families (for example, drug addicted, alcohol addicted, mentally ill, unemployed, teenage parents, and parents who were abused themselves as children). Training will include approved procedures for responding to the suspicion of abuse.
7. Administrative staff supervising programs involving the care of children will make frequent, unannounced visits to each program site to assure that standards, policies, program quality and performance of staff are being maintained. Documentation of these visits will be completed.

PROGRAM & MONITORING

- Regional YMCA programs will be of high quality, meeting all licensing and accreditation standards.
- All parents enrolled in childcare and day camp programs will sign a pick-up and release policy. Children will be released only to individuals authorized by the parent. Staff unfamiliar with the adult picking up the child will ask for identification.
- During any YMCA program a staff person should not be alone with an individual child, unobserved by other staff. If a staff person finds himself or herself in this position, they should move with the child to an open public area within the facility where others can see them.
- Classrooms, gyms and other indoor program areas should be set up so that there are no unsupervised corners.
- Program participants should not be allowed into private staff areas out of the sight of other participants. This includes staff bathrooms, lounges, storage closets, etc.
- Children should be monitored in bathrooms or locker rooms.
- Programs should allow for segregation by ages to prevent children or youth from engaging themselves in abusive acts with other children, especially adolescents and young children.
- At the beginning of new program sessions, staff working with children should wear nametags or badges for identification.
- A security system will be set up to control entry into child care areas. All tours should be guided tours; non-members should not be allowed to roam any YMCA building.
- Program personnel should regularly check locker rooms.
- Staff offices and supervisory staff should be strategically located throughout the buildings.
- The YMCA will maintain an open door policy that encourages parents to drop by and observe or share in the program with their child at any time.

INTERACTIONS AND CONDUCT

1. DEFINING APPROPRIATE AND INAPPROPRIATE PHYSICAL CONTACT

Our organization promotes a positive, nurturing environment while protecting youth and staff. Our organization encourages appropriate physical contact with youth and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff towards youth in the organization's programs will result in disciplinary action, up to and including termination of employment.

Policy Prohibiting the Abuse or Mistreatment of Youths (cont'd)

The organization's policies for appropriate and inappropriate physical interactions are:

| <i>Appropriate Physical Interactions</i> | <i>Inappropriate Physical Interactions</i> |
|--|--|
| <ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or "temple" hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) | <ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a youth to cling to an employee's or volunteer's leg • Any type of massage given by or to a youth • Any form of affection that is unwanted by the youth or the staff or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas |

2. DEFINING APPROPRIATE AND INAPPROPRIATE VERBAL INTERACTIONS

Staff and volunteers are prohibited from speaking to youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Staff and volunteers must not initiate sexually oriented conversations with youth. Staff and volunteers are not permitted to discuss their own sexual activities with youth.

Our organization's policies for appropriate and inappropriate verbal interactions are:

| <i>Appropriate Verbal Interactions</i> | <i>Inappropriate Verbal Interactions</i> |
|--|--|
| <ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise | <ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving youth in the personal problems or issues of staff and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate youth • Derogatory remarks about the youth or his/her family |

3. PROHIBITING THE ABUSE OR MISTREATMENT OF ONE YOUTH BY ANOTHER YOUTH

Our organization is committed to providing all youth with a safe environment. Our organization will not tolerate the mistreatment or abuse of one youth by another youth.

Policy Prohibiting the Abuse or Mistreatment of Youths (cont'd)

In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take the necessary steps to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
3. Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 - a. Sending mean, vulgar, or threatening messages or images;
 - b. Posting sensitive, private information about another person;
 - c. Pretending to be someone else in order to make that person look bad; and
 - d. Intentionally excluding someone from an online group.
 - e. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
 - f. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, staff and volunteers.

4. DEFINING APPROPRIATE STAFF RELATIONSHIPS WITH CHILDREN

- In order to protect YMCA staff, volunteers and program participants, during a YMCA program, a staff person or volunteer should not be alone with a single child unobserved by other staff.
- Young children should always be monitored in bathrooms, locker rooms and showers.
- Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
- Staff and volunteers should portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
- Transporting in personal vehicles and being alone with children is strictly prohibited. Transporting for medical emergencies should be the responsibility of a parent, relative or trained medical personnel.
- YMCA staff or volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- YMCA staff or volunteers will not verbally or emotionally abuse or punish children.

Policy Prohibiting the Abuse or Mistreatment of Youths (cont'd)

5. MANAGING THE RISK WHEN ONE STAFF MEMBER IS ALONE WITH ONE YOUTH

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions

- When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other staff and volunteers that you are alone with a youth and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

Tutoring/ Private Coaching

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Staff and volunteers must be aware of our policies regarding tutoring and private coaching:

1. Staff and volunteers must have supervisor approval for any tutoring or private coaching sessions.
2. Tutoring and coaching sessions with our organization's youth may not occur outside of the organization.

Supervisors must keep a schedule of private tutoring and coaching sessions, which should include times, youth involved, and location of sessions.

6. INTERACTIONS BETWEEN STAFF/VOLUNTEERS AND YOUTH OUTSIDE OF REGULARLY SCHEDULED PROGRAM ACTIVITIES

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and our organization at increased risk.

Our organization strongly recommends that staff do not have outside contact with youth from the organization. However, if off-site contacts are unavoidable, our organization has determined that the following forms of outside contact are appropriate and inappropriate:

| <i>Appropriate Outside Contact</i> | <i>Inappropriate Outside Contact</i> |
|---|--|
| <ul style="list-style-type: none"> • Taking groups of youth on a Y sponsored outing • Attending sporting activities with groups of youth • Attending functions at a youth's home, with parents present | <ul style="list-style-type: none"> • Taking one youth on an outing without the parents' written permission • Visiting one youth in the youth's home, without a parent present • Entertaining one youth in the home of staff or volunteers • A lone youth spending the night with staff or volunteers |

In addition, when outside contact is unavoidable, supervisors should identify for staff and volunteers what types of outside contact are appropriate and inappropriate.

Ensure that staff or volunteers have the parents' permission to engage in outside contact with the youth.

Policy Prohibiting the Abuse or Mistreatment of Youths (cont'd)

7. ELECTRONIC COMMUNICATION BETWEEN STAFF & YOUTH

Any private electronic communication between staff and/or volunteers and youth, including the use of social networking websites - like Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited.

All communication between staff and youth must be transparent. Communication between employees and youth should only be through Y e-mail accounts and phones, and any such communication with youth should include the employee's supervisor. The following are examples of appropriate and inappropriate electronic communication.

| <i>Appropriate Electronic Communication</i> | <i>Inappropriate Electronic Communication</i> |
|--|---|
| <ul style="list-style-type: none"> • Sending and replying to emails and text messages from youth ONLY when copying in a supervisor or the youth's parent • Communicating through "organization group pages" on Facebook or other approved public forums • "Private" profiles for staff and volunteers which youth cannot access | <ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations • Private messages between staff and volunteers with youth • Posting pictures of organization participants on social media sites • Posting inappropriate comments on pictures • "Friending" participants on social networking sites |

8. STAFF CELL PHONE USE DURING PROGRAM HOURS

While assigned to work with youth, staff are not permitted to use electronic communication devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with youth is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Employees need to ensure that friends and family members are aware of this policy.

Use of personal electronic communication devices to contact (via voice, text, or pictures/video) organization members and/ or program participants for personal and/ or inappropriate reasons shall be grounds for discipline up to and including termination of employment.

Acceptable Use of Cell Phones During Program Hours

There are occasions in which staff will need to use official personal or organizational issued electronic communication devices. In these cases, staff will have explicit direction from supervisors governing use. Situations which may require use of personal or organization-issued electronic communication devices include:

- Field Trips
- Off-site Programs
- Emergencies

9. PROHIBITION OF INNAPPROPRIATE INFORMATION

As referenced in our Electronic Communications & Social Media Policy, users of YMCA communications tools may not use such tools to download, post, view or send any fraudulent, defamatory, derogatory, harassing, offensive, inappropriate or obscene material or to access sexually explicit material. Federal law makes it a crime punishable by fine and imprisonment to knowingly receive or distribute child pornography by any means.

Additionally, taking pictures of any Y facilities, members, or employees is not allowed without expressed permission from the President/CEO and should be limited to business purposes.

REPORTING & RESPONDING

1. WHO IS CONSIDERED A MANDATED REPORTER?

A mandated reporter is defined as "any physician or surgeon licensed under the provisions of chapter 370, any resident physician or intern in any hospital in this state, whether or not so licensed; and any registered nurse,

Policy Prohibiting the Abuse or Mistreatment of Youths (cont'd)

licensed practical nurse, medical examiner; dentist, dental hygienist, psychologist, school teacher, school principal, school guidance counselor, school paraprofessional, social worker, police officer, clergyman, pharmacist, physical therapist, optometrist, chiropractor, podiatrist, mental health professional, or physician assistant, any person who is a licensed substance abuse counselor, or any person who is a licensed marital and family therapist, any person who is a sexual assault counselor, or a battered women's counselor, as defined in section 52-146k, or any person paid to care for a child in a public or private facility, day care center, or family day care home licensed by the state."

This regulation applies to all Regional YMCA employees and volunteers (collectively referred to as "staff") who come into contact with anyone under the age of 18 engaged in a YMCA sponsored activity.

2. MANDATORY REPORTING REQUIREMENTS

All staff must follow state specific mandatory reporting requirements.

Staff should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse.

Staff will:

1. be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse;
2. know and follow organization policies and procedures that protect youth against abuse;
3. report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws; and
4. follow up to ensure that appropriate action has been taken.

Staff will read and sign a Code of Conduct for Staff documenting their understanding of the legal and ethical duty to report suspected mistreatment or abuse of youth.

3. ALLEGATIONS OF ABUSE AND COOPERATION WITH AUTHORITIES

All reports of suspicious or inappropriate behavior with youths or allegations of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made and investigated.

4. INVESTIGATION STATEMENT

Our organization cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

5. PROCEDURES FOR REPORTING OF ABUSE OR NEGLECT

According to state regulations, any mandated reporter, who in his/her professional capacity has reasonable cause to suspect or believe that any child under the age of 18 years has been abused, or has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon him by a person responsible for such child's health, welfare or care or by a person given access to such child by such responsible person, or is placed at imminent risk of serious harm by an act or failure to act on the part of such responsible person, or has been neglected, shall report or cause a report to be made. Any person required to report who fails to do so, shall be fined not more than five hundred dollars.

In the event that there is an accusation of child abuse, the YMCA will take prompt and immediate action as follows:

- A. If any staff member or volunteer has reasonable cause to believe that abuse or neglect is occurring or has already occurred, they are to notify their supervisor immediately, who in turn will immediately report the

Policy Prohibiting the Abuse or Mistreatment of Youths (cont'd)

incident to the Branch Executive, or his/her designee. The Branch Executive will promptly report the situation to DCF (Department of Children and Families) at 1-800-842-2288.

- B. If the supervisor and/or Branch Executive are not immediately available, then the staff person or volunteer must make the call. If the employee or volunteer feels the call to DCF should be made and the supervisor or Branch Executive disagrees, the employee or volunteer must, by state statute, make the call. It is understood that all staff shall be free from discrimination or retaliation for making required reports of abuse or neglect should it ever occur at the Regional YMCA.
- C. Reporting will consist of the following steps:
 - 1. Oral reporting no later than twelve (12) hours of suspecting or believing that a child has been abused or neglected by telephone or in person to DCF or a law enforcement officer.
 - 2. These oral reports are then followed up with a written report to DCF within 48 hours of making the oral report – DCF-136 Form.
- D. The term "Reports" required for informing DCF of abuse or neglect is defined in the DCF's regulations as follows:

"Reports alleging that a person under the age of 18 has had physical injury or injuries inflicted upon him by a person responsible for such child's or youth's health, welfare or care, or by a person given access to such child by such responsible person, other than by accidental means or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional maltreatment, or cruel punishment, or has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being."
- E. The parents or legal guardian of the children involved may be notified of the incident and informed of the actions taken by the Branch Executive, in accordance with DCF guidelines.
- F. In the event the reported incident(s) involve employed staff or a program volunteer, the Branch Executive may suspend the volunteer or staff person from the YMCA with pay, pending investigation.
- G. Reporting requirements shall exist whether the incident or alleged offence takes place on or off YMCA premises.
- H. If and to the extent that disciplinary action is taken as a result of failure to abide by Regional YMCA Policy Preventing the Abuse or Mistreatments of Youths, then reinstatement of the program volunteer or employee will occur only after all allegations have been cleared to the satisfaction of the Regional YMCA President/CEO.
- I. Staff and volunteers will cooperate with the Branch Executive in completing all notifications required by law and this policy. Staff shall also work with the Branch Executive to ensure that all appropriate cooperation is given to outside agencies who may be conducting investigations, e.g. DCF, DPH and police.
- J. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore will only discuss the incident with the appropriate supervisory personnel, Branch Executive or President/CEO of the Regional YMCA.



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