Voluntary Separation
A voluntary choice freely made by the employee for whatever reason. All full-time exempt staff are expected to give a minimum of thirty days' notice of resignation or retirement. All full-time non-exempt staff are expected to give a minimum of 14 days' notice of resignation or retirement. Other employees are expected to give a minimum of two weeks' notice of resignation or retirement. If a full-time employee does not fulfill the required notice, PTO may not be paid out upon separation.

Involuntary Separation
Reduction In Work Force - A reduction in work force refers to those non-disciplinary terminations imposed by the CYEDC because of economic necessity, operation/program changes, reorganization or other reasons requiring a reduction in the number of employees overall or in a given department. When such a reduction is necessary, consideration of such factors as seniority and performance within the affected department may be made to determine those employees to be laid off.

Upon involuntary separation due to reduction in work force, all affected full-time employees shall be paid for their accrued (but unused) time-off. Health, dental, retirement, disability, and life benefits will continue to be provided by the CYEDC during the period of salary continuation. Time-off benefits will cease to accrue. Temporary, seasonal employees are not eligible for separation pay benefits. Employees whose positions are supported by grants or other funding will not be eligible for salary continuation, unless supported by the funding source.

Performance Termination – This may occur as outlined by our Performance Improvement Section on page 22.

Solicitation
To assure a productive and harmonious work environment, persons not employed by the CYEDC may not solicit or distribute literature in the workplace at any time for any purpose.

The CYEDC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities in work areas during working times. All soliciting at the workplace by an employee must be conducted while off duty and in non-work areas.

Except for the annual United Way Agency Campaign or authorized CYEDC events, the following are prohibited:
- Preparation or distribution of materials by employees at any time in work areas and/or using workplace equipment.
- Employee solicitations for any purpose during work time or in work areas even during non-working time when solicitation interferes with the normal CYEDC operations.
- Posting information at the premises (including bulletin boards) in areas other than non-work areas.

Harassment
It is the policy of the CYEDC to expressly forbid any forms of harassment of employees. The term "harassment" includes but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct that relate to an individual's race, color, sex, religion, sexual orientation, transgender status, genetic information, national origin, citizenship, age, or handicap. Harassment is prohibited specifically by EEO laws. Violation of this policy or engaging in conduct, which contributes to a harassing environment, will subject an employee to disciplinary action, up to and including immediate discharge.

Sexual Harassment
To provide a work environment free of unlawful harassment, to promote productivity and interpersonal relations among employees and to foster the fair, dignified and professional treatment of all employees.

It is the policy of the CYEDC to prohibit sexual harassment of any employee. The CYEDC will not tolerate verbal or physical conduct of a sexual nature by any employee which harasses, disrupts, or interferes with another employee's work performance or which creates an intimidating, offensive or hostile work environment.

Administration

This policy applies to all employees of the CYEDC. Sexually harassing conduct in the workplace, whether committed by supervisors, non-supervisory personnel or non-employees is prohibited. Every employee has the responsibility to maintain the workplace free of any form of prohibited sexual harassment.

Prohibited sexual harassment includes any individual stating, threatening, or insinuating, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages or benefits, advancement, assigned duties, shifts or any other term or condition of employment or career development. In addition, it includes favoring in any way an applicant or employee because that person has submitted to or shown a willingness to submit to sexual advances.

Sexually harassing conduct in the workplace also refers to unwelcome sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. The following are examples of sexual harassment. They do not constitute an exhaustive list of types of conduct which may constitute sexual harassment:

- Sexual flirtations, touching, advances or propositions.
- Verbal abuse of a sexual nature,
- Sexually graphic or suggestive comments about an individual's dress or body.
- Sexually degrading words to describe an individual.
- The display in the workplace of sexually suggestive objects, pictures or photographs.

Procedure

1. Any employee who believes that the conduct or words of a supervisor, manager, co-worker, or non-employee constitute prohibited sexual harassment has a responsibility to report or complain about such conduct promptly to one of the appropriate contact persons designated below in paragraph 2.

2. Complaints about sexual harassment should be reported to the employee's direct supervisor, or if an employee is not comfortable for any reason speaking to his/her supervisor about the complaint, to the Branch Director or CEO.

3. Whenever a complaint about sexual harassment comes to the attention of a supervisor or manager, through whatever channel, he/she is required to report the complaint to the CEO.

4. All complaints of sexual harassment shall be investigated promptly, impartially and in as confidential a manner as possible by the Branch Executive. If an employee is not satisfied with the handling of a complaint or action taken in response thereto, the employee should bring the complaint to the attention of the CEO. In complaints involving the CEO, written correspondence should be sent to the Chairperson of the Association Board of Directors. The complaining employee will be advised of the relevant findings and conclusions.

5. No employee shall be discharged or retaliated against in any manner because the employee complained about sexual harassment or cooperated in any way with an investigation of a complaint of sexual harassment unless it is found after investigation that the employee made or cooperated in making a false complaint in bad faith. If such determination is made, the employee who made or cooperated in making the false accusation shall be subject to disciplinary action.

6. Any employee who is found after appropriate investigation to have engaged in sexual harassment of another employee shall be subject to disciplinary action depending on the circumstances, up to and including termination of employment.

Complaints of Harassments ("Open Door Policy")

Any employee may report a sexual harassment or other harassment complaint as follows:

- Sexual or other harassment complaints should be communicated to the manager responsible for the facility or department or, if the employee is for any reason uncomfortable with doing so, to the next highest level of management.
- The identification of the employee, as well as the record of the complaint, will be maintained in a confidential manner to the extent possible; neither will be disclosed except as necessary to complete the investigation.
- Consistent with general YMCA policy, no employee will be permitted to take retaliatory action against another employee because the employee has brought a complaint pursuant to this policy.

The appropriate supervisor or manager will investigate each complaint and the persons designated by management.

Sexual harassment incidents involving patrons, vendors, visitors, or other individuals who interact with the YMCA's staff should be reported to a supervisor immediately for disposition.

Investigation of Claims
Claims of harassment will be investigated in a confidential manner and the confidentiality of any involved individuals will be preserved to the extent consistent with the YMCA's need to investigate. Any employee who is found after appropriate investigation to have engaged in sexual harassment of another employee shall be subject to disciplinary action, depending on the circumstances, up to and including termination of employment.

Additionally, the CYEDC will take all necessary actions for any employee who has reported being sexually harassed to avoid additional contact with the alleged harasser during the period of the investigation.

Anti-Retaliation
The CYEDC strives to provide an employment environment in which employees feel free to bring to the attention of management issues regarding CYEDC operations and CYEDCs compliance with the law and ethics. The CYEDC does not tolerate any act of retaliation against any employee who brings such matters to the attention of management or to the Board. Any employee who believes that he or she has been retaliated against for taking any such action should report the situation to their Branch Director or the President/CEO. Should such persons be unavailable, a report should be made to the Controller.

XIII ETHICS

Compliance with Laws and Regulations
The CYEDC business is to be conducted in compliance with all applicable legal requirements. Therefore, each employee is required to comply with both the letter and spirit of such laws and regulations. The understanding of legal requirements by all concerned is a responsibility of the staff and board. If a question arises, employees should consult with the appropriate staff or officer. Whenever necessary, legal advice should also be sought.

Any employee who has a concern regarding this policy should raise the issue by following the process for Resolving Employee Concerns that is described in the Employee Relations section of the Personnel Policy.

Conflicts of Interest
When engaged in personal and outside interests, employees should be free from any interest, influence, or relationship which might conflict, or appear to conflict, with the best interests of the YMCA, or which might affect their judgment or loyalty. All employees have the legal, moral, and ethical duty to protect YMCA interests and refrain from doing anything that would injure the YMCA services or reputation. Employees are prohibited from engaging in activities that constitute actual or apparent conflicts of interest.

If employees have interests that could conflict with those of the CYEDC, they should immediately discuss them with their supervisor, who should notify the office of the President in writing of the material facts of the potential conflict of interest. Each employee has a duty to disclose to the President & CEO any potential conflicts of interest.

Examples of employee activities that would presumably violate this Conflicts of Interest policy are:

- Other employment that may interfere with or adversely affect work performance.
- Direct and indirect ownership by employees or members of their immediate family of a substantial equity or debt interest in a supplier to the YMCA.
- Accepting substantial gifts, entertainment, loans, compensation, concessions, or benefits of any kind from a supplier to the YMCA.
- Having financial interests in any CYEDC transaction involving the purchase or sale, lease or rental of any goods, materials, equipment, supplies, services, or property.
- Unauthorized disclosure or use of confidential information.
- Using employees, materials, equipment, or other assets of the YMCA for any unauthorized purpose.
- Involvement in any other business activity, transaction or relationship that could reasonably be interpreted by others as illegal or unethical conduct or in conflict with CYEDC interests.

Payments to Government Officials, Customers or Others
No employee shall make any bribe, or other payment for illegal purposes, to or for the benefit of government officials, customers, suppliers, or others. This policy covers not only payments, but also indirect payments made in any form through consultants, third parties or some other intermediary.

Offering or Accepting Gifts or Gratuities
Whenever an employee deals with a supplier, a customer or governmental agency as an agent of the CYEDC, the employee has an obligation to act solely in the YMCA's best interest. This obligation includes not only those acts formalized by written contracts, but also covers the everyday business relationships with suppliers, members, governmental officials, and government employees.

Employees are prohibited from giving or accepting substantial gifts or gratuities. An exception may be made for gifts that are recognized as a custom of the trade, are of insignificant value, and could in no way cause the CYEDC to be embarrassed, obligated or to incur liability.