

OPERATIONAL POLICY HAND BOOK

SAUZAR HEALTH FOUNDATION

AMENDED DECEMBER, 2019

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Sauzar Health Foundation operational policy hand book. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Operational policy hand book is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Sauzar Health Foundation that provides otherwise, I have the right to resign from my employment with Sauzar Health Foundation at any time with or without notice and with or without cause, and that Sauzar Health Foundation has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the Sauzar Health Foundation operational policy hand book. I agree to return the operational policy hand book upon termination of my employment.

Name_____

Signature_____

Date_____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Sauzar Health Foundation, or its members or donors, as a result of working for Sauzar Health Foundation that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Sauzar Health Foundation or to other persons employed by Sauzar Health Foundation who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Sauzar Health Foundation's confidential information is prohibited. Any employee who discloses confidential Sauzar Health Foundation information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information

I understand the above policy and pledge not to disclose confidential information.

Name: _____

Signature: _____

Date: _____

Please sign and return to the Human Resource Manager

Sauzar Heath Foundation

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I. MISSION

To restore, preserve, protect and make the world a better place for us and the future generation by inculcating into the general public a sense of respect for the environment through proper waste management practices for sustainable health.

II. VISION

To develop into an organization of international repute focused on creating a better place for all.

III. CORE VALUES

LOVE, CARE AND RESPECT: for all and the value for diversity.

RESPONSIBILITY: embracing opportunities to contribute.

EMPOWERMENT: we motivate, encourage and support students and greater educational community to recognize their potential, meet challenges and respect and express individuality.

SELF RESPECT: to help the poor without humiliation.

COMMITEMENT: to restore and make our world a better place for the survival of the survivalist.

INNOVATIVE: we are committed to continuous improvement of our services, product and programs and creative solutions for the benefit of all.

ACCOUNTABILITY: Being accountable at all levels for the effectiveness of our actions and open in our judgments and communications with others.

JUSTICE AND EQUALITY: we are a for all organization, working to ensure equal opportunity to everyone irrespective of gender, religion, ethnicity, disability and or cultural diversity.

IV. OVERVIEW

Sauzar Health Foundation Abbreviated SHF is a non-governmental organization aiming at advocacy, education, sensitizing, and empowering for better health, creating livelihood, maintaining, preserving and protecting a healthy living environment.

The Sauzar health foundation operational policy handbook has been developed to provide general guidelines about Sauzar Health Foundation policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your

employment, including Sauzar health foundation's policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by Sauzar health foundation at any time, without advance notice.

The personnel policies of Sauzar health foundation are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Chief Executive Officer. The CEO may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult him for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Chief Executive Officer.

Sauzar health foundation will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Sauzar health foundation employees

Further, Sauzar health foundation expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of Sauzar health foundation 's Board of Directors, committees, membership, staff, and the general public.

V. VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with Sauzar health foundation, which provides differently, all employment at Sauzar health foundation is "at-will." That means that employees may be terminated from employment with Sauzar health foundation with or without cause, and employees are free to leave the employment of Sauzar health foundation with or without cause. Any representation by any Sauzar Health Foundation officer or employee contrary to this policy is not binding upon Sauzar health foundation unless it is in writing and is signed by the Human Resource Manager.

VI. EQUAL EMPLOYMENT OPPORTUNITY

Sauzar health foundation provides equal employment opportunity. In-line to this, the Human Resource Manager of Sauzar Health Foundation will not discriminate any employee or

applicant. Sauzar Health Foundation is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic that would prompt inequality. Each person is evaluated on the basis of personal skills and merit. Sauzar Health Foundation's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Human Resource Manager shall act as an agent responsible in the full implementation of the Equal Employment Opportunity policy.

Sauzar Health Foundation will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Sauzar Health Foundation may have violated the Equal Employment Opportunity Policy should report the possible violation to the Chief Executive Officer.

If Sauzar Health Foundation determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation.

If you have any questions regarding this policy, please contact the Human Resource Manager

VII. POLICY AGAINST WORKPLACE HARASSMENT

Sauzar Health Foundation is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Sauzar Health Foundation's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are unlawful. To reinforce this commitment, Sauzar Health Foundation has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment.

This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Sauzar Health Foundation's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Sauzar Health Foundation's policy against harassment covers employees and other individuals who have a relationship with Sauzar Health Foundation which enables Sauzar Health Foundation to exercise some control over the individual's conduct in places and activities that relate to Sauzar Health Foundation's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: Sauzar Health Foundation's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made expressly or implicitly as condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers

uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Sauzar Health Foundation policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against Sauzar Health Foundation's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

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

It is also against Sauzar Health Foundation's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Sauzar Health Foundation, you should report the incident immediately to your supervisor or to the Chief Executive Officer. Possible harassment by others with whom Sauzar Health Foundation has a business relationship, including

customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

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

If Sauzar Health Foundation determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Sauzar Health Foundation will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Chief Executive Officer. In the case where the allegation of harassment is against the Chief Executive Officer, please notify the staff member designated as grievance officer.

VIII. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Sauzar Health Foundation property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by Sauzar Health Foundation may not solicit or distribute literature on Sauzar Health Foundation's premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Chief Executive Officer or his/her designee.

VIII. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

The normal work week for Sauzar Health Foundation shall consist of five (5), seven (7) hour days. Ordinarily, work hours are from 9:00 a.m. - 5:00 p.m., Monday through Friday, including one hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to Sauzar Health Foundation work assignments and Chief Executive Officer's approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to- work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or the Chief Executive Officer will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with Sauzar Health Foundation.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Sauzar Health Foundation may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Overtime

Overtime pay, which is applicable only to Non-Exempt Employees, is for any time worked in excess of 40 hours in a work week. Only the Chief Executive Officer or his or her designee, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (1½) the employee's straight time rate, except in instances involving a Sunday or holidays when the rate is two times the regular rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

IX. EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. **Employer.** The Sauzar Health Foundation is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by Sauzar Health Foundation.
2. **Full-Time Employee.** A Full Time Employee regularly works at least 35 hours per week
3. **Part-Time Employee.** A Part Time Employee regularly works less than 35 hours per week but no less than 17 ½ hours in a week.
4. **Exempt Employee.** An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").
5. **Non-Exempt Employee.** A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non- Exempt Employees, an accurate record of hours worked must be maintained. Sauzar Health Foundation will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

6. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the Sauzar Health Foundation *Operational policy hand book*.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

X. POSITION DESCRIPTION AND SALARY ADMINISTRATION

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

Paychecks are distributed on the 15th and the last day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the preceding workday. Timesheets are due to the Chief Executive Officer within two days of each pay period. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

XI. WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate Sauzar Health Foundation's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within Sauzar Health Foundation. To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of Sauzar

Health Foundation and what is expected of the employee in contributing to the success of Sauzar Health Foundation for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Chief Executive Officer reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Chief Executive Officer.

XII. ECONOMIC BENEFITS AND INSURANCE

Sauzar Health Foundation shall provide a competitive package of benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee's benefits provided by Sauzar Health Foundation. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The Chief Executive Officer will determine levels of deductibility and co-payments for all insurance related benefits annually.

A. Health / Life Insurance

Sauzar Health Foundation currently provides individual health and dental insurance benefits for eligible full-time and part-time employees except those who are insured through their spouse, retired military, or other plans, beginning after the first full month of employment. Eligible employees may elect to participate in available health plan(s) offered by Sauzar Health Foundation. Sauzar Health Foundation presently pays the individual insurance premium for all eligible employees. Sauzar Health Foundation may require employees to pay a portion of insurance premium in the future. Information about Sauzar Health Foundation 's health plan(s) will be provided to the employee at the time of employment.

B. Social Security/Medicare/Medicaid

Sauzar Health Foundation participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and Sauzar Health Foundation contributes at the applicable wage where needed.

C. Workers' Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and Sauzar Health Foundation, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from Sauzar Health Foundation. Sauzar Health Foundation also participates in unemployment programs.

D. Retirement Plan

Sauzar Health Foundation provides a retirement program for eligible full-time and part-time employees who are 21 years of age or older. Sauzar Health Foundation contributes to the employee's retirement plan when employee becomes vested after one year of employment. Eligible employees may contribute to retirement plan at start of employment. Employer percentage contributions to the retirement program is reviewed and determined annually by the Sauzar Health Foundation Board of Directors. Information about Sauzar Health Foundation's retirement plan will be provided to the employee at the time of employment.

E. Tax Deferred Annuity Plan

Sauzar Health Foundation offers a tax deferred annuity plan through payroll deduction at the employee's expense and which is subject to federal, state and local provisions.

Sauzar Health Foundation reserves the right to modify or terminate any employee benefits, at any time.

XII. LEAVE BENEFITS AND OTHER WORK POLICIES

A. Holidays

Full-Time Employees are eligible for 11.5 holidays per year as follows:

- New Year
- Independence Day
- Easter Holidays
- Workers
- Children's
- Eidl Fitr
- Democratic Day
- Women's day
- Eidl Kabir
- National day
- Christmas day
- Boxing day

Full-time employees (employees who regularly work at least 35 hours per week) receive one (1) paid day off for each full day of holiday time. Holiday benefits for Part-Time employees will be pro-rated in accordance with the hours regularly worked by the employee. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from their supervisor and the Chief Executive Officer. Temporary employees are ineligible for holiday leave benefits. In those years when Independence Day, Christmas Eve and Christmas Day, and New Year's Day fall on Saturday or Sunday, the Chief Executive Officer will designate the work day that will replace the weekend holiday.

B. Vacation

During the first 90 days of employment full- and part-time employees will not earn Vacation benefits. During the remaining nine months of first year employment, a full-time employee will earn two weeks (10 days) of paid Vacation.

Full-time employees will continue to earn two weeks (10 days) of Vacation during the second year of employment. In their third year of employment, full-time employees will earn three weeks (15 days)

of Vacation. During the fourth year and thereafter, full-time employees will earn four weeks (20 days) of Vacation per year. Temporary employees are ineligible for Vacation benefits.

Vacation benefits are prorated accordingly for Part-Time employees. Use of Vacation is subject to approval by the supervisor and Chief Executive Officer and must be requested in hourly increments, using the appropriate leave request form..

Employees are expected to use Vacation benefits in the fiscal year in which Vacation is earned. Employees may carry over unused Vacation from one year to the next only with the approval of the Chief Executive Officer. Employees may not accrue more than the maximum leave they are allowed. Once an employee reaches his or her annual ceiling, the employee ceases to accrue any additional Vacation benefits. If an employee later uses enough Vacation benefits to fall below the ceiling, the employee starts to accrue leave again from that date forward until he or she reaches his or her Vacation ceiling. Accordingly, employees are encouraged to use all Vacation benefits in the fiscal year in which they are earned in order to avoid reaching the ceiling limit.

C. Sick Leave

Sick leave benefits are earned on a prorated basis of one day (7 hours) per month for full-time employees beginning at first day of employment. Part-time employees receive prorated sick leave benefits, (i.e., 3.5 hours per month if the Employee works 17.5 hours per week). Temporary employees are not eligible for paid sick leave benefits. Use of sick leave is subject to approval by the supervisor and the Chief Executive Officer and must be requested in hourly increments.

Unused sick leave can accumulate from year to year up to a maximum of 30 days (210 hours) for full-time employees. This limitation on accrual of sick leave benefits is prorated accordingly for part-time employees. No sick leave benefits are paid upon separation of employment from Sauzar Health Foundation for any reason. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation will be required. Sauzar Health Foundation also may recommend that the employee apply for state disability insurance (SDI). If the employee receives SDI and the compensation does not equal the employee's sick leave accruals, Sauzar Health Foundation will make up the difference until all sick leave benefits are used.

D. Personal Leave

Sauzar Health Foundation provides three (3) days of personal leave per calendar year to all Full-Time and Part-Time employees who have completed six months of employment. Personal leave benefits are prorated accordingly for part-time employees. Temporary employees are not eligible for paid personal leave benefits. Personal leave is accrued at the beginning of each year and cannot be carried into the next year. Personal leave may not be taken in the first six (6) months of employment. All personal leave is subject to prior approval by the supervisor and Chief Executive Officer and must be requested in hourly increments. No personal leave benefits are paid upon separation from employment with Sauzar Health Foundation for any reason.

F. Civic Responsibility

Sauzar Health Foundation believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required and to serve as nonpartisan Election Day poll workers when appropriate and approved.

Jury Duty. For time served on jury duty, Sauzar Health Foundation will pay employees the difference between his or her salary and any amount paid by the government, unless prohibited by law, up to a maximum of ten days. If an employee is required to serve more than ten days of jury duty, Sauzar Health Foundation will provide the employee with unpaid leave. Employees must provide Sauzar Health Foundation a copy of proof of service received by court in which they serve.

2. *Election Day Poll Workers.* Sauzar Health Foundation will pay employees the difference between his or her salary and any amount paid by the government or any other source, unless prohibited by law for serving as an Election Day worker at the polls on official election days (not to exceed two elections in one given calendar year). While performing their official nonpartisan duties at the polls, Election Day workers may not engage in political activity or campaign for or against any candidate or ballot measure. Sauzar Health Foundation requires that employees provide proof of service for their time at the polls. Employees interested in using this benefit, must have written approval from the Chief Executive Officer 30 days before the election. The Chief Executive Officer will assure that the employee's absence will not seriously interfere with the organization's operations.

H. Extended Personal Leave

Employees who have been employed by Sauzar Health Foundation for at least one year may apply for personal leaves of absence for up to eight weeks. Personal leaves are unpaid and are discretionary with the management of Sauzar Health Foundation. When considering a request for a personal leave, Sauzar Health Foundation will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave, the needs of the department in which the employee works, the effect of the leave on other employees, and Sauzar Health Foundation's general business needs.

Personal leaves generally are unpaid. However, accrued vacation or personal time may be used to continue an employee's salary during the leave. Vacation and sick time will not continue to accrue during the leave of absence. Medical and life insurance benefits will continue on the same basis as if the employee were actively working.

Sauzar Health Foundation cannot guarantee reinstatement upon return from a personal leave. Sauzar Health Foundation will, however, make a reasonable effort to place the employee in an available position for which he or she is qualified. If such a position is not available, then the employee's employment will terminate. Even in that event, the employee may later apply for reemployment.

Employees who fail to report to work after an approved leave of absence are deemed to have voluntarily resigned. When an approved leave has been exhausted, the employee may request additional leave. The Chief Executive Officer must approve all unpaid leave.

I. Severe Weather Conditions

Sauzar Health Foundation closes when federal government offices in the Washington metropolitan area are closed due to severe weather conditions. Sauzar Health Foundation also will follow a liberal leave policy when the federal government announces that liberal leave is applicable. Under Sauzar Health Foundation liberal leave policy, annual and/or personal leave may be taken without prior scheduling and approval if the employee is unable to reach the office due to severe weather conditions.

J. Meetings and Conferences

Staff may be given limited time off by the Chief Executive Officer with pay to participate in educational opportunities related to the staff member's current or anticipated work with Sauzar Health Foundation. An employee serving as an official representative of Sauzar Health Foundation at a conference or meeting is considered on official business and not on leave.

XIII. REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for Sauzar Health Foundation at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the Chief Executive Officer, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or Sauzar Health Foundation's current and anticipated work. Expenses for these purposes can be paid by Sauzar Health Foundation, if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by Sauzar Health Foundation for work outside normal work hours if the employee is on official business for Sauzar Health Foundation. Employees authorized to use their personal cars for Sauzar Health Foundation business are reimbursed at the U.S. Internal Revenue Service approved rate.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

XIV. SEPARATION

Either Sauzar Health Foundation or the employee may initiate separation. Sauzar Health Foundation encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Chief Executive Officer or his or her designee. The Chief Executive Officer has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.
2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused Vacation benefits.

The Chief Executive Officer has authority to discharge an employee from the employ of Sauzar Health Foundation As stated above, all employment at Sauzar Health Foundation is “at-will.” That means that employees may be terminated from employment with Sauzar Health Foundation with or without cause, and employees are free to leave the employment of Sauzar Health Foundation with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected Sauzar Health Foundation’s decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to Sauzar Health Foundation or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;

- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including Sauzar Health Foundation's property;
- Breach of confidentiality.
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of Sauzar Health Foundation or its customers or vendors;
- Placing oneself in a position in which personal interests and those of Sauzar Health Foundation are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using Sauzar Health Foundation property or services for personal gain or taking, removing or disposing of Sauzar Health Foundation material, supplies or equipment without proper authority;
- Gambling in any form on Sauzar Health Foundation property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Sauzar Health Foundation premises at any time in violation of Sauzar Health Foundation policies.
- Carrying or possessing firearms or weapons on Sauzar Health Foundation property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Chief Executive Officer, the employee may be asked to leave immediately or be given a period of notice.

XV. RETURN OF PROPERTY

Employees are responsible for Sauzar Health Foundation equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Chief Executive Officer or his or her designee, Employees must return all Sauzar Health Foundation property that is in their possession or control. Where permitted by applicable law(s), Sauzar Health Foundation may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. Sauzar Health Foundation also may take any action deemed appropriate to recover or protect its property.

XVI. REVIEW OF PERSONNEL ACTION

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

XVII. PERSONNEL RECORDS

Personnel records are the property of Sauzar Health Foundation, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses,

telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by the Chief Executive Officer. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with Sauzar Health Foundation.

XVIII. OUTSIDE EMPLOYMENT

Individuals employed by Sauzar Health Foundation may hold outside jobs as long as they meet the performance standards of their job with Sauzar Health Foundation. Employees should consider the impact that outside employment may have on their ability to perform their duties at Sauzar Health Foundation. All employees will be evaluated by the same performance standards and will be subject to Sauzar Health Foundation scheduling demands, regardless of any outside work requirements.

If Sauzar Health Foundation determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of Sauzar Health Foundation, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Sauzar Health Foundation.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Sauzar Health Foundation.

XIX. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Sauzar Health Foundation, or its members or donors, as a result of working for Sauzar Health Foundation that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Sauzar Health Foundation or to other persons employed by Sauzar Health Foundation who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Sauzar Health Foundation. The disclosure, distribution, electronic transmission or copying of Sauzar Health Foundation's confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Sauzar Health Foundation information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

XX. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Sauzar Health Foundation's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Sauzar Health Foundation's telephone, voice mail and electronic mail systems.

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

All data in Sauzar Health Foundation's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Sauzar Health Foundation. Sauzar Health Foundation may inspect and monitor such data at any

time. No individual should have any expectation of privacy for messages or other data recorded in Sauzar Health Foundation's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Sauzar Health Foundation. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Sauzar Health Foundation's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Sauzar Health Foundation's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Sauzar Health Foundation's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Chief Executive Officer.
- Additions to or modifications of the standard software configuration provided on Sauzar Health Foundation's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Chief Executive Officer.

- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Chief Executive Officer.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers.
Downloading or copying such programs also risks the introduction of a

Computer virus. If there is a need for such programs, a request for assistance should

Be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.

- Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- Sauzar Health Foundation's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on Sauzar Health Foundation's PCs.
- Unlicensed software should not be loaded or executed on Sauzar Health Foundation's PCs.
- Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

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

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.

- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from floppy diskettes before copying documents on such diskettes for delivery outside Sauzar Health Foundation.
- Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Chief Executive Officer.

XXI. INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. Sauzar Health Foundation has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Sauzar Health Foundation, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

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

Sauzar Health Foundation's connection to the Internet may not be used for any of the following activities:

The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.

- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Chief Executive Officer.
- Without prior approval of the Chief Executive Officer, software should not be downloaded from the Internet as the download could introduce a computer virus onto Sauzar Health Foundation's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Sauzar Health Foundation.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to Sauzar Health Foundation computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the Chief Executive Officer.

Revised {December, 2019}

Approved by the Executive Committee of the Sauzar Health Foundation Board of Director.

