



# Employee Handbook

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# 1. WE ARE WATER.ORG

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## *Our Vision*

**Safe water and the dignity of a toilet for all.**

## *Our Values*

**We are nothing without integrity.** Makes sure it lives in all that you do.

**We believe in the people we serve.** They were born with the power and the right to prosper, just like us.

**We see powerful solutions in unusual places** and tap unlikely forces to create big, systemic change.

**We settle for nothing less than social justice.** We won't let the disparity stand; it fuels the pursuit of our vision.

# We believe in the power of water

The power it has to protect health and save lives,  
just because it is there.

The power it has to turn time spent into time saved,  
when it is close and not hours away.

The power it has to turn problems into potential,  
When its absence no longer stands in the way  
of a productive day.

We work together to put this power into the hands  
of all—individuals, families and communities alike—  
Who have waited too long for something so basic.  
So their dreams and everyday routines can flow free.

We do it by thinking big, applying smart,  
creative solutions that scale.

We do it by acting local, working with right-there  
teams and resources.

We do it by bringing people together, joining advocates  
and influencers in driving conversation and  
shaping policy that makes access possible.

We do it by seeing ahead, to all that can happen when  
the barriers to safe water and sanitation come  
down, allowing commerce to grow, new economies  
to emerge, and people to thrive.

**We do it because we believe in the power of water**

**For people**

**For progress**

**For possibility**

Who we are

We are a results-driven team of thinkers and doers,

What we do

breaking down the barriers that separate people from water and sanitation,

Why it matters

because everyone deserves the opportunity to define their own future.





## 2. EMPLOYMENT

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Water.org's policies, practices, and benefits are continually reviewed and will change from time to time. Therefore, you should always check with your supervisor for the most current policies and procedures. The Organization's benefit plans are also defined in documents such as insurance contracts, official plan text, and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents supersedes this handbook.

### 2.1 Employment at Will

This manual should not be construed as, and does not constitute, a contract of employment or promise of employment. The relationship between Water.org (hereafter referred to as Water.org or Organization), and you is an employment-at-will relationship. This means that the employment relationship is by mutual consent of the Organization and you. The employment relationship is not for any definite period of time. While it is expected that your employment with the Organization will be rewarding and long term, either you or the Organization may terminate the employment relationship at any time with or without notice, for any reason or no reason at all, with or without cause.

Nothing in this handbook or in any other written materials or verbal statements provided by Organization representatives, shall limit either the Organization's or the employee's right to so terminate the employment relationship. The employment-at-will relationship reflects the economic realities of today's business climate. It provides both the employee and the Organization the opportunity to freely select the appropriate job as individual circumstances warrant. These statements about the at-will nature of employment constitute the entire understanding between the Organization and its employees regarding this subject.

### 2.2 Equal Employment Opportunity

Water.org maintains a strong policy of equal employment opportunity. We hire, train, promote and compensate employees without regard for race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations, or any other type of discrimination as protected by law. We are committed to providing an inclusive and welcoming environment. Our equal employment opportunity philosophy applies to all aspects of employment, including: recruiting, hiring, training, transfer, promotion and job benefits. An employee who feels that he or she has experienced or observed any kind of discrimination or harassment should report such incidents to his or her immediate supervisor, the Director of Human Resources or any member of management without fear of reprisal.

## **2.3 Right to Work**

It is against the law for any employer to knowingly hire employees who are not authorized to work. We will verify your status to ensure compliance.

## **2.4 Disability Accommodation**

Water.org complies with the Americans with Disabilities Act and ensures equal opportunity to all persons. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be made for any person otherwise qualified to perform the essential job functions as long as the accommodation can be made without an undue hardship on the Organization.

## **2.5 Non-Harassment**

Water.org is committed to providing all of its employees a work environment free of intimidation, insult and harassment based upon race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. All employees are expected to uphold and abide by this policy. Water.org believes that employees should treat and be treated by each other with dignity and respect. Employees should be able to enjoy a work environment free from all forms of harassment.

Any form of harassment between employees, regardless of their position, is not and will not be tolerated. This includes all vulgar, offensive, profane or insulting behavior, comments or jokes directed toward a coworker, either in person or in written form.

No employee shall imply or threaten that another employee's refusal to submit to sexual advances will adversely affect that employee's employment, evaluation, pay, advancement opportunities, job assignments or any other aspect of employment. Other forms of sexual harassment are also absolutely prohibited. Such harassment includes, but is not limited to the following:

- Touching, making improper or unwelcome advances or propositions;
- Using abusive or vulgar language of a sexual nature;
- Commenting or joking about an employee's physical appearance;
- Displaying sexually suggestive cartoons, pictures or photographs.

Such unwelcome verbal and physical conduct of a sexual nature is inappropriate in the work place and may constitute sexual harassment. Unwelcome sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature may constitute harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- submission to or rejection of the conduct is the basis for an employment decision affecting the employee who is subjected to the conduct;
- the harassment substantially interferes with any employee's work performance or creates an intimidating, hostile or offensive working environment;
- any person in a supervisory or managerial position uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of an employee; or
- Any employee makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature.

Sexual harassment and inappropriate sexual talk and conduct are incompatible with the Organization's belief that employees should be treated with respect and dignity. Such inappropriate conduct will not be tolerated. In its efforts to prevent discrimination or harassment of any kind, Water.org maintains an "open door" policy. An employee who feels that he or she has experienced or observed any kind of discrimination or harassment should report such incidents to his or her immediate supervisor, Director of Human Resources, or any member of management without fear of reprisal. Such reports will be promptly investigated and handled with the appropriate degree of confidentiality.

False accusation of harassment can have serious and damaging effects on innocent people. Accordingly, false and malicious complaints of sexual harassment, as opposed to legitimate complaints, even if erroneous and made in good faith, may be subject to disciplinary action.

Employees and applicants are also protected from coercion, intimidation, interference or discrimination for reasonably opposing any of the acts described above, for filing a complaint, or for assisting in an investigation into complaints of harassment and/or discrimination.

Any employee who is found to have violated this non-harassment policy will be subject to discipline determined by management in its sole discretion. Nothing within this policy or within the employment handbook generally should be understood in any way as a limitation on management's right to decide what discipline is appropriate under given circumstances.

The Organization encourages any employee to raise questions he or she may have regarding discrimination, harassment or this policy with their supervisor or the Director of Human Resources.

## **2.6 Absenteeism & Job Abandonment**

Employees who do not report their absence or report to work for three or more consecutive days will be considered as voluntarily terminating their employment and voluntarily abandoning their position with Water.org. Repeated absenteeism may lead to disciplinary action up to and including termination.

## **2.7 Unacceptable Job Performance/Disciplinary Action**

In the case of unacceptable performance, all disciplinary action is at the sole discretion of Water.org management. Some offenses may be severe enough in nature to warrant immediate termination without prior notice or procedure.

## **2.8 Problem Resolution**

The Organization is committed to providing the best possible working conditions. It is the Organization's desire to manage all conflicts in a productive and appropriate manner. If a conflict occurs, the following guidelines should be followed:

Employee presents the problem to their immediate supervisor after the incident occurs. If the supervisor is unavailable or employee believes it would be inappropriate to contact that person, the employee may present their problem to the Director of Human Resources or appropriate member of the leadership team.

## **2.9 Termination and Resignation**

It is the Organization's intent to retain high quality employees. However, employment with Water.org is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end your employment, with or without notice, for any reason not prohibited by law. Any employee who wishes to resign is expected to provide written notice to their supervisor of two (2) weeks (for staff) and four (4) weeks (for senior manager and above) before voluntarily terminating employment. Proper notice is a consideration for rehire. It is also required that the employee works their last scheduled work day.

## **2.10 Personnel Files**

Water.org maintains up-to-date personal data on all employees. It is important to keep us informed of any changes in your home address, telephone number, emergency contact, marital status, number of dependents and military status. We need this information to ensure proper administration of personnel policies, insurance notices, notification in the event of an emergency or other issues as they may arise. We respect your right to have the information on your records treated confidentially, and such records are maintained confidentially. Updates should be made no later than one (1) week after the event via our staff system. You may review your personnel file by contacting Human Resources and arranging a time to do so.

## **3. GENERAL INFORMATION**

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### **3.1 Water.org Guidelines**

Every organization has certain guidelines that are developed to reflect good business practices. In establishing any rules of conduct, the organization has no intention of restricting the personal rights of any individual. We do wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation.

### **3.2 Employee Conduct**

Water.org has an excellent reputation for conducting its business activities with integrity, fairness and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation. You are also expected to uphold the Organization's reputation in every business activity. If a situation occurs where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor, and, if necessary, with the Organization's officials for advice and consultation. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination.

### **3.3 Conflicts of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your supervisor for more information or questions about conflicts of interests.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to their supervisor or a member of management as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. You will be required to complete a Conflict of Interest document at the time of hire.

### **3.4 Whistle Blower Protection**

It is the goal of Water.org to comply with all applicable country, federal, state and local laws. In the event an employee has reasonable cause to believe any Water.org employee, manager, director or other representative is failing to comply with applicable law, and/or is requesting the employee to engage in conduct that violates applicable law, the organization requests the employee immediately report the situation to his or her supervisor or the Director of Human Resources. Nevertheless, nothing in this policy is intended to, or should be interpreted as, preventing or prohibiting an employee from cooperating with or disclosing information to, an appropriate government or law enforcement agency.

Retaliation for making an internal or external complaint pursuant to this policy or for refusing to engage in conduct the employee has reasonable cause to believe violates country, federal, state or local law, is absolutely prohibited. Any employee who believes he/she is being subjected to retaliation for exercising his/her rights under this policy should immediately report the situation to their supervisor or the Director of Human Resources.

### **3.5 Non-Disclosure**

The protection of confidential business information and trade secrets is vital to the interests and the success of Water.org. Examples of confidential information includes, but is not limited to: compensation, computer processes, computer programs and codes, donor lists, donor preferences, financial information, marketing strategies, new program research, pending projects and proposals, proprietary field tools including survey instruments, program evaluation, and monitoring strategies, scientific data, and any other intellectual or physical property that may be construed as having a direct or indirect impact on the Organization. Employees may be required to sign a non-disclosure statement as a condition of employment. All information, knowledge, and exposure to new, existing and/or in-process designs or final products will be considered the sole property of Water.org. Improper disclosure of such information will be subject to a full review, disciplinary action up to and including termination of employment, and any legal remedies available.

### **3.6 Outside Employment**

Water.org does not limit an employee's activities during non-working hours unless those activities interfere with or are in conflict with the performance of his/her job, or create a conflict of interest. In the interest of full-disclosure, the employee is required to inform their supervisor of any paid employment or significant volunteer activities (> 20 hrs/wk) during non-working hours.

### **3.7 Employing Relatives**

In order to maintain an equitable work environment, Water.org prohibits employing relatives.

### 3.8 Visitors

Only authorized visitors are allowed on the Organization's property. All visitors must receive prior approval from your supervisor. Unauthorized visitors will be escorted off the Organization's property. **If the visitor threatens any person or refuses to vacate the premises, contact management, and/or dial 911 immediately and take evasive action.** Once the employee is secure, he/she should contact a member of management immediately if they have not already done so.

### 3.9 Safety

Water.org expects its employees to conduct themselves in a safe manner. Please use good judgment and common sense in matters of safety and observe any safety rules posted and follow all OSHA and state or country safety regulations. Any questions should be directed to your supervisor. 3.9.1 Emergency Procedures

In case of an emergency, such as a fire, earthquake, or accident, your first priority should be your own safety. **In the event of an emergency causing serious injuries, when it is safe to do so IMMEDIATELY DIAL 9-1-1 (US Only), or your local emergency management services to alert police and rescue workers of the situation.**

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the emergency exits. Remember that every second may count - don't return to the workplace to retrieve personal belongings or work-related items.

#### 3.9.1 Workplace Injuries

Reporting work-related injuries and/or accidents to a supervisor or manager is the responsibility of the employee for all injuries including first-aid injuries and injuries that require medical attention. A report must be submitted within 24 hours of any incident. Failure to report injuries/accidents may result in disciplinary action. Operating any type of equipment without prior training, certification and/or permission is prohibited.

#### 3.9.2 Workplace Violence Prevention

Water.org is committed to preventing violence and maintaining a safe work environment. All threats of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors or other members of the public. When reporting a threat of violence, you should be as specific as possible. All suspicious individuals or activities should also be reported. If you see or hear a disturbance near your work area, do not intercede or try to see what is happening. **Immediately contact a member of management and/or dial 9-1-1 (US Only) or your local emergency management services.**

### **3.9.3 Weapons Prohibited**

No weapons are allowed in our workplace. Weapons include firearms, knives, brass knuckles, martial arts equipment, clubs or bats, and explosives. If your work requires you to use an item that might qualify as a weapon, you must receive authorization from your supervisor to bring that item to work or use it in the workplace. Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including termination.

### **3.9.4 Please see Security Policy for full details.**

### **3.10 Drug Free Workplace**

Water.org has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the communities in which the company operates. Alcohol and drug abuse poses a threat to the health and safety of Water.org employees and to the security of the company's reputation, equipment and facilities. For these reasons, Water.org strictly prohibits any use of illicit drugs or alcohol or the unlawful manufacture, distribution, dispensation, possession or unprescribed use of a controlled substance on its premises.

Any employee reporting for work under the influence or in the possession of alcohol, illicit drugs or controlled substances without prescription will be asked to leave immediately, and may be immediately subject to disciplinary action, up to and including termination.

Water.org prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Water.org employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Water.org does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Water.org reserves the right to take appropriate disciplinary action for drug use, sale or distribution while on or off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with Water.org..



### **3.11 Tobacco Use Prohibited**

Tobacco and chewing products are prohibited in all office areas and break areas. The use of tobacco products is also prohibited during meetings for any purpose and while operating or occupying any Organization owned or leased vehicle.

### **3.12 Dress Code**

All employees must dress consistent with their job function and responsibility. Appearance should be in good taste and should not pose a health or safety hazard to any employee or coworker. Provocative clothing is prohibited.

For all employees, offensive or inappropriate wording, language, sayings or symbols will not be allowed on clothing or in the form of tattooing or body piercing. Good personal hygiene practices and cleanliness must also be exercised.

### **3.13 Technology Use**

#### **3.13.1 Telephone Usage**

Remember the telephone is available as needed to communicate with Water.org's donors and to conduct business. Both incoming and outgoing personal calls must be kept to a minimum. Using the Organization's phone for personal long distance calls is prohibited. Inappropriate use of the telephone may be subject to disciplinary action and may require payment of any long distance calls made that were not work related.

#### **3.13.2 Computer and Email Usage**

Computers, computer files, the email system and software are the Organization's sole property. As with telephone use, employees are requested to keep personal use of computers and email to a minimum. Employees should not expect personal privacy when using the Organization's computer system and should be aware that Water.org may review any information in any form at any time with or without the individual's knowledge or consent. Only those employees with assigned authorization may access the computer system. Computer and email usage may be monitored to assure internal computer and intellectual property security. The Organization will not intercept communication but reserves the right to review, restore, retrieve and retain any information that is used by Organization-provided equipment.

Any inappropriate use of the computer system, including email and internet, will not be tolerated. Use of the internet to visit inappropriate sites such as pornographic and other sexually explicit sites is grounds for immediate termination. Please direct any questions or concerns immediately to a member of management or the Country Director. Abuse, tampering, destroying or improperly manipulating any electronic devices is prohibited. All files created in the course of employment are the property of the Organization. All software is the property of the Organization and may not be tampered with, copied,

removed or altered without prior approval from the Organization. Employees should notify their supervisor if they observe any violations. Violations may lead to disciplinary action up to and including termination.

### **3.14 Cell Phone and/or Other Communication Devices**

It is the Organization's expectation that employees will use their devices in a safe manner and avoid use while operating a vehicle. Water.org will not be responsible for any accidents or injuries that arise from using a communication device while operating a vehicle, equipment or machinery.

### **3.15 Workplace Monitoring**

The Organization may conduct workplace monitoring to ensure work quality, employee safety and security. Workplace monitoring may include but is not limited to observation by supervisors and/or management during working hours and/or during work activities on the Organization's owned or leased equipment including but not limited to computer systems, communication devices, written correspondence in any form that is job or Organization specific. Employees do not have the right to expect privacy during and in the course of employment.

### **3.16 Bulletin Board**

Be aware that Water.org will post information in the break room or common area to communicate important Organization information such as applicable laws, safety rules and information and management memos. Each employee is responsible for reading all information posted. Employees may not post personal notices without prior approval from Human Resources.

### **3.17 Solicitations and Distributions**

Employees must not solicit other employees for any purpose during working hours. Our employees are not permitted to distribute literature of any kind at any time on the Organization's property. People who do not work for the Organization or who are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on the Organization's property.

### **3.18 Protecting Organization Property**

Equipment purchased by Water.org is considered Water.org's property. Employees are expected to exercise care, perform required maintenance, follow all operating instructions, safety guidelines and standards. Notify your supervisor if you believe any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job. Improper or careless use of equipment will result in disciplinary action up to and including termination of employment.

### **3.19 Return of Organization's Property**

Employees are responsible for all the Organization's property, materials or written information issued to them or in their possession or control. Employees must return all the Organization's property immediately upon request or upon termination of employment. Employees may not have access to retrieve personal information upon termination. The Organization may take all action deemed necessary to recover or protect its property.

## 4. COMPENSATION AND BENEFITS – US Only

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### 4.1 Pay Period

All U.S. Water.org employees are paid on the 7<sup>th</sup> and 22<sup>nd</sup> of each month. When a payday falls on a weekend or holiday, paychecks will be distributed on the last working day prior unless otherwise notified. Direct deposit is required for all employees.

### 4.2 Time Keeping

As a sub-recipient of a United States Government award, time and effort reporting protocol are mandated per the Code of Federal Regulations §200.430.

All US employees, regardless of FLSA exemption status, are responsible for submitting timesheets that reflect actual time spent on work performed and supervisors are responsible for confirming and approving their respective direct reports' timesheets for accuracy.

Semi-monthly timesheet submissions, broken down by the nearest hour, are expected prior to the US payroll processing deadlines specified in Paylocity. Employee timesheet submissions via Paylocity serve as formal certification of their actual, total time worked toward approved activities during the period indicated. Timely supervisory approval is required thereafter and serves as a confirmation that the time charged toward approved activities is allowable and accurate.

Questions regarding timesheet allocation should be directed to the employee's respective supervisor, or the US-based Finance Department, for confirmation. All Paylocity timesheet submissions undergo review by the US Finance team before processing payroll and recording transactions to the specific projects in our corporate accounting system.

Timesheets must be completed, submitted and approved by the scheduled deadlines to ensure restricted funding requirements are met. Failure to comply will result in charging the full timesheet to the department unrestricted daily task, and may result in loss of restricted funds and disciplinary action. See the Time and Effort Reporting Policy for further details.

### 4.3 Work Schedule

Normal operating hours are 9 a.m. to 5 p.m. in the U.S. The organization may consider requests for alternative work schedules, including flexible work arrangements, hours other than normal operating hours, telecommuting or remote work arrangements. Water.org may grant approval for these requests subject to management approval

based on various factors, including employee tenure, seniority, performance, available staffing and job requirements.

## **4.4 Payroll**

### **4.4.1 U.S. Payroll Deductions**

Your rate of pay and earnings are shown on your paycheck. Deductions are also shown as follows:

#### Required by Local, State and Federal Law

Federal Income Tax

State Income Tax

Local Tax

Social Security Tax

Medicare

Garnishments/Wage Attachments

#### Authorized by Employee

Applicable Benefits elected

Questions regarding your paycheck may be directed to your supervisor or to human resources.

### **4.4.2 Wage Garnishment**

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the Organization. Although the Organization does not wish to become involved in an employee's private business, we are compelled by law to administer the court's order. Employees are encouraged to resolve these matters privately to avoid the Organization's involvement in these situations.

### **4.4.3 Payroll Advances and Organization Loans**

Neither pay advances nor loans will be made by the Organization to employees for any reason.

## **4.5 Overtime**

Our intent is to compensate overtime in accordance with federal and state law. We will plan overtime with consideration for our employees and the Organization's requirements. Only non-exempt employees are eligible for overtime pay. Non-exempt employees must receive advance authorization from the supervisor, manager or director to work beyond the standard workday or workweek. Non-exempt employees will be compensated for all authorized work in excess of the scheduled 40-hour work week or in accordance with state law. The compensation for overtime is one-and-one-half times the regular rate of pay or as defined by applicable laws. Leave time will be calculated on actual hours worked. Overtime must be actual time worked.

## **4.6 Employee Performance & Development**

### **4.6.1 Employee Performance Appraisals**

Employees will receive performance appraisals annually. The performance appraisal system does not necessarily guarantee continuous employment or an automatic pay increase but is used as a communication tool between the employee and Water.org to identify job strengths and areas needing improvement. Appraisals may be ongoing and informal and may occur more than one time per year. Employees and supervisors are strongly encouraged to routinely discuss job performance and goals.

#### **4.6.2 Pay Increases**

Pay increases will be considered and may occur in conjunction with appraisal, dependent upon the employee's performance and the organization's operating budget but are not guaranteed from year to year.

### **4.7 Time Off and Leave**

#### **4.7.1 Designated Holiday Pay**

All U.S. employees are eligible for nine (9) paid holidays per year. They are as follows: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve or the day after Christmas, and Christmas Day. Paid time off for the holiday will not be counted as hours worked for the purposes of calculating overtime pay (see Overtime). If a non-exempt employee is required by management to work on a holiday, the employee will be compensated at one and one-half times their hourly rate for that day.

#### **4.7.2 Paid Time Off**

Full-time employees accrue paid time off (PTO) for each year of continuous employment. PTO shall be inclusive of vacation, personal illness, illness of immediate family members, medical appointments, bereavement, extreme weather, unforeseen family care requirements, emergency leaves and/or any other need for paid time off work (subject to supervisor approval). Available PTO is accrued monthly as follows:

0 to 12 months	18 days
Beginning of 2 <sup>nd</sup> year	20 days
Beginning of 5 <sup>th</sup> year	24 days
Beginning of 10 <sup>th</sup> year	28 days

You are eligible to take accrued PTO with pay, as approved by your supervisor.

Employees may carry over earned, but unused PTO up to a maximum of 240 hours (30 days) per calendar year. Upon separation from service, employees will receive payment for the lesser of accrued PTO or 80 hours subject to sufficient notice being given (see Termination and Resignation).

Newly hired team members can “borrow” up to 5 days (1 work week) of paid time off, with manager approval for pre-existing commitments disclosed when joining Water.org, or in extraordinary circumstances in consultation with Human Resources for existing employees. Additionally, if a team member has a negative PTO balance upon separation, the value of the balance will be deducted from the team member’s final paycheck.

#### **4.7.3 Jury Duty**

Employees required to report to jury duty will not be required to use PTO for the first ten days of jury duty, with the provision of documentation. After ten days of duty the employee may choose to use PTO or leave without pay. If the employee receives a stipend for serving in jury duty during the first 10 days of jury duty, the employee is required to surrender this to Water.org.

#### **4.7.4 Voting**

Company policy is to encourage its employees to participate in the election of government leaders. Supervisors will allow maximum work schedule flexibility on election day to allow employees to vote. Time off will be allowed to exercise this right, subject to the provisions of applicable state law. Employees may also use their floating community holiday or PTO. Employees must schedule time off with their supervisor in advance.

We also encourage exploring voting by absentee ballot as an option to avoid potential election day complications.

#### **4.7.5 Military Leave**

An employee who goes into the armed forces is eligible for a military leave of absence. Upon return from service, the employee will be eligible for re-employment and will be reinstated in the same or substantially similar position. An employee who is in the Armed Forces Reserve or National Guard and who is required to attend training or other short-term duty is eligible for a military leave of absence. Such time off will not be considered PTO. This policy will be implemented in compliance with applicable law.

#### **4.7.6 Organization Shut-Down**

In the event the Organization is shut down for any reason (for example, natural disaster, building problems, equipment problems, etc.) an employee may choose to use eligible unused PTO or work from another location to cover the shut-down period. Water.org will not compensate employees for an Organizational shut down. In an extreme situation, the President or Chief Executive Officer may provide approval to allow this time to be logged as regular work time rather than paid time off.

#### **4.7.7 Personal Leave of Absence**

A Personal leave of absence is an extended period of time absent from work without loss of employment or seniority. Water.org may grant personal leaves of absence without pay for exceptional reasons, subject to management approval based on employee tenure, seniority, performance and available staffing. A personal leave of absence may be granted by the Organization up to a maximum of 30 days. An extension beyond 30 days will only be considered in the event of serious or extenuating circumstances on a case-by-case basis.

A Personal leave of absence is without pay; however accrued PTO may be used during the leave of absence. During a Personal leave of absence the Organization continues to pay company-paid benefits and the employee is responsible for paying their portions as applicable. PTO does not accrue during a personal leave of absence.

A written request for a personal leave of absence, providing full explanation of the circumstances, must be presented to the employee's immediate supervisor at least 30 days before the start date of the leave of absence, unless the need for leave is unforeseeable. Upon request, an employee may be required to provide documentation



of the need for leave. The requested documentation must be provided within two weeks of the request for leave, or the request will be denied. Failure to report to work on the first day after the expiration of the personal leave of absence, without approval, may result in termination of employment.

#### **4.7.8 Paid Leave of Absence**

Upon request, Water.org provides employees the opportunity to use up to 12 weeks of paid leave for their own serious medical condition (including pregnancy and parental bonding time) or to provide care for an immediate person of significance with a serious medical condition. An immediate person of significance is an individual to whom the employee takes primary responsibility for arranging and giving care.

Depending on the purpose of the leave request, employees may be required to coordinate applicable state or employer provided disability benefits, use PTO or go without pay until medical certification is reviewed and approved by Human Resources. If approved, employees will be reimbursed any PTO used prior to the beginning of the paid leave. PTO accruals and group health plan coverage will continue as normal while on paid leave.

Employees must submit a paid leave request at least 30 days in advance of the expected leave. Within 15 calendar days, the employee will be responsible for providing healthcare provider certification supporting the need for leave, or the request may be denied. Upon return to work, he or she will be reinstated in the same or substantially similar position, with no loss of seniority. A release from the employee's medical provider may be required before the employee may return to work. Failure to report to work on the first day after the expiration of a Paid Leave, without approval, may result in termination of employment. See the [Paid Leave of Absence Policy](#) for specific details.

## **4.8 Insurance Coverage**

### **4.8.1 Health Benefits**

Employees working 30 hours per week or more are eligible for additional benefits including health, dental, short and long term disability, life insurance, Safe Harbor 401K plan and a pre-tax savings program. Some benefits are subsidized by Water.org and are reviewed annually or per contractual agreement. Additional information regarding all benefits will be provided prior to eligibility. Failure to provide Water.org with the completed documentation within the prescribed timeframe will postpone the employee's participation in that benefit until the next open enrollment period

### **4.8.2 Worker's Compensation**

All injuries that occur on the job must be reported to your supervisor immediately. Failure to report an injury to a supervisor or Organization official may result in disciplinary action. Compensation will be provided as prescribed by law. Water.org will not be responsible for injuries that arise out of an employee's voluntary participation in any off-duty, off-site recreations or social or athletic activity which is not part of the employee's work-related duties.

### **4.8.3 Unemployment Insurance**

If your employment with our Company ends, you may be eligible for unemployment benefits. These benefits provide you with a percentage of your wages while you are unemployed and looking for work. To find out more, contact your state Department of Labor.

### **4.8.4 Continuation of Health Benefits (COBRA)**

See human resources regarding your rights to continue your health insurance benefits should your employment with us end, or if other terms of your employment change that affect your eligibility for health insurance. Your rights will depend on the size of our company and applicable law.

## **4.9 Business and Travel Expenses**

All authorized expenses incurred during the course of business will be reimbursed. Detailed requirements regarding expenses and reimbursements are provided in a separate policy statement. Employees must submit all paid receipts to their supervisor for approval. Expenses incurred outside normal operating business practices will not be reimbursed and are under the sole discretion of the Organization. Please See Expense Reimbursement Policy for full details.

*Water.org's Employee Handbook is intended to give you a general overview of the Organization and information regarding policies and benefits. Because we operate in a dynamic environment, some policies and benefit programs currently in effect may be revised, suspended or eliminated by Water.org in response to business needs or changing legal requirements with or without prior notice. Nothing herein is intended to imply or constitute a contract of employment or promise of employment.*

# ACKNOWLEDGMENT

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I have received a copy of Water.org's Employee Handbook and acknowledge that I have read and fully understand its contents. I understand and agree to comply with Water.org's policies and procedures. This handbook is intended to provide an overview of personnel policies and does not necessarily represent all such policies in force. Water.org may at any time add, change or rescind any policy or practice at its sole discretion, with or without notice.

Water.org policies and practices do not create an expressed or implied contract, promise or covenant of any type between the Organization and me, and I understand that employment and compensation are for no fixed term and may be terminated by Water.org at any time with or without cause or notice. Likewise, I may resign at any time. I further understand and agree that no person other than the Chief Executive Officer has the authority to approve and implement policy modifications and additions.

My signature below indicates understanding and agreement with this employee handbook.

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Employee Name (Please Print)

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Employee Signature

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Date