

Green Party Personnel Manual

We are pleased you are a staff member of the Green Party of the United States (the Green Party herein after), a political party that has had, and will continue to have, a historic and positive influence on politics in the United States. As leaders and staff we are here to shape the future of the Green Party in the United States. You and your fellow staff members will transform Green ideas and plans into reality, the reality of our shared values. In order to maintain our high standards, we strive to attract and retain highly skilled and qualified employees. Welcome to the group. In the interest of efficient organization and operation, as well as to insure fair treatment for each employee, our National Committee has established these personnel policies. The Green Party personnel policies are based on our values, which emphasize the highest standards of conduct and ethics. Working together with these values in mind, there is no limit to what we can continue to achieve. In order to remain an effective tool for personnel administration, this manual will be reviewed from time to time and revised as changes occur.

This document does not pertain to Volunteers, Interns or Contractors.

On behalf of Greens throughout the United States, we personally welcome you.

Sincerely,
Green Party Steering Committee

ORGANIZATION DESCRIPTION

Green Party History: Please refer to the About the Green Party page located at <http://www.gp.org/history.php>

Organizational Structure: Please refer to the GPUS Bylaws, available at <http://www.gp.org/documents/>

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the Green Party and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Green Party to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Green Party continues to grow, the need may arise, and the Green Party reserves the right, to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

101 Nature of Employment

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the Green Party. In order to retain necessary flexibility in the administration of policies and procedures, the Green Party reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook.

102 Equal Employment Opportunity

The Green Party is an equal opportunity/affirmative action employer. The Party encourages women and people of color to apply. The Party does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, pregnancy, marital status, familial status, domestic partnership status, veteran status, liability for military service, atypical hereditary cellular or blood trait, genetic information, AIDS or HIV status, or any other characteristic prohibited by law.

The Green Party will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Steering Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

103 Disability Accommodations

The Green Party is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

104 Ethics and Conduct

The successful operation and reputation of the Green Party is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Green Party is dependent upon the public's trust and we are dedicated to preserving that trust. Employees owe a duty to the Green Party and to individual Greens to act in a way that will merit the continued trust and confidence of the public.

The Green Party will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor. If necessary, the matter should be brought to a party representative designated by the Steering Committee for advice and consultation.

Compliance with this policy of professional ethics and conduct is the responsibility of every Green Party employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

105 Immigration Law Compliance

The Green Party is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986 and succeeding amendments to regulations implementing that act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Green Party within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

106 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Green Party wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Green Party's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside organizations. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their immediate supervisor, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Green Party does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Green Party.

107 Outside Employment

Outside employment may be allowed, as long as it does not present a conflict with a full time employee's job with the Green Party. Such outside employment must be communicated to your immediate supervisor as soon as possible; preferably before you are hired.

If the Green Party determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Green Party 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 with the Green Party.

108 Non-disclosures

The protection of confidential information is vital to the interests and the success of the Green Party. Such confidential information includes, but is not limited to, the following examples: donor lists, financial information and pending projects and proposals:

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

109 Job Posting

The Green Party provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

The Green Party reserves the right to hire from outside the organization's current employees, based on the job's requirements.

Job openings will be posted in the email system and will include the dates of the posting period, job title, location, job description, and qualifications (required skills and abilities).

201 Employment Categories

The Green Party's employment categories are as follows:

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

Employment classifications are as follows:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work at least thirty hours per week. Generally, they are eligible for the Green Party's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work less than the Regular Full-Time work schedule, but at least seventeen hours per week. Regular Part-Time employees are eligible for benefits sponsored by the Green Party, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work less than seventeen hours per week. They are ineligible for all of the Green Party's benefit programs.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Green Party is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Green Party's other benefit programs.

202 Access to Personnel Files

Personnel files may contain confidential information and are therefore the private property of the Green Party. Access to the information they contain is restricted to employee supervisors and the Green Party Steering Committee members who have a legitimate reason to review information in a file. Employees who wish to review or copy their own file may do so with reasonable advance notice to the person maintaining the personnel files.

Medical information on individual employees is treated confidentially. The Green Party will take reasonable precautions to protect such information from inappropriate disclosure. Managers and

other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

203 Employment Reference Checks

To ensure that individuals who join the Green Party are well qualified and have a strong potential to be productive and successful, it is the policy of the Green Party to check the employment references of all applicants.

Responses to requests for references from the Green Party will confirm only dates of employment, wage rates, and position(s) held.

204 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Green Party of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your immediate supervisor.

205 Probationary

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Green Party uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on a probationary basis for the first thirty calendar days after their date of hire. Employees who are promoted or transferred within the Green Party must complete a secondary probationary period of the same length with each reassignment to a new position. Any significant absence will automatically extend an probationary period by the length of the absence. If the Green Party determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

In cases of promotions or transfers within the Green Party, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Green Party's needs.

Upon satisfactory completion of the initial probationary period, employees are designated to their appropriate employment classification.

During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Green Party-provided benefits, subject to the terms and conditions of each benefits

program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Employment status is not changed during the secondary probationary period that results from a promotion or transfer within the Green Party.

206 Employment Applications

The Green Party relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

207 Reporting Structure and Performance Evaluations

The Steering Committee chooses a Supervisor for Employees.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the probationary period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position.

Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, define goals and criteria for meeting goals, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

208 Job Descriptions

The Green Party makes every effort to create and maintain accurate job descriptions for all positions within the organization. The Green Party maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

Job descriptions are prepared when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your supervisor if you have any questions or concerns about your job description.

209 Salary Administration

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of pay practices. The Treasurer is also available to answer specific questions about the salary administration program.

The Green Party will periodically review its salary administration program and may restructure it as necessary.

301 Employee Benefits

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible.

Some of the benefit programs that may be available to eligible employees include, but are not limited to, the following:

- Bereavement Leave
- Family Leave
- Flextime Scheduling
- Health Insurance
- Holidays
- Jury Duty Leave
- Paid Time Off (PTO)
- Personal Leave
- Voting Time Off
- Death Benefits

302 Holidays

The Green Party will grant paid holiday time off to all Regular Full-Time employees on twelve holidays each year. Each December 1st, a calendar will be published listing the holidays for each location. If not all of the holidays are assigned to a day the remainder will be scheduled as a floating holiday(s) subject to supervisory approval.

Holiday pay for hourly employees will be calculated on the average hours worked/day in the previous calendar quarter.

GREEN PARTY will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s) are:

- Regular Full-Time employees
- Regular Part-Time employees

303 Comp Time

An employee may choose to take comp time off after extraordinary work demands, to make up for time worked. Comp time must be approved in advance by your supervisor.

304 Workers' Compensation Insurance

The Green Party provides a comprehensive workers' compensation insurance program at no cost to employees, as required by law in the jurisdiction in which the employee is working.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be

reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

305 Time Off to Vote

The Green Party encourages employees to fulfill their civic responsibilities by participating in elections. If employees are unable to vote in an election during their nonworking hours, Green Party will grant up to 2 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled in a manner that provides the least disruption to office workflow.

306 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to five days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular Full-Time employees
- Regular Part-Time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The Green Party defines "immediate family" as the employee's spouse, domestic partner, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

307 Jury Duty

The Green Party encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request paid jury duty leave.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular Full-Time employees
- Regular Part-Time employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

The Green Party will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

308 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA), as amended from time to time, may give employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Green Party's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Green Party's group rates plus an administration fee. The Green Party provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Green Party's health insurance plan. The notice contains important information about the employee's rights and obligations.

309 Paid Time Off (PTO)

Regular Full-Time employees have the following paid time off:

- Twelve paid holidays per year
- PTO which accrues as follows:
 - During the first year of employment – 18 days
 - During the second year of employment – 24 days
 - During the third year of employment – 30 days
 - One additional day for each year thereafter

PTO accrues from the date of employment. Time off can be taken after the employee has worked for at least 90 days. PTO accrues monthly and must be used within eighteen months.

Regular Part-time employees have the following paid time off:

- Holiday pay, for holidays that fall on days they would have worked.
- PTO accrues at half the rate as Regular Full Time employees.

PTO must be approved in writing by your supervisor prior to taking the time off. In the case of illness, you must notify your supervisor as soon as possible.

310 Health Insurance

The Green Party may choose to offer a health insurance plan that provides certain employee classifications access to medical, dental, and vision insurance benefits.

Eligibility to participate in a plan, if offered, is subject to all terms and conditions of the agreement between the Green Party and the insurance carrier.

311 Death Benefits

Should an employee die during the term of employment, the Green Party shall pay to the employee's estate any compensation due through the end of the month in which the death occurred.

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Green Party to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Your supervisor will train you on the proper use of our electronic timekeeping system. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

402 Pay days

All employees are paid semi-monthly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Work performed from the first through the fifteenth of the month will be paid on or before the twenty second of the month. Work performed from the sixteenth through the end of the month will be paid on or before the seventh of the following month. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the Green Party. Employees will receive an itemized statement of wages when the Green Party makes direct deposits available upon the paying institution's website.

403 Progressive Discipline

The purpose of this policy is to state the Green Party's position on administering equitable and consistent discipline for unsatisfactory conduct or job performance. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the following four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. Whenever a disciplinary step is taken, the supervisor will make clear to the employee, in writing, the exact nature of the transgression, and what specific response from the employee is expected, including a time frame for such response.

Progressive Discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be

followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The Green Party recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive accountability steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive accountability.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Green Party.

404 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Green Party. Although advance notice is not required, the Green Party requests at least four weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

405 Employment Termination

Some of the most common circumstances under which employment is terminated are:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.

The termination in most cases will be preceded by progressive discipline, including but not limited to giving the employee an opportunity to improve their job performance and retain his or her job. The Green Party reserves the right to terminate an employee immediately under extreme circumstances, such as if the employee represents an imminent physical danger to himself or others.

The Green Party will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Green Party, or return of Green Party-owned property. Suggestions, complaints, and questions can also be voiced.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

406 Severance Pay

The Green Party may provide severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to the Green Party, as determined by the Green Party in its sole discretion. Severance pay may be provided to the following eligible employee classifications:

- Regular Full-Time employees
- Regular Part Time Employees

Any severance pay will be stated in the employee's employment agreement.

501 Safety

Employees are encouraged to offer ideas, concerns, or suggestions for improved safety in the workplace. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

502 Work Schedules

Work schedules for employees vary throughout our organization. You and your supervisor will define an appropriate work schedule for you, based on your needs and the needs of the organization.

503 Business Travel Expenses

The Green Party will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The Treasurer must approve all business travel in advance. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the Green Party will reimburse the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives. Employees are expected to limit expenses to reasonable amounts. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. When travel is completed, employees should submit completed travel expense reports within 30 days. Receipts for all individual expenses should accompany reports.

When an employee is using a personal vehicle for such approved travel, the Green Party shall reimburse the employee for the cost of travel based on the IRS Standard Mileage Rate in force at the time of the travel.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Green Party may not be used for personal use without prior approval.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

504 Workplace Violence Prevention

The Green Party is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Green Party has adopted the following guidelines to deal with intimidation, harassment, or other threats of violence that may occur during business hours or on its premises.

All threats of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor. This includes threats by employees, as well as threats by other Greens, customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Anyone determined to be responsible for threats of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment and/or legal action against the person responsible.

601 Medical Leave

The Green Party provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; and continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular Full-Time employees
- Regular Part-Time employees

Eligible employees may request medical leave only after having completed 60 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least thirty days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the employee's supervisor. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of twelve weeks within any twelve month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities. Subject to the terms, conditions, and limitations of the applicable plans, the Green Party will continue to provide health insurance benefits for the full period of the approved medical leave. Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Green Party with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Green Party will assume that the employee has resigned.

602 Family Leave

The Green Party provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to pregnancy, childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- Regular Full-Time employees
- Regular Part-Time employees

Eligible employees should make requests for family leave to their supervisors at least thirty days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of twelve weeks of family leave within any twelve month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than thirty calendar days. Employees may be required to first use any accrued paid leave time before taking unpaid family leave. Employee

couples may be restricted to a combined total of twelve weeks leave within any twelve month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, the Green Party will continue to provide health insurance benefits for the full period of the approved family leave. Benefit accruals, such as vacation, sick leave, and holiday benefits will continue during the approved family leave period.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the Green Party with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Green Party will assume that the employee has resigned.

701 Employee Conduct and Work Rules

The Green Party expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Failure to present appropriate appearance
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Unsatisfactory performance or conduct

702 Sexual and Other Unlawful Harassment

The Green Party is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color,

national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances, either verbal or physical, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

You should immediately report to your supervisor sexual or other unlawful harassment in the workplace that you experience or witness. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Steering Committee.

You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Steering Committee or your supervisor so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

703 Problem Resolution

The Green Party strives to ensure fair and honest treatment of all employees. Supervisors and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure detailed below. No employee will be penalized, formally or informally, for voicing a complaint with the Green Party in a reasonable manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps.

1. The employee presents the problem to their immediate supervisor within fourteen calendar days after the incident occurs. If the supervisor is unavailable, or the employee believes it would be inappropriate to contact that person, the employee may present the problem to the Steering Committee.
2. The supervisor responds to the problem during discussion, or within fourteen calendar days, after consulting with the appropriate management, when necessary. The supervisor documents the discussion.
3. The employee presents the problem to the Steering Committee within fourteen calendar days, if the problem is unresolved.
4. The Steering Committee reviews and considers the problem. The Steering Committee informs the employee of the decision within fourteen calendar days, and forwards a copy of the written response to the employee's file.

The employee may discontinue the procedure at any step.