**Employee Handbook Template**

*Attached is a sample Employee Handbook, which sets out employment guidelines and personnel policies on topics ranging from anti-harassment to social media to vacation and sick days. This handbook is solely intended to assist you in creating your own custom employee handbook; the actual policies and procedures of your organization will vary based on its size, benefits, culture and other factors. Although the primary purpose of an employee handbook is to orient new employees with your organization, a good handbook also emphasizes the employer’s rights and expectations. Please note that your organization is governed by federal, state and local employment laws and, accordingly, you should not use this sample handbook without first consulting a lawyer for your organization.*

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Generously prepared by Animal Defense Partnership.



# *This is a sample Employee Handbook and should not be relied upon without first consulting a lawyer for your organization*

# SANCTUARY X EMPLOYEE HANDBOOK

# INTRODUCTION

Welcome! We welcome you to Sanctuary X (“Sanctuary” or “Company”) and wish you every success here. We believe that each employee contributes directly to Sanctuary’s mission, and we hope you will take pride in being a member of our team.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, because it will answer many questions about employment with Sanctuary. Written employment contracts, signed by \_\_\_\_\_\_\_\_\_\_ and an individual employee, may supersede some of the provisions of this Handbook.

We hope that your experience here will be enjoyable, challenging, and rewarding.

This Handbook is intended to help employees get acquainted with Sanctuary. It describes, in general terms, some of our employment guidelines. We hope that it will serve as a useful reference document for employees throughout their employment at Sanctuary, even though it is not intended to be an official policy and procedures manual. Also, employees should understand that the Handbook is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of Sanctuary or its employees, with the exception of the at-will employment policies. This Handbook supersedes and replaces all previous personnel policies, practices, and guidelines, whether written or oral.

To obtain information regarding specific employment policies or procedures, whether or not they are referred to in this Handbook, employees should contact \_\_\_\_\_\_\_\_\_\_. Because Sanctuary is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this Handbook, or the policies and procedures on which they may be based, at any time without advance notice. For this reason, we urge employees to check with \_\_\_\_\_\_\_\_\_\_ to obtain current information regarding the status of any particular policy, procedure, or practice. No individual other than \_\_\_\_\_\_\_\_\_\_ has the authority to enter into any employment or other agreement that modifies Sanctuary policy. Any such modification must be in writing and signed by the affected employee and by \_\_\_\_\_\_\_\_\_\_.

This Handbook is the property of Sanctuary, and it is intended for personal use and reference by employees of Sanctuary during their employment.

Employees must sign and date the acknowledgment form at the back of this Handbook and return it to the Office Manager. This will provide Sanctuary with a record that each employee has received the Handbook.

# EQUAL EMPLOYMENT OPPORTUNITY

It is Sanctuary’s policy to provide equal employment opportunity for all applicants and employees. Sanctuary does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, military or veteran status, marital status, sexual orientation, gender identity or expression, genetic condition, or any other characteristic protected by applicable law. Sanctuary also 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, promotion, discipline, termination, and access to benefits and training.

Employees with questions or concerns about equal employment opportunities are encouraged to bring these issues to the attention of their immediate supervisor or \_\_\_\_\_\_\_\_\_\_. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

# POLICY AGAINST HARASSMENT

Sexual harassment and other prohibited forms of harassment are illegal. Sanctuary is committed to providing a workplace free of sexual harassment, as well as harassment based on such factors as race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, military or veteran status, marital status, sexual orientation, gender identity or expression, genetic condition, or any other characteristic protected by applicable law. Sanctuary strongly disapproves of and will not tolerate harassment of employees by managers, supervisors, or co-workers. Similarly, Sanctuary will not tolerate harassment by its employees of non-employees with whom Sanctuary employees have a professional relationship. Sanctuary also will attempt to protect employees from harassment by non-employees in the workplace.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, derogatory comments, epithets, slurs, jokes, statements, leering, gestures, pictures, or cartoons regarding an employee’s race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, military or veteran status, marital status, sexual orientation, gender identity or expression, genetic condition, or any other characteristic protected by applicable law.

Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct such as requests for sexual favors, physical conduct (e.g., touching, assault, blocking movements), conversation containing sexual comments, offering employment benefits in exchange for sexual favors, graphic verbal comments about an individual’s body, suggestive or obscene letters or notes, and unwelcome sexual advances.

All such harassment, regardless of form, is a violation of Sanctuary’s policies, which may subject the harasser to disciplinary action (up to and including termination) and/or personal liability for any such unlawful conduct under state and federal laws. Harassing behavior is unacceptable in the workplace itself as well as in other work-related settings, such as Sanctuary -related trips, social events, and other similar circumstances.

Any incident of harassment, including work-related harassment by any Sanctuary personnel or any other person, should be reported promptly to the employee’s supervisor or manager (or to any other member of management) or to \_\_\_\_\_\_\_\_\_\_. Managers who receive complaints or who observe harassing conduct should inform \_\_\_\_\_\_\_\_\_\_ immediately. Sanctuary emphasizes that an employee is not required to complain first to his or her supervisor if that supervisor is the individual who is harassing the employee. Prompt reporting of any harassing conduct enables Sanctuary to respond promptly and take appropriate action, and helps Sanctuary maintain an environment free of harassment for all employees.

Every reported complaint of harassment will be documented and will be investigated thoroughly, promptly, and in a confidential manner. Sanctuary will not reveal the names of participants, the facts of an investigation, or any written information regarding an investigation to anyone not directly involved in the investigation, except to the extent required by law or appropriate to resolve the matter.

Upon completion of the investigation, Sanctuary will communicate its findings and intended actions to the complainant and alleged harasser as expeditiously as possible. If the investigator finds that harassment occurred, the harasser will be subject to appropriate instructive and/or disciplinary procedures. In the case of Sanctuary employees, disciplinary action for a violation of this policy may range from verbal or written warnings up to and including immediate termination, depending upon the circumstances. With regard to acts of harassment by contactors or vendors, corrective action will be taken after consultation with the appropriate management personnel.

# POLICY AGAINST RETALIATION

Sanctuary will not tolerate retaliation against any employee for cooperating in an investigation or for making a good faith report of a violation of any of Sanctuary’s policies. Retaliation itself is a serious violation of Sanctuary policy and should be reported immediately. Any person who engages in retaliatory conduct towards any employee who cooperated in an investigation or reported a potential violation of Sanctuary policy will be subject to discipline, up to and including termination.

# NATURE OF EMPLOYMENT

Unless an employee has a written contract of employment for a defined term signed by the employee and \_\_\_\_\_\_\_\_\_\_, all employment at Sanctuary is “at-will.” This means that employment with Sanctuary is voluntarily entered into, and the employee is free to resign at any time, with or without notice and with or without cause. Similarly, Sanctuary may terminate the employment relationship at any time, with or without notice and with or without cause. Employees also may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the sole discretion of Sanctuary.

The policies set forth in this Handbook are not intended to create a contract of continued employment between Sanctuary and any of its employees. No individual other than \_\_\_\_\_\_\_\_\_\_ has the authority to enter into any employment or other agreement that modifies Sanctuary policy. Any such modification must be in writing and signed by the affected employee and by \_\_\_\_\_\_\_\_\_\_. Employees should be aware that in the absence of a writing signed by the affected employee and by \_\_\_\_\_\_\_\_\_\_ that expressly provides for employment for a specified term, no policy, practice, procedure, statement, or action of Sanctuary or any individual at Sanctuary may alter, modify, or waive the “at-will” nature of employment with Sanctuary in any way or at any time.

# PAY DAYS

#### Regular Pay Days

Employees are paid twice monthly – on the 15th of each month (or the nearest business day) and the last business day of each month.

#### Payment Upon Resignation or Termination

If an employee resigns, his or her paycheck will be available on the final day of work provided the employee has given at least 72 hours’ prior notice. If an employee resigns without giving 72 hours’ notice or fails to return to work following resignation, his or her paycheck will be mailed by regular mail to his or her last known address not later than 72 hours after the date when an employee is considered to have resigned. If an employee is terminated involuntarily, his or her paycheck will be available at the time of discharge. The employee’s final paycheck will include payment for all wages due and not previously paid, and for accrued but unused vacation time, minus deductions authorized by law.

# COMPUTER SYSTEMS AND ELECTRONIC MAIL

## Use of Computer Systems and Electronic Mail

Company provides computer systems and electronic mail capabilities for the use of employees to facilitate Company business. Incidental personal use of Company computer and e-mail systems is permitted so long as it does not interfere with job performance and is otherwise in compliance with this policy.

Inappropriate use of Company’s computer and e-mail systems is prohibited. Inappropriate use includes, but is not limited to, the following: accessing, copying, saving, storing, transmitting, displaying, downloading, printing or distributing messages, text, images or other data that are harassing, derogatory, defamatory, obscene, offensive or unprofessional, including material that is sexually explicit or disparaging of others based upon their race, national origin, sex, disability, sexual orientation, age, religion, political beliefs or any other characteristic protected by law. Additionally, employees should not download or install any software without prior authorization from their supervisor.

Employees should not attempt to gain access to another employee’s personal computer files or e-mail messages without the latter’s express permission. Access by any user of any other user’s files, e-mail or other information not for purposes of Company business and without the other user’s consent is against Company policy. However, such access is available. Accordingly, any user who stores personal files or other information, or sends personal messages, on Company’s electronic equipment assumes the risk of unauthorized access by other users.

## Company Monitoring

Company reserves the right to monitor employee use of Company’s computer and e‑mail systems at any time. Employees should not consider their use of Company’s e-mail, internet usage, or instant messaging to be private or confidential. This includes employees’ use of a personal internet account on Company equipment. To the contrary, Company expressly reserves the right to monitor, copy, delete and/or disclose any and all documents, data, messages, or other files stored on Company’s computers and e-mail systems. In addition to any cost reimbursement specified by this policy, violation of this policy can result in disciplinary action, up to and including termination of employment.

System security features, including passwords and message delete functions, do not neutralize Company’s ability to access any file or message at any time, including after deletion by the employee.

# SOCIAL MEDIA POLICY

At Sanctuary we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your personal use of social media, we have established these guidelines for appropriate use. This policy applies to all Sanctuary employees’ personal social media use.

Certain employees are expected to use social media as part of their Company-related duties. Such employees should consult with their supervisor for a separate set of guidelines regarding social media use.

### Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Sanctuary, as well as any other form of electronic communication.

The same principles and guidelines found in Sanctuary’s policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects contractors, suppliers, people who work on behalf of Sanctuary or Sanctuary’s organizational interests may result in disciplinary action up to and including termination.

### Know and Follow the Rules

### Carefully read these guidelines, as well as Sanctuary’s Policy Against Harassment and if you use a computer at work, Sanctuary’s Computer Systems and Electronic Mail Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### Be Respectful

Always be fair and courteous to fellow employees, contractors, suppliers or people who work on behalf of Sanctuary. Do not post statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, suppliers or contractors, that might constitute harassment or bullying, or that contain content to which you do not own the rights. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Sanctuary policy.

### Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Sanctuary, fellow employees, contractors, suppliers, people working on behalf of Sanctuary or other organizations.

### Confidentiality and Appropriate Content

Maintain the confidentiality of Company’s trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal confidential communications.

Do not create a link from your blog, website or other social networking site to a Company website without identifying yourself as a Company employee.

Express only your personal opinions. Never represent yourself as a spokesperson for Company. If Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Company, fellow employees, contractors, suppliers or people working on behalf of Company. If you do publish a blog or post online related to the work you do or subjects associated with Company, make it clear that you are not speaking on behalf of Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Sanctuary.”

### Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Do not use Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

### Media Contacts

## Employees should not speak to the media on Company’s behalf. All media inquiries should be directed to \_\_\_\_\_\_\_\_\_\_.

# RETURN OF PROPERTY

Employees are responsible for all Company property, materials or written information issued to them or in their possession or control.

All Company property must be returned by employees on or before their last day of work. Company will take all appropriate action to recover or protect its property.

# SAFETY AND HEALTH

Employees injured on the job, regardless of the severity of the injury, must report the injury to the Office Manager and file a Worker’s Compensation accident report as soon as practicable. Each employee’s cooperation in completing the necessary medical forms and accident reports is essential as Company may be required to submit documentation about an injury or illness to appropriate agencies. A neglected injury can become a serious problem if not treated promptly. If the injury is serious, the injured employee will be taken to the nearest medical facility for treatment.

In the event of an emergency that warrants evacuation, employees should leave the building using the nearest available exit and assemble in the appropriate designated area outside the building.

# POLICY CONCERNING VIOLENCE IN THE WORKPLACE

## Statement of Policy

Sanctuary recognizes that workplace violence is a growing concern among employers and employees across the country. Sanctuary is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, contractors, visitors, or anyone else on Company premises or engaging in a Company-related activity from behaving in a violent or threatening manner. As part of this policy, Sanctuary seeks to prevent workplace violence before it begins, and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Sanctuary believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs, and has established procedures for responding to any situation that presents the possibility of violence.

## Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, consultant, contractor, visitor, or anyone else, he or she must notify the Office Manager or \_\_\_\_\_\_\_\_\_\_ immediately.

Further, employees should notify the Office Manager or \_\_\_\_\_\_\_\_\_\_ if any restraining order is in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace.

## Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Company will inform the reporting individual of the results of the investigation. To the extent possible, Company will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. Company will not tolerate retaliation against any employee who reports workplace violence.

## Corrective Action and Discipline

If Company determines that workplace violence has occurred, Company may take appropriate corrective action and may impose discipline on offending employees. The appropriate discipline may depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, Company will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

# DRUG-FREE WORKPLACE

It is Company’s policy to maintain a drug and alcohol free workplace. Accordingly, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal

narcotics, drugs, or controlled substances by Company employees while engaged in Company-related tasks or activities or on Company premises is prohibited. Employees are also prohibited from reporting to work while under the influence of alcohol, illegal narcotics, drugs or other controlled substances, except if the controlled substances are taken pursuant to the instructions of a licensed health care provider. In the case of any criminal drug statute conviction for a violation occurring on Company’s premises or while engaged in Company-related tasks or activities, employees are required to notify the Office Manager or \_\_\_\_\_\_\_\_\_\_ within five (5) days of such conviction.

For purposes of this policy, an unlawful controlled substance is any drug that cannot be obtained legally or although available legally, has been obtained illegally. Employees suspected of possessing or using alcohol, illegal narcotics, drugs, or other controlled substances (other than controlled substances that are taken pursuant to the instructions of a licensed health care provider) at the workplace are subject to inspection and search, with or without notice. Employees’ personal belongings, including any bags, purses, briefcases, and clothing, and all Company property, including desks or lockers also are subject to inspection and search with reasonable cause, with or without notice.

Alcohol consumption at approved Company events must remain below the level where it appears to impair or actually impairs an employee’s ability to perform his/her duties or interact with the public. Employees who choose to drink should do so in moderation and should not operate any motorized vehicle while under the influence of alcohol.

# VACATION AND SICK LEAVE POLICY

Vacation

All full-time employees are entitled to paid vacation time in accordance with this policy unless another policy is made specifically applicable to an employee. When an employee begins working for Sanctuary, he or she will accrue \_\_ vacation days per year. [In each subsequent year, the employee will accrue one additional day of vacation. Therefore, in the employee’s second year of employment, he or she will accrue \_\_ days of vacation. Employees will continue accruing one additional day of vacation, until he or she begins earning Sanctuary’s maximum annual accrual of \_\_ vacation days per year.]

All paid vacation is accrued on a semi-monthly basis. Paid vacation will not accrue during an unpaid leave of absence. Paid vacation [may/may not] be carried forward into the next year.

Requests for paid vacation should be submitted to \_\_\_\_\_\_\_\_\_\_who will, in turn, approve or deny your request. Time away from work is arranged with consideration for both the desires of the employee and the needs of Company. While Company will strive to accommodate each employee’s request, Company reserves the right to schedule paid vacation in a manner that meets its operational needs.

All paid vacation is paid at the employee’s base pay rate at the time the paid vacation is taken. Paid vacation is not considered as time worked for the computation of overtime.

Upon termination of employment, the employee will be paid for any unused accrued paid vacation at the employee’s pay rate in effect at that time.

Sick leave

Sanctuary offers paid sick leave to employees to allow them to take paid leave for the employee or employee’s family member’s diagnosis, care, or treatment of an existing health condition or for preventive care. Paid sick leave is not to be used for vacation or other personal leaves that do not fall within these reasons.

For the purposes of this policy, the term “family member” includes an employee’s child, spouse, registered domestic partner or one designated individual in lieu of a spouse or registered domestic partner, parent, grandparent, grandchild, or sibling.

When using paid sick leave, if the need for leave is foreseeable, employees must provide the Company with advance notice. However, if the need for leave is unforeseeable, employees should notify the Company as soon as possible, but no later than the beginning of the workday.

Employees are entitled to \_\_\_ days of paid sick leave per year. Unused sick leave may not be carried forward.

When applicable, employees may also use accrued vacation time for the purposes outlined in this sick leave policy.

Paid sick time has no cash value, and unused sick time is not paid out upon termination of employment.

# BENEFITS

### Group Insurance Benefits

Information regarding current plans is distributed at the time of hire, upon becoming eligible and during annual renewal periods. This information is also available from the Office Manager upon request.

### 401(k)

Employees will be eligible to join Company’s 401(k) plan beginning 3 months after their start date. Details on the 401(k) plan will be provided at the time of hire.

### Workers’ Compensation Insurance

Company provides a comprehensive workers’ compensation insurance program as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. Compensation payments begin from the first day of an employee’s hospitalization or after the third day following the injury of an employee who is not hospitalized. The cost of this coverage is paid completely by Company.

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.

Neither the Company nor the insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social or athletic activity even if sponsored by the Company.

# EXPENSE REIMBURSEMENT

Company will reimburse all business related expenses, pursuant to Company policy. While traveling on business, be sure to keep a copy of your receipts for submission for reimbursement (photos/scans of receipts are acceptable).

Travelers should purchase the lowest available economy/coach class airfare that meets the business needs of the travel. Business class seating may be used only if \_\_\_\_\_\_\_\_\_\_ approves it in writing in advance. \_\_\_\_\_\_\_\_\_\_ will consider approving business class travel if it is appropriate under the circumstances and the flight segment has a scheduled in-air flying time in excess of seven hours.

# HOLIDAYS

Sanctuary provides regular full-time employees the following paid holidays each year: New Year’s Day; Martin Luther King, Jr. Day; Presidents’ Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; the Friday after Thanksgiving; and Christmas Day.

Sanctuary will determine the appropriate day of observation of each holiday. When a holiday falls on a Saturday or Sunday, the previous Friday or following Monday, respectively, will normally be observed as the holiday.

For each designated holiday, eligible employees will receive a day off with pay at their regular straight time rate. However, management may, at their discretion, require an employee to work on a scheduled holiday and may provide an alternative designated holiday.

Regular part-time and temporary employees are not eligible for holiday pay and will only be paid (their regular pay) if they actually work on the holiday.

From time to time, the office may be closed. This time may be paid or unpaid based solely at the discretion of management, subject to applicable law. Management will notify employees of payment status prior to the beginning of the closure.

# LEAVES OF ABSENCE

## **PARENTAL Leave**

Regular full-time employees who have been with Sanctuary for at least one year are eligible to receive twelve (12) weeks of unpaid parental leave at the time of birth or adoption of the employee's child. This parental leave must be completed within 3 months of the child's birth or adoption.

## **OTHER Leaves of Absence**

Employees will be granted a leave of absence as required by law for the purpose of fulfilling any required legal or military obligation (e.g., jury duty, appearance as a witness in a legal proceeding, military reserve duty, or performance of emergency duty by a volunteer firefighter, reserve peace officer, or emergency rescue personnel). Employees are required to provide reasonable advance notice of any need for such leave and are expected to return to work each day or portion of the day that they are not selected for jury duty or called as a witness. In the event you are selected to serve on a jury, Company will pay your full compensation for a maximum of 10 days. Employees must present the notice of Jury Summons to his/her supervisor. For all other leaves, and for any jury duty that extends beyond 10 days, no salary will be paid for workweeks in which no Company work is performed.

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two (2) days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee’s regular shift, whichever will allow the most free time for voting and the least time off from work.

Employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or an ADA-qualified disability. Unless the employee applies accrued leave, disability leaves under this section will be unpaid. The duration of a disability leave shall be consistent with applicable laws but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation.

## **Return from Leave**

Either before or during any leave, an employee must inform the Office Manager or \_\_\_\_\_\_\_\_\_\_of the employee’s expected date of return from leave. Failure to return from any leave by the expected date of return without prior approval of Company may result in termination of employment. The expected date of return from leave *may* be extended (and only if Company is notified in writing in advance). Exceptions to this policy will be made only under unusual circumstances, and only at the discretion of Company.

# OPEN DOOR

Sanctuary has an Open Door Policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to talk them over with their supervisor or any other management representative with whom they feel comfortable. Sanctuary believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise their work-related concerns with their immediate supervisor, or other management representative of their choice, as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although Sanctuary cannot guarantee that in each instance the employee will be satisfied with the result, Sanctuary will attempt in each instance to explain the result to the employee if the employee is not satisfied. Sanctuary will also attempt to keep all such expressions of concern, the results of its investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be appropriate or required by law. No employee will be disciplined or otherwise penalized for raising a good faith concern.

# ACKNOWLEDGMENT OF RECEIPT

Employee Name:

**PLEASE READ THE EMPLOYEE HANDBOOK WITHIN ONE WEEK OF RECEIPT, SIGN AND DATE THIS PAGE, AND RETURN THIS PAGE TO THE SANCTUARY’S OFFICE MANAGER.**

I acknowledge that I have received a copy of Sanctuary’s Employee Handbook. I understand that I am responsible for knowing and adhering to the policies set forth in the Handbook during my employment with Sanctuary. I understand that the policies contained in the Handbook are not intended to create any contractual rights or obligations, with the exception of Sanctuary’s at-will employment policy. I further understand that Sanctuary reserves the right to amend, interpret, modify, or withdraw any portion of this Handbook at any time. I understand and agree that if the terms of this Acknowledgment are inconsistent with any policy or practice of Sanctuary now or in the future, the terms of this Acknowledgment shall control.

I further understand and agree that unless I have a written contract of employment for a defined term signed by \_\_\_\_\_\_\_\_\_\_, my relationship with Sanctuary is “at-will,” which means that my employment is for no definite period and may be terminated by me or by Sanctuary at any time and for any reason with or without cause or advance notice. I also understand that Sanctuary may demote or discipline me or alter the terms of my employment at any time at its discretion, with or without cause or advance notice. I understand that no policy, statement, conduct, or action on the part of Sanctuary or any Sanctuary personnel may alter or waive the at-will nature of my employment at any time or under any circumstances. I understand that in the absence of a writing signed by me and by \_\_\_\_\_\_\_\_\_\_ thatexpressly provides for employment for a specified term, no policy, practice, procedure, statement, or action of Sanctuary or any individual at Sanctuary may alter, modify, or waive the at-will nature of employment with Sanctuary in any way or at any time.

Finally, I agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, and I agree that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

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