



Employee Handbook

Effective January 1, 2025
Supersedes all prior Policies and Procedures

Corporate Office:
6363 De Zavala Road
San Antonio, Texas 78249
Phone: (210) 431-6466
HR Fax: (210) 431-6472

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AT-WILL STATEMENT

This Handbook, which contains a summary of Endeavors Employee benefits, personnel policies, and workplace practices is effective October 1, 2020, and supersedes all other Employee manuals, policies and previous practices. Endeavors reserves the right to change, supplement, rescind, or deviate from the policies as it deems appropriate, in its sole and absolute discretion. These policies may not be changed without the written approval of the Chief Executive Officer (CEO).

The contents of this handbook are presented as a guideline only and do not constitute a contract of employment or of any particular policy or benefit. **Employment with Endeavors is on an at-will basis.** Accordingly, employment may be terminated at any time by Endeavors or the Employee, for any reason or no reason, with or without notice. This disclaimer does not affect an employee's right to alter this at-will status through a collective bargaining agreement.

If you have any questions about any matters addressed in this Handbook, or any policies of Endeavors, contact your Supervisor, Human Resources, or the CEO for clarification.

Endeavors' corporate office is in San Antonio, Texas and this handbook reflects policies and practices that are in accordance with federal law and the state of Texas. Endeavors' policies and practices will be modified to the extent necessary to comply with all applicable state laws in whatever state Endeavors has employees. Modified policies will be provided to all employees within each state. Texas employees temporarily working in another state remain Texas employees, but may be subject to some regulations in the state they are temporarily working.

MISSION STATEMENT

Endeavors passionately serves vulnerable people in crisis through our innovative, personalized approach.

VISION

We are committed to providing a helping hand to restore dignity and improve the quality of life for every client, every time, in every community we serve.

Our Core Values

Accountability and Integrity

We exhibit integrity and accountability in all interactions with our clients, coworkers, and stakeholders by maintaining transparency, doing what is right and assuming complete ownership and responsibility for our actions.

Care and Compassion

We deliver all services with care and compassion using a person-centered approach to ensure clients feel safe, valued, and understood. We are active listeners and respectful communicators, exhibiting empathy in all that we do.

Teamwork

We are committed to a culture that combines mutual respect and the open sharing of thoughts and ideas with the willingness of individuals to work collaboratively in support of our client, employee, and stakeholder needs and to achieve the common goals of the organization.

Commitment to Making a Difference

Our work will have a measurable impact on the lives of the people and communities that we serve.

Community Involvement

We believe in the value of engagement with stakeholders and other community representatives to bring positive change to the communities where we deliver services.

Our Work

Endeavors is a national non profit that assists more than 100,000 clients each year.

Our work centers around homelessness, unemployment, child abuse, disabilities, and disasters by connecting individuals and families to services like education, crisis intervention, case management, homeless prevention services, parent training, practical life skills, and vocational support, training, and employment.

Our Approach

Endeavors is a dynamic organization, always seeking to improve.

By hiring the best and brightest employees, constantly taking inventory of our work, and embedding our mission and values into each part of our organization, it is our greatest hope that we are able to measurably improve the lives and livelihoods of our customers in efficient, sustainable ways.

Endeavors is a faith-based organization based on Judeo Christian principles. The five churches that founded our organization in 1969 followed these principles while providing social welfare services to the community. We practice diversity and inclusion with our employees and those we serve. We welcome participation in our beliefs while respecting the beliefs of others. We accomplish the intent of our founders by seeking to provide expanded services in our community.

Non-Proselytizing Policy

Endeavors will not proselytize, nor will we enter or maintain business relationships with entities or individuals who require proselytizing as a part of their work with Endeavors. This means Endeavors will not enter or maintain business relationships on the express or implied condition that the people we serve must follow, or convert to, particular religious beliefs; or promote or condone messaging while we are providing services that is meant to induce those we serve to convert to a particular faith.

For the purposes of this Employee Handbook, we will refer to Chief Executives, Sr. Directors, Directors, Managers, Supervisors and Leads collectively as "Leadership." Employees report to Leadership directly as their Chain of Command.

CHILD & ELDER ABUSE

Endeavors' programs are committed to the physical, emotional, spiritual, intellectual, and social well-being of children, seniors, and those with disabilities. Therefore, we will pursue all reasonable measures to assist those maltreated. Endeavors will:

- Cooperate with official child and adult protective agencies in identifying and reporting suspected abuse and neglect;
- Provide abuse awareness in-service education, including legal requirements, for child care personnel;
- Encourage inclusion of appropriate abuse awareness education in all facilities; and
- Provide guidelines for reporting and follow-up by personnel.
- Ensure all suspected abuse must be reported to a supervisor.

CONFIDENTIALITY

You will be held responsible for respecting the confidentiality of all information you have access to or become aware of in the course of your employment. Endeavors' proprietary and confidential information are and shall remain the property of Endeavors. Confidential client information must not be disclosed or used on behalf of anyone other than Endeavors, either during your employment or at any time thereafter, unless authorized or legally obligated to do so.

You have signed a Code of Business Ethics pledging to protect and not misuse confidential information. The unauthorized possession, use, copying or disclosure of confidential or proprietary information may result in disciplinary action up to and including termination. Contact your leadership if you have questions regarding this policy.

CRIMINAL BACKGROUND CHECK

Depending upon the position offered, you may be required to authorize Endeavors to conduct a criminal background check on you. Updated criminal background checks will be conducted on an as needed basis. As required by state or federal law or regulations, individuals hired for certain positions will be required to provide their fingerprints for additional background checks..

If an applicant begins employment before completion of a criminal background check, such employment is contingent upon satisfactory criminal background check results.

Failure to disclose requested information may result in termination. A criminal conviction will not necessarily disqualify an applicant from employment. The date and nature of the offense and the position for which the applicant is applying will be considered.

DRESS CODE AND GROOMING

The Endeavors casual dress code policy is designed to promote a comfortable work environment, but also provide clear guidance on professional appearance standards when meeting with customers and professional colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

Leadership is responsible for oversight, implementation and direction of this policy. While the policy provides minimum standards of appearance, Leadership can issue more restrictive guidance when warranted. At its discretion, Leadership can enforce business casual or business formal environments on days when scheduled visitors will be in the office.

Endeavors must ensure each employee is well groomed and follows minimum standards of dress code guidelines at all times, but especially when representing Endeavors to the public.

Endeavors wants employees to be comfortable at work while maintaining a high level of professionalism in the services that we provide. This means that if you work behind the desk or in the field, then you can wear khakis, jeans, casual shoes and a collared or company polo shirt to conduct day-to-day business. Program Directors, executive staff and above will maintain business casual attire throughout the week and will observe casual Fridays where applicable.

A casual dress code policy does not mean that what you would wear to the beach, yard work, club or gym are appropriate for a professional, casual work environment. Clothing that reveals cleavage, your back, your chest, your stomach or your underwear is never appropriate for a place of business. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. The key is casual, comfortable and practical for work. Any items that are distracting or offensive to others will not be acceptable.

Specific clothing that is not allowed to be worn by employees while working includes, but is not limited to, the following:

- tattered jeans, jeans with decoration (rhinestones, excessive stitching) or shorts
- shirts with language or graphics that are sexually explicit, or otherwise offensive
- attire that is revealing or provocative
- flip-flops or any type of loose footwear
- sweat suits
- see-through blouses or shirts
- sports bras, halter tops, or similar attire
- tank tops/spaghetti straps
- clothing that allows bare midriffs

In cases where you will visit clients or customers, business casual attire is the expectation. Employees working in programs such as DCM or Outreach should comply with a dress code appropriate to the work environment.

Contact Human Resources if, based upon your sincerely held religious beliefs, you need a reasonable accommodation to this policy.

DRIVING HISTORY / MOTOR VEHICLE REPORT

If you are in a position that requires, or may require the operation of an Endeavors vehicle or you drive any vehicle in relationship to any Endeavors business you must have a valid driver's license, current insurance and an acceptable driving record. Drivers may be required to submit to a drug test and will participate in driver safety and fleet management training.

A motor vehicle report (MVR) may be run upon hire and annually thereafter. Refusal to sign the authorization or unacceptable results will result in either removal from the position, transfer to another position, or termination of employment. You are required to report motor vehicle accidents or moving violations to your supervisor by the end of your shift.

DRUG-FREE WORKPLACE

It is the objective of Endeavors to provide a safe workplace and to promote high standards of employee health, safety and productivity. Further, it is our objective to protect Endeavors property and maintain a favorable public image. This policy applies to all employees, contractors, interns, and temporary workers.

Endeavors is committed to maintaining a safe, productive work environment at all Endeavors facilities and work sites and to safeguarding Endeavors property. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol and/or drugs and/or inhalants and/or controlled substances in the workplace is prohibited because it is unsafe and it undermines employee productivity, the quality of Endeavors' services, and the Endeavors image. For these reasons, Endeavors has implemented this Drug-Free Workplace Policy.

Endeavors reserves the right to inspect and search our premises for these substances. We reserve the right to conduct random alcohol and drug tests at any time. The search may include, but not be limited to, desks, lockers, cabinets, furniture, personal items brought onto Endeavors premises (*e.g.*, purses, backpacks, briefcases, etc.) and all other areas on or about the Endeavors premises. *Employees have no reasonable expectation of privacy for any use of company property or for their personal items on Endeavors premises.* If you violate this policy, refuse to be tested, or provide false information, you will be subject to disciplinary action up to and including termination.

Endeavors may report confirmed information concerning a violation of this Policy to appropriate law enforcement officials. Any drugs, paraphernalia or substances found on Endeavors premises will be turned over to the custody of law enforcement officials. Endeavors will cooperate in the prosecution of any violator of the law.

If an employee is convicted of violating a criminal drug statute occurring in the workplace, the employee must notify Human Resources and his/her Leadership no later than five (5) calendar days after such conviction.

New hires will be given a copy of this policy on the first day of employment. A signed Acknowledgment of this policy will be obtained from each employee and this form will be kept in the employee's personnel file.

Prohibited Conduct

We are committed to having a drug-free workplace. In that connection, for purposes of this policy, the mere intake of illegal drugs constitutes substance abuse and is prohibited. The sale, purchase, manufacture, distribution, transfer, possession, or use of drugs or drug paraphernalia, or the abuse or being under the influence of drugs or alcohol in the workplace are strictly prohibited when you report to work, are present at the workplace, in vehicles on Endeavors business, or when performing any work for or on behalf of Endeavors.

Definitions

- **Endeavors Premises** – includes all property owned, leased, used or under the control of Endeavors, including, but not limited to, all inside and outside areas, parking lots, restrooms, lockers, desks, Endeavors vehicles, and private vehicles on Endeavors premises or used in connection with Endeavors business.
- **Drugs** – includes abuse of prescription drugs, abuse of over-the-counter medications or other substances; use of illegal drugs, alcoholic beverages, inhalants, and “synthetic” or “designer” drugs. This Policy does not apply to legally prescribed medications for which the employee has in his/her possession a current prescription when taken as directed by the employee’s healthcare provider and which do not impair the employee’s job performance or safety of the employee or other persons. All other prescribed drugs are deemed “drugs.” Endeavors may test applicants and employees for the presence of drugs and/or alcohol. The company also reserves the right to conduct random drug testing.
- **Drug Paraphernalia** – are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs, alcohol or inhalants.
- **Policy** – means the Drug-Free Workplace Policy.
- **Reasonable Suspicion** – is a belief based upon objective facts sufficient to lead a reasonably prudent person to suspect that an employee is using or under the influence of drugs or alcohol.
- **Transacting Endeavors Business** – means any activity performed while in the course and scope of Endeavors employment, on or off Endeavors premises.
- **Under the Influence** – is defined as the mere intake of “drugs.”

Procedure for Reasonable Suspicion

It is the responsibility of all employees to report any violation or breach of this Policy and to cooperate in any resulting investigation. If Leadership or a co-worker has a reasonable suspicion that an employee has reported to work or is present on Endeavors premises, in a Endeavors vehicle, or is transacting Endeavors business while under the influence of drugs or alcohol, they must immediately notify Human Resources.

Employees are subject to testing based upon (but not limited to) observations by supervision of apparent workplace use, possession or impairment, or on-the-job injury. Human Resources

must be consulted before sending an employee for testing. After such approval, the employee's supervisor will direct the employee to complete a drug test. The employee will be escorted by his/her Leadership to the drug testing facility. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. The escort will make arrangements for the employee to be transported home.

Employees will not be paid pending the results of the drug test. If the test results are negative, the employee will receive pay for the time missed to take the test as well the time away from work waiting for the test results.

Positive Test Result

Employees and applicants are responsible for notifying the testing facility of any legal medication or over the counter drug or of any reason that could cause positive test results. Endeavors will request that the testing facility run a confirmatory test on any positive test result. If the confirmatory test is positive, applicants will not be hired and employees will be subject to disciplinary action, up to and including termination.

Confidentiality and Privacy

Endeavors is concerned with employee privacy. Any information regarding an employee's dependency on drugs or alcohol, treatment of drug or alcohol abuse, and the results of a drug or alcohol testing will be kept as confidential as possible and disclosed only on a need-to-know basis.

GIFTS/PRIZES

Endeavors employees are encouraged to use their best judgement when offered gifts, money, or prizes by clients or vendors. For guidance, please refer to Endeavors Organizational Code of Conduct and Ethical Standards Policy and Procedure. Standard 5.1

ELECTRONIC SYSTEMS AND COMMUNICATIONS

Endeavors uses electronic and communication systems to support and enhance business operations. These include computer hardware and software, internet/online services, mobile devices, e-mail systems, copiers, printers, scanners, facsimile and telephones. All electronic systems and data (e-mail, computer data, faxes and voice mail etc.) are the property of Endeavors. Employees should refrain from using Endeavors equipment to check personal email accounts for cybersecurity reasons. The Mobile Device Management Standards and Guidelines must be adhered to so that Endeavors may document the security and configurations standards, including set-up, groups, roles, responsibilities and privileges for in-scope mobile devices using Mobile Device Management (MDM) applications provided by Endeavors.

You are expected to respect all copyrights, license agreements, property rights, and the privacy of others. Modifying or changing any electronic systems, including the loading of software programs must have prior approval from the IT department.

The content of all e-mails, instant messages, text messages, fax's, copies, telephone calls as well as all types of files created, modified or saved on the computer must conform to Endeavors' policies and ethical business standards. Use of electronic systems, including

internet/online services, for activities such as solicitation of goods; sending or forwarding computer spam, destructive viruses, files or programs; or accessing/communicating in any way material that would violate Endeavors' Harassment and Discrimination Policy is prohibited. When an employee's interest is averse to the company's, the employee is not authorized to use company computers or systems.

You have no reasonable expectation of privacy with respect to information stored in either a server or shared internet storage by Endeavors, or on the hard drive of any individual computer, including the one you are assigned to use, within any of the offices or facilities.

Endeavors reserves the right to maintain the security and integrity of its electronic systems. To the extent permitted by applicable state and federal law, Endeavors may log into, intercept and read the entire content of any electronic message, telephone or voice mail communication or data transmitted or stored in Endeavors' systems. This includes computer files, electronic messages, e-mail and voice mail that have been deleted by users. Electronic communications and data are company property; employees have no reasonable expectation of privacy in their company email, voicemail, text messages or any other information stored or accessed on company computers.

All email is subject to review by management. Your use of the email system grants consent to the review of any messages to or from you stored in the system, in printed form or in any other medium.

In line with our general non-solicitation policy, email must not be used to solicit for outside business ventures, personal parties, social meetings, charities, membership in any organization, political causes, religious causes or other matters not connected to the company's business.

Examples of prohibited uses of email, text messages and social media include, but are not limited to:

- Viewing, storing, soliciting, or forwarding pornographic images or other perceived obscene, racist, or harassing materials.
- Sending electronic mail that is non-business related, obscene, racist, harassing, jokes, violent, or otherwise offensive.
- Solicitation, distribution or forwarding electronic games, music, video, or other non-business-related materials.
- Solicitation, distribution or forwarding of non-work-related information, such as requests for signatures, charitable contributions, support of political or organizational activities.
- Requests for donations.
- Bidding/purchasing of merchandise or services.
- Forwarding electronic chain letters

Cellular Phones

Endeavors will offer the option of a company cell phone or a stipend for cellular phone service to employees whose duties and responsibilities require cellular wireless access to telephone and/or data service. See the Technology and System Plan Policy and Procedure (L-1 Stipend Plan) for full explanation.

A monthly stipend may be issued to those employees whose duties require the use of a cell phone. The employee would be responsible for acquiring a cell phone account and cell phone, and would bear all costs for equipment and services. Employees who are eligible for a stipend must submit reimbursement requests by the 5th of the following month or risk forfeiture of the stipend at the supervisor's discretion.

Most employees that would need to use a cell phone for business purposes already have a personal cell phone account. The cellular phone service falling under the Stipend Plan will not to be purchased by, licensed or directly billed to Endeavors. The monthly stipend may be taxable income; therefore the individual may be taxed according to the regulations of the IRS code. By participating in the Stipend Plan, employees agree that they have no reasonable expectation of privacy in their work-related cell phone use and Endeavors may search their cell phone and cell phone account for any work-related use.

Only employees authorized by their Leadership using established criteria may participate in the Cell Phone Stipend Program. Reasons for requiring an employee to have a cell phone are:

- Safety requirements indicate having cell phone service is an integral part of performing duties of the job description.
- More than 50% of work is conducted in the field.
- Employee is required to be contacted on a regular basis (no office).
- Employee is unavailable much of the time by any other means than cell phone.
- Employee is required to be on-call outside of normal work hours.
- Employee is a critical decision maker.

Social Media

The following principles apply to professional use of social media on behalf of Endeavors as well as personal use of social media when referencing Endeavors.

- Employees need to know and comply with the Endeavors' Organizational Code of Ethics, Employee Handbook, and other company policies when using social media in reference to the organization.
- Employees should be aware of the effect their actions or posts on social media may have on their images, as well as Endeavors' image. The information that employees post or publish may be public information for a long time.

- Employees should be aware that Endeavors may observe content and information made available by employees through social media.
- Employees should use good judgment in posting material that is neither inappropriate nor harmful to Endeavors as an organization, its employees, persons served, and stakeholders.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees may not publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with Human Resources or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Unless the employee is engaging in concerted activity protected under the National Labor Relations Act (NLRA), Employees should refer these inquiries to authorized Endeavors' spokespersons.
- If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of Leadership.
- Employees must get appropriate permission before referencing or posting images of current or former employees, members, vendors or suppliers. Additionally, employees must get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at Endeavors.
- Endeavors' computer systems are to be used for business purposes only. When using Endeavors' computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Endeavors' blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is prohibited and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates Endeavors' Organizational Code of Ethics or any other company policy may subject an employee to disciplinary action up to and including termination.
- If employees publish content after-hours that involves work or subjects associated with Endeavors, a disclaimer should be used, such as this: *"The postings on this site are my own*

and may not represent Endeavors' positions, strategies or opinions."

- It is highly recommended that employees keep Endeavors related social media accounts separate from personal accounts, if practical.

Policy violations will be subject to disciplinary action, up to and including termination for cause.

GRIEVANCE PROCEDURE

Endeavors desires to create an environment in which every employee feels free to openly discuss his/her concerns or grievances without fear of retaliation. If you have a conflict with a co-worker you are encouraged to respectfully address it with him/her. Many issues can be successfully resolved when people communicate directly in an honest and constructive manner.

Any employee who identifies a problem with regard to client care or other issues should present his/her concern to his/her supervisor. If the employee is unable to reconcile it with his/her supervisor, the employee should present the issue to successively higher levels of authority within the Endeavors' chain of command until a satisfactory resolution is achieved. All employees are expected to invoke this procedure in furtherance of client services, safety and the organization's mission, values and goals.

Complaints or concerns regarding discrimination or harassment may be taken immediately to Leadership or Human Resources. Nothing in this policy is intended to restrict an employee's right to engage in any concerted activities protected under the National Labor Relations Act (NLRA).

Remember that the way to resolve any difficulty is to make it known, be willing to listen to the other person and seek a mutually satisfactory solution.

EMPLOYMENT CLASSIFICATIONS

Endeavors employment classifications are defined below to provide understanding of employment status and benefit eligibility. They do not guarantee employment for any specified period of time nor do they void the at-will employment relationship.

Your first ninety (90) days of employment at are considered an Introductory Period which is a time of training and learning your job responsibilities and the role of your position and department in the organization. At the end of the Introductory Period, your supervisor will review job performance with you and determine if any additional training is necessary. It is important to note that during and at the end of the introductory period, employees can be terminated for not meeting expectations.

Exempt and Nonexempt Employees

Every employee is designated as either nonexempt or exempt from federal wage and hour laws. If you are NONEXEMPT, you are paid on an hourly basis and are entitled to overtime pay at time and a half your regular hourly rate for hours worked over 40 in the 7-day workweek. The Endeavors workweek begins at 12:01 a.m. Saturday and ends at midnight Friday. If you are EXEMPT, you are paid on a salary basis for all hours worked during the workweek and must

meet specific criteria that exclude you from the overtime provisions of federal wage and hour laws.

Employment Categories

In addition to the above, you will be designated in one of the below categories:

- **FULL-TIME** – Employees in a non-temporary/seasonal position regularly scheduled to work 30 or more hours per workweek. Generally, they are eligible for Endeavors’ full benefit package, subject to the terms, conditions, and limitations of each benefit program. Periodic or seasonal schedule fluctuations that temporarily cause an employee to work more than 30 hours per week do not create benefit eligibility.
- **PART-TIME WITH BENEFITS** – Employees in a non-temporary position who are regularly scheduled to work between 20 and 29 hours per workweek. They are eligible for partial PTO benefits.
- **PART-TIME NO BENEFITS** – Employees who are regularly scheduled to work less than 20 hours per workweek or who work on an on-call basis. Ineligible for PTO.
- **TEMPORARY OR SEASONAL** – Employees who are hired to temporarily supplement the work force as interim replacements 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. They are ineligible for all of Endeavors’ benefit programs.

EQUAL EMPLOYMENT OPPORTUNITY

Endeavors does not discriminate in any aspect of employment, including recruiting, hiring, training, promotions, transfers, wages and benefits, layoff or termination, or any other terms and conditions of employment. It is the continuing policy of Endeavors that all persons are entitled to equal employment opportunity, regardless of race, color, national origin, citizenship, sex (including pregnancy, sexual orientation, and gender identity), age, religion, disability, veteran’s status, or any other legally protected class (Legally Protected Class). All matters relating to employment decisions are based upon ability to perform the job, as well as dependability, reliability and level of job performance once hired.

Endeavors prohibits and has zero tolerance for any type of workplace discrimination or harassment. Employees who witness or experience workplace discrimination or harassment must comply with the “Steps for Reporting” provision of the Harassment and Discrimination Policy. Violators will be subject to disciplinary action, up to and including immediate termination.

HARASSMENT AND DISCRIMINATION

Endeavors strives to provide all Employees a work environment free of discrimination and harassment and prohibits all unlawful workplace discrimination and harassment. Actions, words, jokes, comments, or any written documentation based upon an individual’s Legally Protected Class will not be tolerated. Endeavors will provide all Employees training on what our policy is,

how to recognize forms of harassment and discrimination, steps employees can take in those situations, and to whom they should report policy violations.

Sexual Harassment

Sexual harassment can take a variety of forms. It includes both physical violence and more subtle forms of violence such as coercion or the creation of a hostile work environment. The two categories of sexual harassment are quid pro quo and hostile work environment.

1. Quid pro quo is Latin for “this for that” or “something for something” and refers to an exchange; *e.g.* acceptance of sexual advances in exchange for a job, raise, promotion or other condition of employment.
2. A hostile work environment is one in which unwelcome conduct of a sexual nature creates an uncomfortable work environment for an employee.

Examples of conduct which may constitute sexual harassment include but are not limited to unwelcome sexual advances or requests for sexual favors; inappropriate touching or physical contact (pinching, hugging, patting, feeling, brushing against another’s body); verbal or visual harassment or abuse (degrading comments, jokes or gestures or pictures of a sexual nature); and inappropriate emails (sexual content, pictures, website links, text messages or instant messages).

Other Forms of Harassment

In addition to sexual harassment, verbal, visual or physical harassment towards an individual or group based upon any Legally Protected Class also violates this policy when:

1. It denigrates, threatens, or shows hostility towards an individual or group.
2. Such conduct unreasonably interferes with the individual’s work performance or creates an intimidating, hostile or offensive work environment.

Examples of conduct, which may constitute such harassment include but are not limited to slurs or epithets; negative stereotyping; threats, intimidation or hostile acts based on a personal characteristic; and written or graphic materials (inappropriate emails, pictures, etc.) that demean or show hostility toward an individual or group because of a personal characteristic.

Steps for Reporting

Should you experience or witness any form of discriminatory conduct or harassment, you should immediately report it to your Leadership or Human Resources. A written statement giving the date, time, and specific details of the incident is preferred but not required. If you do not wish to report discriminatory or harassing conduct to your direct supervisor, you should report it to someone higher in your Leadership Chain of Command or to Human Resources. You may voice your concerns and make reports of discriminatory conduct or harassment without fear of retaliation.

Action Taken

Human Resources will promptly and thoroughly investigate all reports. All complaints will be treated with confidentiality to the extent possible. Cooperation during an investigation will be expected of all employees, including providing written statements about the complaint. When the investigation is complete, appropriate disciplinary action will be taken against any individual found to have engaged in conduct that could be construed as having violated this policy.

Prohibition of Retaliation

Retaliation against you in any form for complaining of discriminatory conduct or harassment is unlawful. If you are being retaliated against, you should immediately report the retaliatory conduct as specified in the "Steps for Reporting" section of this policy. Endeavors prohibits retaliation and will take appropriate disciplinary action up to and including termination against any employee found to have engaged in retaliatory conduct.

WORKPLACE VIOLENCE

Endeavors prohibits violent acts or threats of violence against our employees. We are committed to maintaining a workplace you can feel safe in. If you are subjected to or threatened with violence by a co-worker, client, customer, visitor or vendor, or become aware of another individual who has been subjected to or threatened with violence, you must report this information to Human Resources or your Leadership as soon as possible. Please do not assume that any threat is not serious.

Workplace violence can occur for a variety of reasons, such as conflicts with other individuals, marital or relationship problems, substance abuse, and stress from work or personal situations. If you feel overwhelmed due to job or personal reasons, we encourage you to speak to your Leadership or Human Resources. Efforts will be made to help you identify community resources that may be available to assist you.

Violent behavior of any sort, including, but not limited to, verbal or written abuse, threats, stalking, harassment, horseplay, fighting, temper tantrums or other disruptive behavior, unwelcome physical touching (sexual or otherwise), physical attacks, rape or murder is strictly prohibited.

Weapons of any sort, such as firearms or knives, are prohibited on Endeavors property, including buildings, parking lots and grounds or vehicles. This policy also applies to handguns employees are licensed to carry except that such licensed employees may transport and store their licensed handgun and ammunition in their locked, privately owned vehicles in a parking lot, parking garage, or other parking area Endeavors provides for employees. Employees, clients, visitors and vendors are subject to this prohibition; law enforcement officers are exempted.

Endeavors retains the right to conduct inspections and searches of any property, work areas, lockers, desks, offices, as well as any purse, container, vehicle or other personal property located on Endeavors property, in our facilities, lodges owned by Endeavors, or being transported onto or from Endeavors property in connection with the investigation of any report of actual or threatened violence. Employees do not have a reasonable expectation of privacy in any Endeavors premises, property, or personal property on Endeavors's premises. Endeavors also reserves the right to restrict entry and conduct surveillance of the premises to ensure a reasonably safe working environment.

All threats and reported violations of this policy will be thoroughly investigated and dealt with appropriately. If your behavior could be construed to have violated this policy you will be disciplined up to and including termination. All complaints that are reported to Leadership or Human Resources will be treated with as much confidentiality as possible.

If you feel threatened you should notify your Leadership or Human Resources immediately. If you feel you are in immediate danger, call the police.

WHISTLE BLOWER POLICY

All employees and board members of Endeavors are expected to act and conduct business in an ethical and professional manner. To comply with federal and state laws and professional standards for internal controls and to protect our two most valuable resources (people and assets), all employees must make every effort to know and comply with such "rules" and report known or suspected infractions.

If you ever have any questions about what should or should not be reported, please call the Corporate Compliance Officer. You may report any concerns to either the Corporate Compliance Officer or submit your report via the Endeavors website. All such information will be handled with confidentiality and respect. You can make such communications on a completely anonymous basis. Your cooperation is not only required, but is also essential for achievement of our fundamental individual and organizational goals. Violating organization policies or various laws is very harmful to employees, families, co-workers, and our entire organization. Maintaining an honest, healthy and safe workplace is a key ingredient for our organization's success.

JOB DESCRIPTIONS

You received a copy of your job description when you were hired. Job descriptions are reviewed periodically and may be revised as duties and/or requirement of the position change. You will be given a copy if your job description is changed.

Job Descriptions are useful as they can give you an overview of your daily and periodic responsibilities. From time to time, you may be required to perform duties that are not in your job description when business needs call for it.

LIABILITY INSURANCE

Endeavors maintains business insurance coverage including automobile and professional liability. Our automobile liability will be secondary to your own insurance. If you drive, or may drive, in the course and scope of employment you may be required to produce proof of current insurance as a condition of continued employment.

Your coverage under the professional liability insurance may be subject to maintaining your professional licensure. If your license or certification is allowed to lapse, the insurance company may not extend coverage to you and the organization reserves the right to remove you from such position without proper licensure.

LICENSES, CERTIFICATION AND REQUIRED TRAINING

Certain positions at Endeavors may have specific licensing and/or certification requirements. A copy of all licenses, certifications and training received should be forwarded to Human Resources.

It is your responsibility to maintain your license or certification. At its discretion, Endeavors may cover some of the related costs. If you fail to meet, obtain or maintain the necessary license or certification required for your job, you may be terminated.

NON-SOLICITATION/DISTRIBUTION

Endeavors desires to create a work environment free from pressure or expectation of purchase or participation in non-work-related events or activities. Solicitation for any cause in working areas or via email is not permitted. Catalogs, brochures, information, order forms, etc. may be left in the kitchen or break area with the responsible employee's name identified. Employees may then review at their own discretion and contact the responsible employee for further information.

Persons not employed by Endeavors are prohibited from soliciting or distributing literature on company property without the prior approval of the CEO.

PERSONAL RELATIONSHIPS AND NEPOTISM

All employees must avoid situations of actual or potential conflicts of interest. Marriage or romantic involvement between Leadership and an employee ordinarily creates a potential conflict of interest. Romantic relationships between Leadership and an employee in the same Chain of Command also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

If you become involved in a romantic relationship or marry another employee you must notify Human Resources and your Leadership. Endeavors may take whatever action appears appropriate according to the circumstances, which will likely result in the transfer of one of the parties. Failure to disclose these facts may lead to disciplinary action, up to and including immediate termination.

Nepotism is the showing of favoritism toward a relative. The practice of nepotism in hiring personnel or awarding of contracts is forbidden by Endeavors. You will not be assigned a position reporting to and/or supervising a relative, nor will you report to the same Leadership and will generally not be assigned to the same work site as a relative. "Relative" is defined for purposes of this policy as an employee's spouse, child or step-child, parent or step-parent, grandparent, brother, sister, in-law, aunt, uncle, niece, nephew, or first cousin. In addition, you will generally not be assigned to the same work site as your roommates, boyfriends, or girlfriends. Any relationship on or off the job that affects our ability to run our business, or your ability to do your job may be grounds for disciplinary action, up to and including termination.

Depending on your position you may have frequent interaction with clients and/or residents who may be minors or at-risk populations and you are expected to keep your relationships with

those individuals strictly professional. Employees must set appropriate boundaries when dealing with these individuals. Examples of potential boundary violations include:

- Gift giving from/to clients;
- Client having or wanting access to employee home phone numbers or other personal information;
- Clients expecting employees will provide care for or socialize with them or their children outside of program facilities;
- Employees revealing excessive personal information about themselves with a client; or
- Employees discussing personal issues involving other employees with a client.

The intent of this policy is to prevent problems that may result from the appearance of favoritism or from possible conflict of interest between the business needs of Endeavors and that of a personal relationship.

PERSONNEL RECORDS

Personnel records have been established for you and will be secured and maintained by Human Resources. Access will be limited to Human Resources, the CEO, your Leadership and authorized auditors. Medical information is maintained in a separate confidential file. Only Human Resources will pull files for review.

While personnel records are the property of Endeavors, you may review your personnel file, within a reasonable time after submitting a written request, during business hours and in the presence of Human Resources personnel. Employees will not be given a copy of their personnel file.

You are responsible for submitting information regarding changes of name, address, telephone number, emergency contact, and tax withholding status and dependent information to the Payroll/Human Resources offices. Please keep your information current.

PRIVACY

All property (commercial and residential), furnishings, office equipment, vehicles, grounds and parking lots owned by or leased by Endeavors are intended for the use of Endeavors business. This also includes customer facilities where the Endeavors programs are in place; all offices, storage areas and parking lots during our operating hours. Accordingly, employees have no reasonable expectation of privacy anywhere within the confines of Endeavors premises. You are encouraged to take personal and confidential materials home to ensure their privacy.

Employees are prohibited from using personally owned locks on any of Endeavors's offices, furniture, equipment, etc. Endeavors reserves the right to remove any personally owned lock placed on its offices, furniture, etc. The placement of a personally owned lock confers NO reasonable expectation of privacy.

All Endeavors electronic systems and data are subject to search and review. You have no reasonable expectation of privacy in Endeavors's electronic systems and data. Please refer to the Electronic Systems and Communication Policy for full details.

All Endeavors property, owned or leased, as described above is subject to search. In addition, you may be asked to open any backpack, briefcase, tote bag or purse on Endeavors property.

SAFETY

Endeavors desires to provide a safe work environment for all employees. You will receive a safety orientation and are responsible for following all safety rules and practices and doing your part to maintain a safe work environment. Safety Drills will be conducted on a regularly scheduled basis.

You are responsible for reporting any workplace hazards to your Leadership, Safety Officer or to Human Resources. All accidents must be reported immediately to your supervisor whether an injury occurs or not.

TRANSFERS

You may be subject to transfer by Endeavors to different locations, positions, shifts and work schedules to meet business requirements, reorganization or adjustment of the workforce, for training, or for discipline. You may request transfers to shorten your commute or improve your ability to work a specific schedule. Transfer requests will be considered in light of business needs. If transferred, you will be subject to the job responsibilities, work schedule, compensation and benefits of the position you are transferred to. If you refuse a transfer initiated by Endeavors you may be subject to termination.

USE OF COMPANY RESOURCES

You may not use the facilities, resources, equipment, supplies, instruments, or other property of Endeavors in any manner to conduct business on behalf of anyone other than Endeavors, nor may you allow any non-Employee to do so.

If you are issued Endeavors equipment (*e.g.*, laptop, cell phones, keys, tools, etc.), to be held in your care and custody, you will be required to sign a receipt for the equipment. If the equipment is lost, stolen or destroyed, your paycheck may be reduced by the amount of the replacement value established on the initial receipt at the time of issue in accordance with applicable laws. When you leave Endeavors, all equipment must be turned in to your Leadership or Human Resources.

WORK SCHEDULES, BREAKS AND PERSONAL MATTERS

Endeavors' offices will be open Monday through Friday with hours varying based on location. Employees work schedules will vary according to departmental needs and/or business necessity. Changes in schedules must be approved by Leadership. Meal periods should be scheduled with your Leadership.

Breaks are a privilege, not a right. They should be brief and non-disruptive to the work flow. Handling of personal matters and phone calls should be held to a minimum during the workday and should be dealt with during your breaks and meal periods. Having personal visitors at the work site should be limited to meal periods or emergencies. Bringing children to Endeavors facilities while you are working is prohibited.

Employees are expected to report to work at the office or other designated location, but in exceptional circumstances they may be required or permitted to work from home (Telework). While Teleworking, employees are expected to be available, and perform work, during their regularly scheduled hours unless their Leadership authorizes changes to their schedule in advance.

WORK PRODUCT

While employed with Endeavors, you may develop, design or create materials used in the course of your employment to benefit Endeavors. You will be paid to produce those materials and they will belong to Endeavors and should not be used by, given or sold to, others.

Material you receive when you attend workshops or seminars paid for by Endeavors and materials you receive as a representative of Endeavors even when free, are considered Endeavors property and must be left at Endeavors when your employment ends.

ATTENDANCE AND PUNCTUALITY

Dependability is a prerequisite to acceptable job performance. Repeated tardiness and/or unauthorized absences are unacceptable and will lead to disciplinary action, up to and including termination from employment. Different positions have different demands leading to different attendance and punctuality limitations.

Absences and tardies are considered “scheduled” or “unscheduled” depending on the amount of prior notification and prior approval. Absences and tardies may be considered “unscheduled” unless:

1. A request for time off was submitted to your Leadership at least five business days in advance; and
2. You were notified by your Leadership that the request was approved.

Endeavors may approve or disapprove requests on a case-by-case basis depending on operational needs. If you are absent or tardy after being advised the request was not approved, you will be subject to discipline up to and including termination.

Unscheduled Absence and Tardy Notification Procedure

When 5 days or more advance notice is not possible, you are expected to call in to your Leadership no later than 9:00 a.m. to say you will be absent or tardy that day. Corporate office employees should speak with their Leadership or the receptionist if the Leadership is unavailable. If the Leadership is unavailable employees should leave a voicemail message explaining their absence or tardiness. If absent or tardy more than one (1) day at a time, you must call in on a daily basis. Failure to call in, except in an emergency, may result in termination. The second time or second day you do not show up for work or call in, you will be subject to termination due to voluntary job abandonment. Emergency circumstances will be evaluated by the Leadership and Human Resources.

Limitations on Absences & Tardies

Absences and tardies will be tracked on a rolling 12-month period from the date of each absence or tardy.

One or more consecutively missed workdays will be counted as one occasion, if for the same reason and beyond your control (*e.g.*, illness, family emergency, funeral, etc.). However, consecutive absences due to dress code violations, failure to meet licensing requirements, lack of child care arrangements, taking PTO days that were not approved, or other policy violations will be counted as one occasion per day. As previously noted, the second day or time you do not show up for work or call in, you will be subject to termination. The table below provides guidance for disciplinary actions that may be taken for unscheduled absences and tardies.

<u># of Unscheduled Absences</u>	<u>Disciplinary Action</u>
2	No Action
3	First Warning
4	Second Warning
5	Final Warning

<u># of Unscheduled Tardies</u>	<u>Disciplinary Action</u>
2	No Action
3	First Warning
4	Second Warning
5	Final Warning

Any unscheduled absence or tardy after a final warning will result in termination of employment.

CONDUCT AND PROGRESSIVE DISCIPLINE

We expect everyone to demonstrate the highest standards of conduct in dealing with customers, clients, and co-workers. You are expected to act as professionals and follow all policies of Endeavors.

When conduct is inappropriate and/or policies are violated, disciplinary action may be taken. Endeavors will generally follow a progressive discipline plan using coaching, verbal warning, and a final warning prior to termination. Any step may be skipped depending on the severity of the action or policy violation. We reserve the right to use alternative discipline (such as verbal counseling, unpaid suspension, and demotion) or immediate termination when deemed appropriate.

Disciplinary action may be taken for violations of any policy in this handbook. Additionally, the following actions are inappropriate and unacceptable at all times:

- Fraud or dishonesty of any kind: theft, attempted theft, inappropriate removal or possession of property, falsification of time, expense, or other records, and the giving or taking of bribes.
- Neglect of duty, sleeping on duty, insubordination, refusal to perform work assigned by a supervisor, or failure to follow Endeavors rules.
- Engaging in gambling or lotteries on Endeavors property.
- Violations of the Drug-Free Workplace Policy.
- Disorderly conduct of any kind: including abusive, profane or threatening language.
- Failure to maintain satisfactory standards of work quality or quantity.
- Abuse, waste or destruction of company equipment, supplies, facilities or other property.
- Misconduct, rudeness, gossip or false accusation that tends to destroy friendly relations between Endeavors and its employees, clients or customers or between employees.

This list is not intended to be all-inclusive. Endeavors reserves the right to address and discipline employees for any behaviors deemed inappropriate in the workplace. These discipline guidelines do not limit the at-will policy in any way. Endeavors or the employee may terminate the employment relationship at any time, with or without reason, and with or without advance notice.

INCLEMENT WEATHER

Endeavors is committed to being fully prepared to meet its clients' needs during inclement weather conditions. While it is understood that during such conditions employees may have difficulty in arriving and departing from work, it is expected that the employee will make an effort to meet the needs of the company and its clients and other employees. See the Inclement Weather Policy and Procedure (K-12) for full explanation.

Inclement weather is described as a weather condition which causes a major disruption to roads and the operation of businesses and schools in the relevant area.

The company designee (CEO/COO for the home office and Sr. Directors) will determine when such conditions exist and will take steps to notify all employees of delayed openings or closures.

Inclement Weather Occurring During Non-Working Hours

If inclement weather occurs during non-working hours such that transportation to or from work is impossible or dangerous, the company designee may make a decision to close the office. When possible, announcements of closings or delayed opening hours due to inclement weather will be made on the Endeavors website or via the Endeavors mass notification system. If this notice is not possible, you may generally assume that the office will be closed if the local or state police formally request that drivers stay off the roads except for emergency situations.

Employees are responsible for contacting their Leadership when they are unable to safely make their commute to work.

Inclement Weather Occurring During Work Hours

If inclement weather develops during work hours and the office closes early, a non-exempt employee will be paid for the day. Exempt employees will be paid their salary. Absent employees will not be paid unless paid time off has been used for the day.

Inclement Weather Closing the Office

If the company designee determines the office will not open due to inclement weather, non-exempt employees will be paid for the days that the office is closed. Exempt employees will be paid their salary.

Inclement Weather that Doesn't Close the Office

If the office is not officially closed but inclement weather forces an employee to remain home, a non-exempt employee will not be paid unless the employee uses PTO hours to compensate for the lost time. Exempt employees will be paid their salary however 8 hours of PTO will be used for each day the exempt employee is not working.

In any instance an exempt employee is unable to work due to inclement weather they will be paid their salary in accordance with the Fair Labor Standards Act.

When the decision is made to close an office, all Leadership is responsible for attempting to notify employees.

Once the office has reopened, exempt employees are responsible for notifying their Leadership of hours worked outside the office that would offset the applied PTO hours.

MILEAGE

Mileage reimbursement is paid to Employees for work-related travel in a private vehicle between work locations. Mileage from home to work or from work to home will not be paid. Mileage not submitted for reimbursement by the 5th of the following month may be forfeited at Leadership's discretion.

Mileage reimbursement will be applied to any monies due the organization at the time of termination. See the Mileage Reimbursement Policy and Procedure (J-21) for full explanation.

BUSINESS TRAVEL

It is the policy of Endeavors to maintain guidelines and a procedure for the equal and equitable prepayment or reimbursement for reasonable and necessary expenses incurred by employees when traveling for approved business purpose on behalf of the organization. The terms of what is considered reasonable and necessary may be adjusted due to circumstances.

It is important to note that upon completion of the trip, by the following Monday, the traveler should submit a Travel Expense Report and supporting documentation to obtain reimbursement of expenses. If Travel Expense Report is not submitted by the 5th of the month following the

trip, Endeavors reserves the right to not reimburse employee for expenses. See the Business Travel Policy and Procedure (K-2) for full explanation.

OTHER EMPLOYMENT REIMBURSEMENTS

For any approved expenses paid for by the employee on behalf of the company, the employee is required to submit for reimbursement no later than the 5th of the month following when the expense was incurred. See Employment Reimbursement Policy for further detail.

OVERTIME

Endeavors makes every effort to avoid scheduling overtime. However, you are expected to work overtime when it is assigned. Employees are not authorized to work overtime hours without advance authorization from their Leadership. Employees who work overtime hours without proper advance authorization are subject to disciplinary action up to and including termination. Nonexempt employees will receive overtime pay (time and a half of their regular hourly rate) for hours worked in excess of forty (40) hours per workweek. Our workweek begins at 12:01 a.m. on Saturday and ends at midnight on Friday. Hours not worked (*e.g.*, PTO, holidays, military leave, jury duty, etc.) will not be counted as hours worked for purposes of calculating overtime pay.

PAY INCREASES

Pay increases are dependent on your performance, the potential pay range for the individual position, Endeavors' available resources, and the recommendation of your Leadership. Increases will generally become effective at the beginning of a calendar year, unless otherwise determined by the CEO. You are not guaranteed a pay increase.

PAYCHECKS AND PAY PERIODS

Endeavors paydays are semi-monthly on the 8th and 23rd of each month. When a regular payday falls on a weekend or holiday, payday will become the working day before the weekend or holiday.

Endeavors uses direct deposit for payroll distribution. A new employee will be given 45 days to have direct deposit set up and will receive a paycheck until then. Employees are highly encouraged to use direct deposit for their paycheck.

Paychecks that are lost or stolen will be replaced one time at no cost to you.

After 90 days paychecks that have not been deposited or cashed are voided and set up for processing, in compliance with the State of Texas law for unclaimed funds.

PERFORMANCE EVALUATIONS

Endeavors encourages ongoing communication between employees and their Leadership on a regular basis. Formal performance evaluations should be given annually. Everyone benefits from recognition of a job well done and constructive guidance on how to perform even better. You are encouraged to solicit feedback from your Leadership on a regular basis.

Your Leadership will meet with you to conduct a written performance evaluation after you have completed your Introductory Period. The quality and quantity of your work, your productivity and attendance, as well as overall work ethics and habits will be reviewed at this time. You are expected to be an active participant in your performance evaluation: ask questions, give suggestions, set goals together. Performance evaluations become a part of your personnel file.

SALARY DEDUCTIONS

The law requires that Endeavors make certain deductions from every Employee's compensation. Among these are applicable federal income taxes, Medicare and Social Security taxes. Endeavors will also deduct child support payments, tax liens and student loan payments as directed by a court order or by the respective government authority.

Based on the selections you make your portion of the group insurance premiums will be deducted from your paychecks. Voluntary deductions such as insurance may not be made if doing so would cause gross wages, after those deductions, to be below minimum wage.

Endeavors policy prohibits improper deductions from exempt employees' paychecks. Corrections will be made on the next payroll cycle. Concerns regarding deductions should be addressed to Payroll.

Items issued to you will be documented at the time you accept responsibility for them. You will be required to sign a Payroll Deduction Authorization Form authorizing a payroll deduction for the replacement cost of any items that are damaged beyond normal wear and tear or that are not returned to Endeavors when your employment ends and the cost will be deducted from your final paycheck.

No deductions will be made to pay your creditors directly unless required by law. If you have questions concerning deductions made from your paycheck or how they were calculated, contact Payroll.

TIMEKEEPING

All nonexempt employees are required to complete and submit a time sheet showing all hours worked during each workweek. Timesheets are currently completed electronically through the company's Time and Attendance System. Timesheets should be completed on a daily basis by the employee only. All time sheets must be an accurate reflection of the hours you actually work and be electronically signed by your Leadership before submission to accounting. Falsification of hours on a time sheet or making entries on another employees' timesheet is prohibited and is grounds for disciplinary action, up to and including immediate termination. Paper timesheets will not be accepted for pay purposes. The only exception for paper timesheets will be approved in advance by Accounting.

Employees may not work more than their scheduled work hours without advance authorization from their Leadership. For example, if an employee who regularly works 7 hours per day/35 hours per week has worked 30 hours by Thursday, any hours worked in excess of 35 hours during the workweek will be paid, but may result in disciplinary action for working hours in excess of scheduled hours without prior approval.

Federal law requires hourly employees to be compensated for all work-related tasks. As much as hard work and dedication is appreciated, non-exempt hourly employees are prohibited from performing any work-related tasks "off the clock" or on their own time. Please notify Human Resources if you are directed or asked to do any work "off the clock."

Travel

See the Business Travel Policy and Procedure (K-2) for full explanation.

Recording Time

Endeavors maintains time and leave records for hourly paid employees and maintains leave records for salaried employees according to Endeavors policies and the Fair Labor Standards Act (FLSA).

Paycom is the acceptable means for keeping a record of hours worked by an employee for payroll purposes. Paycom is an internet-based timekeeping system, which allows an employee to clock in/out at the employee's assigned work location via desktop computer or telephone.

Non-exempt employees have the responsibility for accurate and timely entry and submission of all time worked (including overtime and paid/unpaid time off) in the timekeeping system. Exempt employees have the responsibility for accurate and timely entry and submission of paid/unpaid time off requests. In addition, managers have the responsibility for reviewing and approving all time submitted by these employees.

Clocking In and Out

All hourly employees in a work unit are required to record their time in the same manner. However, Leadership may designate some employee categories to record their time in a different manner so long as the method used is an Endeavors approved form or system.

Leadership is responsible for ensuring that the Human Resources and Payroll system is functioning properly and that any malfunctions are immediately addressed by notifying Payroll and/or the CFO for repairing of the time keeping system.

These procedures must be followed for clocking in and out:

- Employees must clock in and out each working day at their workstation.
- No employee may clock in or out for another employee. Violation of this rule may be grounds for disciplinary action against both employees, up to and including termination of employment.
- Employees must clock out punctually at the end of their work day.
- An employee must clock in and out for all meal breaks.
- Leadership must approve each time card, certifying that the time recorded as worked is true and accurate.

TRAINING AND DEVELOPMENT

Training may be provided according to an Employee's needs and the expectation of duties to be performed. You are expected attend training as directed by your Leadership. Requests for additional training will be evaluated in terms of the responsibilities of the position, your current skills and the available training budget.

Training offered by or sponsored by Endeavors for Endeavors' benefit may be paid time. Time spent attending training, outside of Endeavors, in connection with your current position will be paid if the training was approved by Leadership. However, Endeavors may not pay for training time or coursework spent for you to qualify for a promotion. You are responsible for investing your time to further your career and for paying all accompanying costs in connection with qualifying for any potential promotion.

You are responsible for obtaining any training or continuing education that is required for your job and/or license. Continuing education for other certifications/licenses may be paid for by Endeavors if it is within the department's training budget and of benefit to Endeavors. If you do not fulfill these obligations, you are subject to suspension until completing the requirements and/or termination.

HOLIDAYS

Endeavors observes certain holidays each year. If a holiday falls on a Saturday or Sunday, the CEO may make an adjustment. If you are required to work on a holiday, you will be given another day off or paid for the holiday if business needs do not allow for the time off. At times, unscheduled holidays may be granted by the CEO and may apply to certain classifications of employees only. These holidays, as well as all holidays, will only be paid if you are either at work or on paid leave the day before and the day after the holiday. Employees who resign or are terminated will be granted holidays up to their last day of work. All holidays beyond the date of termination (last day worked) will be forfeited.

You will be paid at your regular rate of pay for hours equivalent to your regularly scheduled work day. Because paid holidays are not hours worked, they do not count towards the calculation of overtime. Accordingly, such time should not be recorded as hours worked for purposes of overtime and instead should be recorded as a holiday.

Part-time employees will receive pro-rated pay based on their hours worked. Full-time employees are paid for all holidays. The following are paid holidays:

New Year's Day	MLK Jr. Day	President's Day	Good Friday
Memorial Day	Independence Day	Labor Day	Columbus Day
Veterans Day	Thanksgiving	Thanksgiving Friday	Christmas Eve
Christmas	New Year's Eve	Juneteenth	

INSURANCE COVERAGE

All full-time employees are eligible for certain insurance benefits on the first of the month following the date of employment. Medical, dental and vision coverage is available for you and your family members. You are responsible for paying a portion of your own coverage and the full premium for your family members. You are required to notify Human Resources of a

change in family status that may affect your insurance coverage. For complete information regarding insurance coverage offered by Endeavors, contact Human Resources.

BEREAVEMENT LEAVE

Full-time employees are eligible to receive up to five (5) days annually of ***paid*** bereavement leave if they miss regularly scheduled work days due to the death or funeral of an immediate family member. If additional time is required, employees may elect to draw from their accumulated available PTO to extend paid time off up to a maximum of ten (10) days annually.

Part-time employees are eligible to receive up to five (5) days annually of ***unpaid*** bereavement leave due to the death or funeral of an immediate family member.

Your immediate family for this policy includes your Parents, Siblings, Spouse, Children, Domestic partner, Mother/father-in-law, Sister/brother-in-law, Daughter/son-in-law, Grandparent, Grandchild, Domestic partner's mother, father, sister, brother, son or daughter, Spouse's or domestic partner's grandparent or grandchild, an adult who stood "in loco parentis" during an employee's childhood, Step-children, Step-parents. All time off in connection with the death or funeral of one of the above-listed individuals should be discussed and scheduled with your Leadership. The employee should provide proof of services for bereavement leave to supervisor when seeking approval.

FAMILY AND MEDICAL LEAVE

Eligibility

The Family and Medical Leave Act (FMLA) guarantees eligible employees the right to take unpaid, job-protected leave within a 12 month "rolling calendar leave year" when certain criteria are met. To be eligible for leave under FMLA, you must have been employed by Endeavors for a total of twelve months and worked at least 1,250 hours in the twelve months before taking leave.

Leave Benefits

Up to 12 workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Up to 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

This "leave year" is not a calendar year, but rather is calculated as a consecutive rolling 12-month period counted backwards except for military caregiver leave.

A total of 26 weeks of leave in one 12-month period is the maximum you are entitled to for any combination of military caregiver leave and leave for any other FMLA qualifying leave.

Notice

When the need for leave is foreseeable, you must give at least 30 days' notice, or as soon as practical, to your Leadership and Human Resources. Failure to give advance notice may result in the delay of the commencement of covered leave. When advance notice is not foreseeable, you must follow Endeavors standard call in procedures. Failure to follow procedures may result in the delay or denial of the covered leave or the imposition of disciplinary actions as noted in the attendance policy.

You must give Human Resources sufficient information to determine that Family Medical Leave may be warranted. Simply calling in "sick" is not sufficient information.

Intermittent Leave

You may take Family Medical Leave intermittently or on a reduced work schedule when medically necessary or for qualifying exigencies. It is your responsibility to make a reasonable effort to schedule appointments and/or treatment at a time that does not unduly disrupt Endeavors operations.

Endeavors reserves the right to temporarily transfer you to an alternative temporary position with equivalent pay and benefits if you are qualified for that position and the temporary position better accommodates intermittent periods of leave.

Other Requirements

- All accrued PTO leave must be taken initially and the remainder of the Family Medical Leave will be unpaid.
- You are responsible for coordinating payment of your usual share of health and other insurance premiums while in FMLA status with Human Resources.
- You must provide medical certification for leaves due to your own serious health condition or that of a family member. Endeavors reserves the right, at our expense, to require you to obtain a second medical evaluation and opinion.

Return to Work

You will be restored to your same or equivalent previous position, benefits and pay as long as you return by the end of the leave period, or sooner if the need for the leave is resolved. If you do not return to work at the expiration of your Family Medical Leave, you may be terminated by

the organization. If FMLA was for your own serious health condition, a work release letter from your healthcare provider must be provided to Human Resources before commencing work.

JURY DUTY LEAVE

You will be excused from reporting to work if summoned by a federal, state or local court to serve as a juror. Full-time employees are eligible for Jury Duty Leave with full pay for up to ten (10) working days. Part-time employees are not eligible for paid Jury Duty Leave. If you serve on jury duty in excess of ten (10) working days you may choose to use either accrued PTO time, or take an unpaid leave of absence until jury duty is complete. You may keep the per diem check received to offset gas and parking.

Upon receipt of a jury summons, notify your Leadership immediately of the date you are required to appear. Contact your Leadership on a daily basis if you are required to return the next day or have been selected as a juror. If selected to serve on a jury, update your Leadership on a weekly basis thereafter. If you do not return to work the day after being released from jury duty you may be subject to disciplinary action, up to and including termination. To be compensated for jury leave, you must provide a copy of your Certificate of Service (not summons) provided by the court to your Leadership.

MILITARY LEAVE

Endeavors supports its employees who have military obligations. A leave without pay will be granted to any full-time or part-time employee who enters any uniformed branch of the United States armed services for military service (whether voluntary or involuntary). Military Leave will be governed by the Uniformed Services Employment and Re-employment Rights Act.

Employees must give as much notice as possible before the Military Leave begins unless such notice is impossible or unreasonable because of military necessity or other legitimate reason. Employees may elect to use any accrued but unused PTO during Military Leave.

Contact Human Resources for details about your benefits and reemployment rights.

PAID TIME OFF (PTO)

Endeavors recognizes that employees have diverse needs for time off from work and that employees should have opportunities to enjoy time away from work to help balance their lives. The Endeavors Paid Time Off (PTO) policy is designed to meet those needs.

The benefits of PTO are that it promotes a flexible approach to time off. It does not insist the employee distinguish between sick or PTO days. Instead, employees are accountable and responsible for managing their own PTO hours to cover PTO, illness or disability, appointments, emergencies, or other situations that require time off from work.

The goal of PTO is to provide our current employees a bank of hours to use whenever they like (with Leadership approval) and for whatever reasons they choose so they have an adequate work-life balance to spend just as much effort focusing on their self-care, personal growth, relationships, and individual activities as they do concentrating on tasks at work. PTO is not a benefit designed for previous employees to benefit from when they leave, it is for current employees to use while employed with the company.

PTO accruals are available for use upon accrual. All hours are available for use in the pay period following the pay period in which they are accrued.

In the event of a conflict, preference will be given to service seniority for requests received in the same week; otherwise preference will be given to the first request submitted. Employees should submit written requests for PTO at least 2 weeks in advance to their Leadership. Leadership may approve PTO submitted with less than two weeks' notice in some circumstances. Failure to follow these procedures may result in denial of your PTO request.

Endeavors reserves the right to balance your request with the need for employee coverage and to deny PTO for specific dates you request.

It is the employee's responsibility to keep track of available PTO leave. The employee's current balance prints on each paycheck stub.

Employees who are regularly scheduled to work more than 20 hours per week are eligible to accrue PTO leave on a pro-rated basis. Total time paid for one week, including PTO, will not be more than the employee's regularly scheduled hours.

Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

Employee Status	Accrual Rate	Annual Accrual	Max Accrual
Part-Time	.375	9 days (72 hours)	10 days (80 hours)
Full-Time < 5 yrs	5	15 days (120 hours)	30 days (240 hours)
Full-Time @ 5 yrs	6.67	20 days (160 hours)	30 days (240)
Leadership	6.67	20 days (160 hours)	30 days (240)

Employees are required to use available PTO when taking time off from work with the exception of a company-required absence due to low workload or absences occasioned by the company. PTO may be taken in minimum increments of one hour. However, PTO may not be used for missed time because an employee reports late to work, except during inclement weather.

Whenever possible, PTO must be scheduled in advance. PTO is subject to Leadership approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department.

When PTO is used, an employee is required to request payment of PTO hours according to his or her regularly scheduled workday. For example, if an employee's schedule provides that he or she works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Employees who have completed their Introductory Period, have not received any disciplinary action, and who provide proper notice of resignation as applicable (30 days notice for Leadership, 2 weeks for all other employees) will be paid 100% of their accrued, unused, PTO. Employees who resign, are involuntarily terminated, or who are terminated before completing their Introductory Period, will forfeit accrued PTO and will not receive a payout in their final check.

Personal Days

In addition to PTO, Leadership may authorize full-time/part-time/all employees up to two (2) days (16 hours) of Personal Days annually. Personal Days must be authorized by Leadership, are in addition to PTO, and must be used separately from PTO and Holidays observed by Endeavors. Personal Days must be used in full day increments. Unused Personal Days are forfeited and they do not accumulate or rollover into the next year. Employees will not be paid for any unused Personal Days at any time, including upon termination of employment.

WORKERS' COMPENSATION

Endeavors has workers' compensation insurance coverage to protect you if you incur an on-the-job injury or illness. Our participation in workers' compensation is through a network of providers. Treatment is recommended to be from a network provider unless it is an emergency. You were notified of network requirements when hired and you will be again at the time of any injury/illness. Federal and state laws require that we keep records of all illnesses and injuries that are work related.

If you injure yourself or become ill as a result of work, notify your Leadership immediately. If you fail to report an injury or illness in a timely manner, you may jeopardize your right to collect workers' compensation payments as well as any applicable health benefits. Should an accident occur, no matter how minor it may seem, and even though you are not injured, you must report it to your Leadership as soon as possible who will then notify Human Resources.

You are responsible for completing a Statement of Injury within one business day of the injury or reported illness unless the injury prevents it. If you do not seek medical attention at the time of injury, but do at a later time, you must notify Human Resources as soon as possible. You are expected to cooperate with your healthcare provider and seek to return to work.

You will not be paid for any lost wages for the first seven (7) days of absence following an injury/illness. Thereafter, the workers' compensation carrier, subject to the claim being accepted, will pay you a portion of your lost wages. Documentation for absences on a timesheet should state "Workers' Comp" in the explanation field. Do not include these hours in your calculation of hours worked.

If you fail to return to work on the day authorized by your healthcare provider, all subsequent absences may be considered unscheduled and subject to disciplinary actions up to and including termination. Any return to work and/or restriction certifications must be provided to Human Resources before you return to work.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

A federal law known as "COBRA" requires applicable employers sponsoring group health plans to offer covered employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. Employees, their spouses and their children who are covered by any of Endeavors' group health plans on the day before a qualifying event have the right to elect continuation coverage.

Qualifying events for an employee are a reduction in hours of employment resulting in a loss of benefits, or termination of employment (for reasons other than gross misconduct). There are additional qualifying events for eligible dependents. Questions concerning rights under COBRA should be directed to Human Resources. Detailed information and election forms will be mailed to the employee and their applicable dependents at the relevant times.

REFERENCES

With respect to employment references during employment and after termination, Human Resources will verify only an employee's name, job title, and dates of employment to prospective employers, regardless of whether the former employee's termination was voluntary or involuntary. With a signed authorization, wage information may be released for a home or vehicle loan or an apartment rental.

All requests for references should be referred to Human Resources. Leadership are not authorized to verify employment or release information on any employee.

Recording Policy

Any non-work-related recording of Endeavors' confidential information (as defined in the Code of Business Ethics) is prohibited.

Secret recordings of the words or actions of Leadership, employees, clients or customers may be illegal in certain jurisdictions in addition to possibly violating this policy. Furthermore, because Endeavors strongly encourages trust between Leadership, employees, clients, customers and vendors, Endeavors prohibits unauthorized recordings of Leadership, employees, clients, customers or vendors because such recordings tend to undermine trust; are disruptive to employee morale; and are inconsistent with the respectful behavior expected of our employees.

The following definitions apply for this policy:

1. "Recording" is defined as the use of any device to capture images or voices by any means (whether in person, by telephone, or by video conferencing, screen shots, or click to chat).
2. "Unauthorized" is defined as any recording made during work time unless expressly authorized by all parties to the recording. However, recordings made in furtherance of concerted activity protected under the NLRA are not prohibited or considered a violation of this policy.

In accordance with Endeavors' policies, transmission or publication of unauthorized recordings, or authorized recordings without Endeavors' prior approval, using either personal or Endeavors'

devices via the internet; social media; electronic communication; in print or hard copy; or via any other medium is prohibited.

Violation of this policy may result in disciplinary action up to and including immediate termination of employment.

RESIGNATION

Endeavors requires Leadership to provide one month written notice of resignation and all other employees must provide two weeks written notice of resignation. This allows time for the position to be filled and a smooth transition in the work environment. If you voluntarily resign your employment, you will be paid in full no later than the next regularly scheduled payday. Employees who do not give proper notice of resignation will forfeit PTO payout upon termination.

You are required to schedule an Exit Interview with Human Resources after submitting your resignation notice. This interview will solicit your opinions regarding training you received, the work environment, staff relationships and compensation. You will be asked to return any assigned equipment (*i.e.*, keys, cell phones, laptop, etc.).

Employees who are rehired within 30 days of their resignation will maintain their original date of hire.

TERMINATION

Only Leadership and/or the CEO/COO, in conjunction with Human Resources, has the authority to terminate employment. An employee whose employment is involuntarily terminated will be paid all remaining wages due in accordance with state payday laws.

ENDEAVORS EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Endeavors Employee Handbook and access to the following policies via Sharepoint:

- Business Travel and Compensation
- Mileage Reimbursement
- Cell Phone Usage and Reimbursement
- Meals and Expense Reimbursement
- General Employee Reimbursement
- Harassment and Discrimination Policy
- Drug-Free Workplace Policy
- Social Media Policy
- Paid Time Off Policy
- Organizational Code of Conduct and Ethical Standards Policy
- Mobile Device Management Standards and Guidelines

I understand that the policies and procedures in this Employee Handbook are intended as guidelines only and that Endeavors may modify or eliminate them at any time.

As a condition of employment, I agree that I have read the Employee Handbook and I understand that I am responsible for following all policies and procedures included and attached to this handbook.

If I do not understand something in the Employee Handbook it is my responsibility to communicate with my Leadership or Human Resources.

I also understand that the Employee Handbook is not a contract or guarantee of employment or of any policy or benefit. A copy of this form may be used in place of the original for all purposes.

I also understand that employment is "at will," which means that either you or Endeavors has the right to terminate the employment relationship at any time for any lawful reason.

Shared Public Drive: I understand and acknowledge that this handbook does not include every policy or procedure that guides my employment and that in addition to this handbook, other organizational policies and procedures (*e.g.*, expense reimbursement procedures) are available to me on the Endeavors shared public drive which I can access directly by computer or I can access by asking my Leadership or the HR Department. I acknowledge I have been instructed on how to locate and access the additional policies and procedures on the shared public drive or from HR. As a condition of employment, I agree to read these policies and procedures and to comply with them. I understand that if I have any questions about the policies and procedures on the shared public drive, I should ask my Leadership, Human Resources, or Accounting Office.

Employee Name Date

Date

Employee Signature