

North American Division
of the Seventh-Day Adventist®
Church

EMPLOYEE HANDBOOK

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Seventh-day Adventist® Church
NORTH AMERICAN DIVISION

HUMAN RESOURCE
SERVICES

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DEFINITION OF TERMS

For the sake of brevity, the following terms, acronyms, abbreviations or generic words are used in the handbook:

ADMIN —Administrative Committee of the North American Division

ADRA—Adventist Development and Relief Agency

ARM—Adventist Risk Management

Department—All cost centers in the North American Division such as Presidential, Secretariat, Treasury, other departments and services

Director—The person in charge of the cost center mentioned in No. 4

FMLA—Family Medical Leave Act

GU—GRIGGS University

Hourly Employees—Employees who are paid by the hour because they are subject to US Department of Labor wage and hour laws and, therefore, are not exempt from overtime regulations

NADCOM—North American Division Committee

NADCOA—North American Division Committee of Administration

NAD Remuneration Factor—The basic remuneration factor on which employee remuneration is based

NAD WP—North American Division Working Policy

HRS Director—Director of Human Resource Services

HRS—Human Resource Services

HRC—Human Resources Committee

Salaried Employees—Employees who are paid a salary because they are not subject to US Department of Labor wage and hour laws and, therefore, are exempt from overtime provisions

Supervisor—An employee's immediate supervisor if that person is other than the one in charge of the cost center

TRIPS—Transportation and International Personnel Service

GENERAL INFORMATION

100.00 Employee Handbook

The purpose of the Employee Handbook is to clarify working relationships, and provide information regarding policies and procedures with reference to employment at the North American Division. If questions arise they should be discussed with the supervisor, department director, and/or HRS.

100.10 Current Employee Handbook

This edition of the Employee Handbook supersedes all previous editions and shall be adhered to except as it shall be amended by subsequent actions of ADMIN or HRC.

100.20 Changes in Employee Handbook

The North American Division retains authority to modify, add or delete any provisions in the Employee Handbook. Policies and procedures may change at any time and employees will be notified of changes. The most current policies will be available at HRS.

100.40 Exceptions to Policies

Any exceptions to policies, regulations, and procedures are authorized only by HRC or ADMIN.

100.60 Records

The HRS office maintains a file of the employment records of each employee based on NAD approved retention schedules. These records are the property of the North American Division and may include the pre/post hiring documentation, service records, written reports of periodic performance reviews and other documents, all of which are assembled to form an accurate account of employment experience with the North American Division. To keep personal records current, the supervisor and the HRS office should be notified of any change in name, marital status, address, telephone number, dependents, or other pertinent information.

100.80 Suggestions

Suggestions to improve office operations and reduce expenses are welcomed and appreciated. Please pass along any suggestions to the HR Director or the North American Division Treasurer.

100.90 Café

The employee Café' is located on the second floor near the Fitness Center and overlooks the Atrium. The Café' hours are Monday to Thursday 11:30am to 1:00pm and menus are posted on the monitors by the elevators weekly.

110.00 Parking

The employee parking lot is located at the front of the building. If you drive and park a vehicle in the North American Division parking lot you must register each vehicle with Information Technology Services and obtain a parking decal. Special areas are marked and designated for Handicapped and reserved for service vehicles parking. You are to refrain from parking in any area other than the lots designated for employees. Cars should be parked carefully within parking lines. Damages caused by or sustained by employee's vehicles should be reported promptly to the Security Office. The North American Division assumes no responsibility for any damage to cars while in the parking areas.

If your vehicle is parked in Fire Lanes or Handicapped areas, it will be subject to towing and/or fines by Howard County. You will be responsible for any/all fines and charges. If your vehicle is parked in a reserved for service vehicles lane and any other areas other than the designated employee parking area, it will be subject to towing and any/all fines and charges will be your responsibility.

110.40 Parking/Towing Protocol

Security monitors the various parking areas of the North American Division Complex to ensure employees', guests', contractors', and volunteers' vehicles are safely parked in the appropriate designated areas. Employees are required to register each of their vehicles that will be parked on the premises with Security Services and parking decals will be provided. Employee vehicle records are to be updated any time there is a change in the vehicle that is brought on premises. This will assist in quickly identifying a vehicle when officers find that car lights are on, flat tires, vehicles parked in an unauthorized area, or other issues pertaining to the safety of the vehicle. Vehicle owner will assume all risk for leaving the vehicle in the parking lot overnight.

Towing will occur after:

- Security officer calls the owner of the vehicle to ask that they move their vehicle;
- Employee is given a reasonable amount of time to move the vehicle to an authorized parking space;
- If vehicle has not been moved, an authorized NAD officer will be notified of the situation and they will make a determination on towing the vehicle;
- Security officer will file written report of occurrence;

- Vehicle owner will be notified via email, phone call and voice message that vehicle has been towed and where it can be retrieved.
- Towing will be at owner's expense.
- Any vehicle damage sustained as a result of towing is not the responsibility of the North American Division.

110.45 Security

Security officers are on duty 6:00am to 10:00pm Monday to Thursday and 6:00am to 4:00pm on Friday for security purposes and the protection of employees. However, they need the cooperation of all employees to be as effective as possible. Employees who work after regular working hours and leave the building after dark may request the security officer to provide an escort to their vehicle. Call security at extension 7200 to request an escort. Employees should not be in the building outside the above stated hours for security reasons. Doors to the building should not be propped open, even for a short time. Employees must report any incidents of a suspicious nature to Security immediately. See something? Say something.

110.50 Keys

Keys may initially be obtained from Facilities Management Services. Keys should always be returned to Facilities Management Services when an employee has an employment change resulting in a transfer from one physical location to another, or when leaving employment with the North American Division. There may be other scenarios where employees may be required to return keys or access. Do not exchange keys; new keys will be issued if needed. If a key is lost it should be reported immediately to Facilities Management Services, extension 7189. There is fee for lost keys. All keys must be made by Facilities Management Services.

110.55 Office Name Plates

Name plates and business cards may be obtained from the NAD Communications department. When moving from one office to another please contact NAD Communications to move your name plate. In this way, all the necessary departments can be notified of the new location.

110.60 Fire Protection

Fires in an office complex such as the North American Division can be tragic, resulting not only in loss of property but also of lives. Employees should be alert for fire hazards and should immediately report to their supervisor or department director any potential fire

hazard such as accumulation of combustible materials, faulty electric fixtures, etc. Fires should be reported to 911 then Facilities Management Services. Periodic fire drills are conducted for the staff. Employees are required by law to exit the building during fire drills.

120.00 Personal Mail Service

Personal mail should be addressed to employees' homes rather than to the North American Division' mailing address. Personal mailing, such as Christmas cards, wedding announcements, etc., should be mailed at a post office or drop box.

120.20 Lost and Found

Misplaced items found on the North American Division premises are to be turned in to the receptionist desk.

120.40 Use of Telephone

While the telephone is a very convenient and economical method of communication, it is also a major expense for the North American Division.

PERSONAL CALLS

Personal telephone calls should be kept to a minimum and of limited time duration; calls should be made during an employee's lunch hour and/or morning/afternoon break time.

PERSONAL BUSINESS

Employees shall not publish North American Division telephone numbers in connection with secondary jobs or non-office-related activities.

120.60 Telephone Courtesy

Care and courtesy in using the telephone not only creates a good impression for the North American Division office but also makes the contact more pleasant for those who are calling.

In using the telephone:

- a. Answer promptly and pleasantly.
- b. Identify yourself by name.
- c. Give accurate and careful answers.
- d. Display a helpful attitude.
- e. Maintain a pleasant tone of voice at all times.
- f. Take careful notes and pass on information to persons concerned.
- g. Transfer calls tactfully.
- h. Hang up gently.
- i. Be sure to arrange for telephone coverage or call forwarding when away from work station.

- j. Ensure that your voicemail message is regularly updated and shares helpful information to the caller.

120.70 Identification Badges

North American Division employees and visitors are required to obtain identification badges which must be worn and displayed at all times. Entrance to the North American Division building will be permitted only after verification of the appropriate badge has been made by Security. Identification badges and their respective access are considered to be the property of the North American Division and there may be scenarios where employees may be required to return the badge such as at the end of employment. Employee identification badges are to be obtained through Human Resource Services. Employees will be charged the actual cost of replacing lost badges.

120.80 NAD Communications

All employees may subscribe to receive a digital copy of News Points, the NAD Newsletter and Adventist Journey, the NAD Magazine.

130.00 Adventist Review

The Adventist Review is provided free of charge to all regular full-time employees.

130.60 Annual Social Events

Each year during the summer season the North American Division sponsors an afternoon of recreation. A variety of outdoor activities, refreshments and a full-course meal are provided. Employees who do not attend the sponsored activity are expected to work that afternoon. During the Christmas holiday season, the North American Division staff is also invited to a Christmas function.

OTHER ACTIVITIES

It is recognized that some may wish to plan other Christmas activities, send cards or give presents. However, this should only be done at personal expense.

130.80 Entertainment Expenses

North American Division salaried employees whose remuneration percentage is 108 percent or above, or others authorized by the Undertreasurer, may report expenses for entertaining out - of - town guests at meals either at home or in restaurants on the following basis:

- a. Restaurant meals – an annual maximum of 10% of the NAD remuneration factor for entertaining guests not employed in the building. Higher amounts for certain positions will be at the discretion of the Undertreasurer in consultation with the cost center. All requests for reimbursement must be supported by original receipts and comply with IRS regulations.
- b. For guests entertained at home - Up to 25% of the per diem rate per person per meal for official NAD guests that are provided meals at the homes of NAD employees.

140.60 Solicitation and Vending

Solicitation of North American Division employees by co-workers and non-employees is distracting and may be annoying or embarrassing for the employees who are approached. For this reason, the North American Division maintains a solicitation and vending policy as outlined below.

SOLICITATION BY EMPLOYEES

Employees of the NAD are expected to maintain a proper professional image and to avoid business activities for personal benefit during office hours. Therefore, employees shall not engage in any solicitation of other employees during working hours. It is also preferred that fellow employees not be solicited for denominational projects.

SOLICITATION/VENDING BY NON-EMPLOYEES

Non-employees shall not engage in any solicitation (whether verbally or by electronic mail) of or vending to employees during working hours. Advertising/promotional material, brochures, etc., may be placed in the building with the approval of HRS with at least two weeks prior notice. Material of this nature is not permitted for display on the employee bulletin board.

140.80 Personal Business

Caring for personal affairs during office hours should be limited to matters that cannot be done outside of office hours. If it is necessary for an hourly employee to care for personal business during working hours, prior arrangements shall be made with the supervisor and the lost time, up to 2 hours, may be made up during the week in which it is taken or will be charged to the paid leave plan.

150.00 Notary Public

There are Notaries Public at NAD. Contact the NAD Receptionist or NAD Human Resources for a current list. Affidavits to be notarized must be signed in the presence of the notary.

150.40 Trustee Contributions - Assistance

Institutions which do fundraising from foundations and corporations are normally expected to have 100% participation of board members in their annual fundraising campaigns. Because of this, board members and board advisors are expected to make contributions to the institutions on whose boards they serve. In order to care for this expectation for North American Division employees who are assigned by virtue of their positions to such boards, the following provision is made.

- NAD employees who serve on qualifying boards are eligible for reimbursement of contributions or donations to up \$250. Any request for reimbursement should be submitted with the employees' workers expense report.
- Since the NAD and its affiliated organizations provide major appropriations and subsidies to most of the organizations involved, the organizations receiving these contributions will be requested to not solicit nor expect further contributions from these board members/advisors in relation to their service on the board.

150.60 Farewell Functions

Guidelines for farewell functions for employees who are terminating their service at the North American Division are as follows: For any employee that is leaving regular employment with the NAD, the Social Committee will plan a 30-minute Farewell "come and go" reception event for them to be held in the building. The Social Committee will provide dessert, beverages, decorations, paper products and utensils for the event. Exceptions may apply in cases of for cause separation.

ELECTED AND APPOINTED POSITIONS

(Officers and Associate Director at 108% maximum remuneration level and above)

The expense of drink and dessert for farewell receptions for employees in this category will be paid from the Administrative Expense budget of the North American Division. This farewell reception may be held in the Atrium and a general invitation extended to NAD Staff.

ELECTED POSITIONS (OFFICERS)

The expense of a departmental farewell function for employees in this category will be paid from the Administrative Expense budget. The maximum expense per department per year for these functions is three times the NAD Monthly Remuneration Factor.

GENERAL RECEPTIONS

If a department wishes to arrange a farewell reception (punch and dessert provided) for an employee with long service (15 or more years) at the North American Division in a category other than that stated in paragraphs 1 and 2 and extend a general invitation to the NAD staff, with proper arrangements with NAD Social Committee it may be held in the Café or

another designated location. The expense for this function will be charged to the department.

150.80 Departmental Functions

UNION AND DIVISION COUNTERPARTS

Departments may hold one special function a year at the time of meetings held at the North American Division with union or conference counterparts. Attendance is limited to the departmental director, associates and assistant director(s), vice presidential advisor and their spouses, out of town guests and their spouses. The expense is to be charged to the department's general expense account.

EMPLOYEES AND SPOUSES

Each department may hold functions for its own staff and spouses. The annual spending limit for such functions is calculated as follows: four times the current single US per diem rate times the number of regular full and part time employees as of January 1 of each year. The expense is to be charged to the department's employee functions budget.

Related expenses for flowers for the sick, gifts and items such as scrapbooks for retiring employees may be paid from the funding described above.

160.00 Equipment

Equipment purchases costing more than \$1000 must be approved according to the Facilities Management Committee and Information Technology Services guidelines. All requests for equipment purchase should be sent to NAD Treasury. Items costing less than \$500 once approved are charged to the requesting department. Items of more than \$500 are funded by the North American Division Corporation.

REPAIRS

Request for repairs other than electronic (computers, word processors, printers) should be directed to NAD Facilities Management Services.

ELECTRONIC REPAIRS

Problems with computer or word processing equipment should be directed to NAD Information Technology Services.

ASSIGNED PLACE

Equipment is to be kept in its assigned place and shall not be removed to other offices or outside the North American Division building unless approved by NAD Treasury.

160.20 Requests for New Budgets and Budget Upgrades

Requests for new hourly or appointed salaried employee budgets and the upgrading of existing hourly and appointed salaried budgets shall be submitted to the HRS Director (with a copy to the Undertreasurer) for consideration by HRC. Once reviewed by HRC, the request will be forwarded to the Undertreasurer and then to ADMIN for final determination. The following information must accompany the request:

- a. A copy of the employee's job description.
- b. Reasons for requesting a new budget or the upgrading of an existing budget.

ELECTED PERSONNEL

Requests for new elected positions and budgets shall be submitted to ADMIN and shall be accompanied by the information listed above.

160.40 Floral Arrangements

DEATHS

At its discretion, Presidential is authorized to send flowers upon the death of:

- a. Current employees
- b. Retired elected staff members
- c. Retired non-elected staff members who retired while in the service of the North American Division and served the North American Division fifteen years or more and on the death of the following close relatives:
 - Spouse or children of current employees
 - Parents of single or widowed employees

ILLNESS

Flowers may be sent, at the division's expense to employees who are hospitalized.

NORTH AMERICAN DIVISION EXPENSE

Flowers shall not be sent at North American Division expense to persons who are not covered by the guidelines listed above.

160.50 Continuing Education Policy

(Revised October 2022)

The North American Division provides employees with non-graduate level continuing education opportunities. On/off-site programs offer opportunities for retaining, revitalizing and further developing employee skills. Unless otherwise noted, regular full-time/part-time

employees may participate in a variety of job-related training options. However, the annual maximum amount of assistance for all combined aspects of training under this provision cannot exceed the current monthly NAD remuneration factor. For regular, part-time employees, this benefit will be pro-rated based on the employee's number of hours worked and/or percentage of full-time.

The maximum amount of work time permitted for all non-academic level training is 76 hours (two work weeks). Following are descriptions of training components supported by the North American Division.

GENERAL ON-SITE IN-SERVICE TRAINING

Non-management staff is encouraged to attend, with their supervisor's prior approval, up to 25 hours in-service training authorized or approved by NAD Human Resource Services (HRS).

Managers are provided additional managerial level in-service training in addition to general staff in-service offerings. There is no limitation on the number of training hours which may be taken annually.

Information Technology Services (ITS) periodically provides classroom instruction in a wide-range of computer training. There is generally no cost for regularly scheduled on-site training. Off-site arrangements, requested by a department for staff personnel, will be coordinated through ITS with the associated cost the responsibility of the requesting department.

GENERAL OFF-SITE TRAINING INCLUDING PREPARATION FOR STANDARDIZED TESTING

Department directors may request employee(s) under their supervision to attend job-related continuing education programs such as seminars, workshops and other non-academic educational training. Generally, this type of training is taken in the local Washington Metropolitan area. All associated costs of this training will be at departmental expense. Any travel expenses will be covered under existing departmental travel budgets.

Training required to prepare an employee to sit for a standardized test leading to current job-related certification must receive the authorization of the department director. All associated expenses will be the responsibility of the department. Any travel expenses will be covered under existing departmental travel budgets.

The Human Resources Committee (HRC) must be notified at least four (4) weeks prior to the training, and approve prior to hourly employee training occurring to authorize time out of the office. Salaried employees do not require prior HRC approval for time out of the office.

HR must be notified by the department of all training for recording purposes.

TRAINING REQUIRED FOR RETAINING A CURRENTLY HELD CERTIFICATION

When recertification training is required for an employee to retain a current certification (i.e. CPA, SPHR, etc., whether required by current job or not), such training costs will be covered under Employee Benefits. Employees are asked to arrange, as much as possible, to participate in training offered in the Washington Metropolitan area. Any associated travel expenses will be covered under existing departmental travel budgets.

For hourly employees, HRC must be notified at least four (4) weeks prior to the training. Prior approval is needed for training that occurs out of the office. Contact HRS to complete the required form.

Salaried employees do not require prior HRC approval for off-site training. However, HRC must be notified by the department of all anticipated off-site training for recording purposes. Contact HRS to complete the required form.

JOB-RELATED ACADEMIC COURSEWORK

Department directors may recommend to HRC that employees who have worked for the North American Division a minimum of two years and are classified as regular, full-time in their current position, be authorized to take specific job-related academic coursework to greatly enhance or improve qualifications for their present job assignment. Maximum annual financial assistance is up to the current monthly NAD remuneration factor. Assistance will be on a reimbursement basis only. A grade of C and above or a Pass grade (in a pass/fail course) is required for financial assistance eligibility. Costs will be charged to the Employee Benefits budget.

160.60 Seminar Attendance

Department directors may authorize salaried employees under their supervision to attend one - day seminars in the greater Metropolitan DC area without having to obtain approval from any committee provided the fee is charged to the department's general expense budget. Hourly employees may request authorization from HRC well in advance of the event, for time out of the office due to seminar attendance.

160.70 Local Appointments Away From Office

Department directors may authorize the absence of hourly employees from the office to attend local events sponsored by department. The event should be recognized as necessitating the presence of a staff member. Departmental directors should submit to HRS a completed travel authorization well in advance of the event. Authorization from HRC must be requested by departments for hourly employees' time out of the office for local meetings.

160.80 Hourly Staff Travel

(Revised December 2021)

Meetings requiring the services of hourly employees should generally be scheduled at the NAD office location. For special situations in which it is felt that a particular meeting must be held outside the local vicinity and hourly employee assistance is needed, the following factors will be considered by the committee:

- The purpose, size and complexity of the meeting.
- The location and date range of the event.
- The availability of local personnel at the meeting location.
- What specific, technical abilities does the hourly employee bring/contribute to the program that cannot be provided by local assistance.
- Whether the program is open to the general public.
- The cost center must have been consulted and approved the budget for the travel.
- A completed Travel Authorization signed by the Departmental Director and the Undertreasurer or his/her designee, and approved by HRC.

FREQUENCY OF HOURLY STAFF TRAVEL

1. Travel to domestic events may occur as needed and collectively should not exceed 12 business days per year for hourly staff who support one single department, and not to exceed 18 business days per year for hourly staff who support multiple departments.
2. Travel to overseas events may not occur more than once per quinquennium.

TRAVEL EXPENSE RESPONSIBILITY

The travel expense of the hourly employee will be charged to the travel budget of the respective department.

REMUNERATION DURING TRAVEL

1. Regardless of the day of the week, the employee shall be entitled to report the travel time, up to 9.5 hours per day of travel.
2. During the meeting, the employee is expected to report all actual hours worked

170.00 Expenditure of Funds

It is a sacred responsibility to be stewards of the Lord's funds that have been contributed by God's faithful people. In expending these funds for travel and other purposes employees should exercise more care and a greater sense of accountability than might be exhibited in the handling of personal funds.

170.10 Special Delivery Services

PROCEDURES FOR THE USE OF SPECIAL DELIVERY SERVICES (Federal Express and others)

NAD Facilities Management oversees the NAD Mail and Shipping and Receiving services and shall prepare a monthly report for the office of the Undertreasurer indicating the use made of this service by departments of the North American Division.

Incoming items shall be delivered to Shipping/Receiving located on the 1st floor. On receipt, the office concerned will be contacted by email that an item has arrived. It is the responsibility of the addressee to send someone to pick up the parcel. If pickup is not arranged, then special arrangements may be made with the department.

NAD Mail and Shipping should not be used for personal mail delivery or receipt.

170.20 Translation Guidelines

The North American Division conveys its communications to the division territory predominately in the English language recognizing, however, that a limited number of letters and related materials are of necessity received and sent in languages other than English. At times it may be necessary to translate an item into other languages and the procedure listed below will be followed:

CORRESPONDENCE

Translation will concentrate on incoming correspondence and related materials with replies sent in English.

WORKING HOURS

Translation service is to be planned and performed during regular working hours.

COST

The translation cost for time outside normal working hours will be charged to the department or project requiring this service.

PERSONNEL

Translation work may be performed by employees for departments other than their own during regular working hours without additional remuneration, provided prior clearance and approval has been granted by the employee's supervisor or department director.

REMUNERATION

Translation work performed outside of normal working hours which requires over budget or overtime costs will be charged to the payroll account of the department or service that requested the translation. Translators will report time worked on translation project.

REPORTING HOURS

Hourly employees are to report hours spent in translation work as a timekeeping adjustment and should contact NAD Human Resource Services, prior to the end of the pay period, for guidance on reporting the hours.

170.60 Verification of Employment - Current and Former Employees

North American Division employees, including staff, supervisors and department administrators, frequently are requested by current and former employees to share a work reference with prospective employers. All such requests are to be referred to NAD HRS for appropriate follow up and response.

Additionally, NAD HRS also receives requests from lending and other credit institutions to provide employee - related information. Despite any employment information that the North American Division sends to a lender, the NAD does not make, and is not making, any promise, prediction or guarantee of future employment for any period of time. Employment is terminable at will at any time, for any reason, by either the employee or the organization.

In response to written requests accompanied by a signed release for information, NAD HRS will confirm dates of employment; positions held and related salary information. No information is provided regarding performance of employees. Exceptions may be made where state statutes permit the disclosure of certain types of employment related information. A signed waiver and release from liability is required from current and former employees prior to the release of any information. In the event telephone calls are received for employment verifications, the employee will be called and asked to sign an authorization to release information if one is not provided by the caller. If it is not possible to contact the employee immediately, there could be a delay in verifying information to the caller.

All reference requests should be referred to HRS.

170.80 Administrative Assistants - Personal Work

Administrative Assistants (or positions with similar functions) shall not be requested or required to perform personal work for any other employee. This includes being asked or required to drive for personal reasons or chauffeur for any reason.

180.00 Bulletin Board

The employee bulletin board has been strategically located near the 2nd floor café in order to better facilitate appropriate communication among the staff within the North American Division building.

ACCEPTABLE MATERIALS TO BE POSTED

The following information is appropriate for posting on the employee bulletin board:

- a. Job Postings, required federal/state employment regulations, and other employee-related information as deemed appropriate by HRS.
- b. Announcements such as "For Sale/Rent" items (with the exception of realtors) and outside-work-hours personal services being offered by employees (i.e. house painting, mechanics, etc.).
- c. Upcoming community/church-related events.
- d. Other items considered appropriate and approved by HRS.

PROCEDURE FOR POSTING APPROVED MATERIALS

- a. Submit material to HRS for prior – approval at least four (4) weeks prior to desired posting date.
- b. HRS will arrange for approved material to be posted.
- c. With the exception of material originating from HRS, all other material should indicate an expiration date; however, material will be displayed no longer than 30 days.

EMPLOYMENT POLICIES

200.20 Conditions of Employment

The North American Division strives to maintain a highly qualified staff. Personnel selection is based on the following qualifications: character, church membership status, aptitude, education, training, experience, ability, integrity, adaptability and ability to perform job functions (with or without accommodation). Minimal qualifications are:

CHURCH MEMBERSHIP

The Seventh-day Adventist Church Manual explains the criteria for becoming a member. Individuals desiring membership are expected to affirm and commit to the Seventh-day Adventist Fundamental Beliefs and the responsibilities and practices of membership. This includes holding to a biblical view on human sexuality. Principles and criteria relative to membership are to be applied with fairness, consistency, and an attitude of love.

CHURCH TEACHINGS

Reflecting Christ to Bible based teachings, commandments, and standards of the church by exemplifying standards of personal conduct which would preclude:

- The use, manufacture or sale of alcoholic beverages and tobacco and the illegal possession and/or misuse of drugs, including marijuana, and chemical and substance abuse.
- Violation of the law of God, such as worshiping of idols, murder, stealing, profanity, gambling, Sabbath-breaking and willful and habitual falsehood.
- Remarriage without biblical grounds, as delineated in the Seventh-day Adventist Church Manual
- Production, use of and or distribution of pornographic material
- Immoral conduct including but not limited to adultery, fornication, sodomy, bestiality, homosexual practice or incest
- Physical violence, including violence within the family
- Fraud or willful misrepresentation in business
- Persistent refusal to recognize properly constituted church authority or to submit to the order and discipline of the church.

LIFESTYLE - Personal conduct demonstrated in a lifestyle which is expected of Seventh-day Adventists and by thoughtful attention to personal example and influence in grooming, dress and the avoidance of extremes.

Also see NAD Working Policy

E 84 10 Employee Personal Conduct—Employees of North American Division organizations are to exemplify the Christ-like life and should avoid all appearances of wrong doing. They should not engage in behavior that is harmful to themselves or others or that casts a shadow on their dedication to the Christian way of life. Personal attire, posters, banners, bumper stickers, tags, flags, and other symbols whose message, historically or currently, is, or could reasonably be construed to be, one of prejudice, discrimination, or that is inflammatory, must not be displayed anywhere on the premises of the North American Division or its organizations, or while representing the North American Division in any capacity. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, harassment, ridicule, belittlement or disrespect because of their gender, race, color,

national origin, age or disability. To do so would be a violation of God's law and civil laws protecting human rights and governing workplace conduct.

WORK PERFORMANCE - Ability to successfully perform the work and tasks to which one is assigned.

PROFESSIONAL STANDARDS - Careful adherence to the highest professional and ethical standards of integrity and confidentiality.

LOYALTY TO CHURCH MISSION - Willing and consistent loyalty and cooperation.

STEWARDSHIP - Exemplary witness in faithful stewardship, as Biblically defined, in personal finance, tithe, time and talents. Also see 200.40 regarding tithing.

PERSONAL FINANCES - Management of personal finances enabling one to live within one's regular income and assure the payment of all just obligations on a timely basis.

CONFLICTING INTERESTS - Avoidance of conflicting interests and enterprises. Also see NAD Working Policy E 85 – Conflict of Interest and Commitment and NAD Employee handbook 210.60 Conflict of Interest

RESOLUTION PROCEDURES - Compliance with prescribed procedures for resolving conflicts, disputes, complaints and grievances. Also see NAD Working Policy BA 42 Conciliation and Dispute Resolution Procedures.

EMPLOYEE HANDBOOK

Compliance with the regulations of the North American Division as set forth in the Employee Handbook and policies of the Seventh-day Adventist Church.

200.40 Faithful Tithing

Tithing is a basic Biblical principle which speaks to a person's relationship with his Creator. This relationship is ordained of God for the benefit of His children. Systematic and regular tithing yields rich rewards. Among these is the bond which results between a person and the Creator. Another is experiencing the intrinsic satisfaction of giving one's self and one's means to the Lord. Our Lord's promise of special blessings to the faithful tither can be received in no other way.

MODELS

Seventh-day Adventist denominational employees are to be models in every facet of their lives. Church members must see in church workers a fidelity to basic principles which is unequivocal. Such employees will demonstrate an exemplary commitment to the Lord and the teaching of His Church.

REVIEW

Because of its importance as a principle and the spiritual experience it represents, tithing, like other basic beliefs of the Church, becomes a condition of employment for all employees. Consequently, at the time of employment each individual shall be informed in writing of this requirement which includes the expectation of faithfulness in tithing. NAD reserves the right to conduct periodic and random review of employees' tithing practices including confirmation with the local church where their membership is held.

CONCERN

If it is determined that an employee is not faithfully tithing, the president of the North American Division or his designee shall discuss the matter with the employee in the spirit of pastoral concern and endeavor to help the employee understand that following such a course is harmful to the employee's relationship with the Creator.

200.50 Employment at Will

The employee recognizes an employment at will relationship and the employer may terminate the position at any time for any reason subject to the notice requirements in sections 240.00 and 240.20 or elsewhere in the Employee Handbook, or as allowed or limited by local law. The employer has the same rights as the employee for terminating the employment of the employee. The provisions of the Employee Handbook do not constitute a contract of employment nor are they covenants. No representative of the employer, other than HRC and/or ADMIN, has any authority to enter into any agreement with the employee for any specified period of time, or to make any agreement contrary to the foregoing.

200.60 Employment Procedure

Prospective employees desiring North American Division employment will complete all hiring requirements.

The North American Division reserves the right to request a post-hiring physical examination, should be relevant to your position and as allowed by law and if we do we are responsible for the expense.

All applicants are screened, interviewed and evaluated by NAD HRS. No representative of the employer, other than HRC and/or NADCOM, has the authority to enter into any employment agreement at any time (including the setting of remuneration rates) with prospective employees. All applicants hired through either HRC or NADCOM shall be notified regarding all hiring criteria for their position (including the ability to legally perform the work at the designated location) and that the offer of employment, its acceptance, and commencement is contingent on fulfilling all the criteria.

ORIENTATION

A general orientation program is conducted by NAD HRS to give new employees an introduction to the North American Division. Departmental orientation is the responsibility of department directors.

EMPLOYMENT PROCEDURE

Upon being hired, your first 90-days will be considered a trial period. This time is used to closely observe your work and to determine if you are effectively able to carry out your assigned duties and responsibilities on a continuous basis. During the trial period or at any other time, you are free to resign. Likewise, during the trial phase or at any other time, the NAD is free to terminate you for any lawful reason, with or without cause. At the end of the trial period, if your overall-work record has been satisfactory, regular status will be recorded.

If your supervisor or department director determines that your trial period was problematic, or if at any time it is determined that you are not meeting the requirements of your position, you may also be placed on probation for a period of time to be designated by your supervisor and Human Resources or you may be terminated from employment. If you are placed on probation, you will continue to be subject to the conditions of employment found in the Employee Handbook with the exception that during your probationary period, you will not be subject to any protections concerning employee discipline. If for some reason you are unwilling to correct the problems that led to your probation or if a determination is made that your continued employment would be contrary to the best interests of the NAD, your employment may be terminated. If this happens, you will be paid for all hours you worked and for any accrued paid leave time. At the end of a successful probationary period, your regular status may be recorded.

200.90 Floater Employees - Guidelines for Approving

The following situations shall be considered valid causes for officers and department and service directors to request a floater employee to assist on a temporary basis:

- a. To fill in for vacant budgets.
- b. To work on projects for which there is special funding to cover the employee's remuneration. A Plan should be established during the budgeting process with Treasury.
- c. To replace employees who take time off without pay.
- d. To relieve employees who are expected to be off work for more than two weeks because of participation in FMLA.

- e. To relieve employees who will be on vacation for more than two weeks if it is not possible to arrange for another employee within the department to cover the office.

OFFICE / DEPARTMENT COVERAGE

Officers and department/service directors should develop a plan to cover vacations and other short-term absences caused by sickness, accident, jury duty, etc. by arranging for the employees to back up each other.

DEADLINES

Requests for floater employees may be submitted if it appears that existing personnel will not be able to have important materials ready to meet crucial deadlines.

CONDITIONS

Floater assignments should not exceed 3 months. HRC will reevaluate assignment as appropriate.

PROCEDURE

Requests for a floater employee using the prescribed form shall be presented to NAD HRS by the officer, department or service director concerned, preferably four (4) weeks in advance of start of assignment.

VOLUNTEERS

It may be advantageous at times to utilize volunteer services. All requests for volunteer services shall be arranged through NAD HRS. Contact NAD HRS to see if a volunteer is available to help in situations that might not qualify for a paid floater employee.

210.00 Credentials and Licenses

North American Division employees may be granted credentials and licenses according to the following guidelines:

- Ministerial Licenses /Credentials – to non-ordained or ordained ministers
- Commissioned Minister Licenses/ Credentials — To ministerial employees who have demonstrated a divine call to ministry, with an assignment as a spiritual leader, pastor, chaplain, or evangelist
- Administrative Licenses/ Credentials -- To non-ministerial employees who are in leadership positions
- Missionary Licenses/ Credentials — To employees, including regularly employed field, institutional and office employees.

210.20 Employment of Relatives

North American Division policy prohibits employment of immediate family members in the same department. All exceptions to this policy must be authorized by ADMIN.

210.40 Holding Other Employment

Employees shall not hold other employment or engage in other activities incompatible with the full and proper discharge of the duties and responsibilities of the position held.

210.60 Conflict of Interest

STATEMENT OF POLICY

All employees of the North American Division have a duty to be free from the influence of any conflicting interest when they represent the organization in negotiations or make representations with respect to dealings with third parties, and they are expected to deal with all persons doing business with the organization without favor or preference to third parties or personal considerations.

DEFINITION OF CONFLICT

A conflict of interest arises when an employee has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment the employee exercises on behalf of the organization. The employee is to consider only the interests of the organization, always avoid questionable practices, and faithfully follow the established policies of the organization.

CONDITIONS CONSTITUTING CONFLICT

Although it is not feasible in a policy statement to describe all the circumstances and conditions that might have the potentiality of being considered as conflicts of interest, the following situations are considered to have the potentiality of being in conflict and therefore are to be avoided: All trustees, officers, executive committee/board members, exempt employees, and volunteers of denominational organizations shall be subject to this policy.

- a. Engaging in outside business or employment that permits encroachment on the denominational organization's call for the full services of its employees even though there may not be any other conflict.
- b. Engaging in business with or employment by an employer that is in any way competitive or in conflict with any transaction, activity, or objective of the denominational organization.
- c. Engaging in any business with or employment by a non-denominational employer who is a supplier of goods or services to the denominational organization.

- d. Making use of employment by the denominational organization to further outside business or employment, or associating the denominational organization or its prestige with an outside business or employment.
- e. Owning or leasing property with knowledge that the denominational organization has an active or potential interest therein.
- f. Lending money to or borrowing money from any third person who is a supplier of goods or services or a trust or who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.
- g. Accepting any gratuity, favor, benefit, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and the employee.
- h. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.

STATEMENT OF ACCEPTANCE

The chief administrative officer of the organization concerned shall present a statement of acceptance of the policy on conflict of interest to denominational administrators and department leaders and to each member of the boards of trustees and all employees of denominational associations and institutional corporations having responsibility in connection with the handling of trustee funds, and such statements shall be signed and made available to the responsible auditors. The boards of trustees of such organizations shall be apprised annually by denominational auditors of inherent exposures to denominational assets.

Also see NADWP E85-20

1. By all employees—At the time of initial employment an employee shall sign a statement indicating acceptance of the conditions of employment as outlined in the organization's employee handbook. This acceptance shall constitute the employee's declaration of compliance and resolve to remain in compliance with the Conflict of Interest and/or commitment policy.

2. By all employees—On an annual basis the employer shall provide all exempt employees with a copy of the Statement of Ethical Foundations, plus a copy of the Conflict of Interest and/or commitment policy, and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment. The chief administrator, or designee, of the organization concerned shall receive annually a statement of acceptance and compliance with the policy on Conflict of Interest and/or commitment from each employee member of the board/executive committee, and any other person authorized to handle financial resources of the organization. Submission of the statement by persons identified above shall constitute a declaration of compliance with the policy and shall place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.

3. All statements of acceptance and compliance shall be reviewed annually through a process and reporting mechanism as determined by HRC and ADMIN.

210.70 Whistleblower Program

(Revised February 2022)

If an employee has a concern regarding perceived unethical activity while at work, the individual is encouraged to talk with a supervisor, administrator or Human Resources. However, at times an employee may not feel comfortable voicing the issue directly. In such situations an employee may access a third-party reporting system which provides anonymity to the caller. To access the system the employee may go on-line to <http://adventist.ethicspoint.com> and follow the steps as outlined. The North American Division will not retaliate against an employee who in good faith has raised a complaint on the basis of a reasonable belief that the practice is in violation of acceptable ethical behavior, the law or a clear mandate of public policy.

210.80 Work Schedule

Operating hours for the North American Division office are 7:30 am – 6:00 p.m., Monday through Thursday. Flexibility is given to department directors to authorize individual work schedules as needed provided schedules remain within the 38-hour work week and beginning and ending times fall within 6:00 a.m.- 8:00 p.m. It is the responsibility of the department director to provide adequate levels of office coverage during hours of operation.

Exceptions to the stated days/times will occur for major authorized meetings such as North American Division Year End Meetings, Travel Moratoriums, etc. Adherence to the annual February Travel Moratorium is mandatory for all onsite employees.

On Mondays and Wednesdays, worship begins at 9:00 a.m. in the NAD Amphitheater and all employees in the building are expected to regularly attend. On the first Wednesday of each month worship/staff meeting is held in the NAD Amphitheater and attendance is expected to avoid missing key information.

It may be necessary for some employees to remain on a Monday-Friday schedule due to personal needs. In these situations, and with departmental approval, employees may work Monday through Thursday, 8:00 a.m.-5:30 p.m., Friday 8:00 a.m.-noon. Essential services (security, mail, etc.) will be provided Monday – Friday. No café service will be provided on Fridays.

An unpaid lunch period (30 minutes minimum) is also a scheduled part of the daily schedule. In addition, when you work full morning or afternoon periods, a 15-minute paid break is available for each block period. Hourly staff are required daily to use the automated timekeeping system in order to accurately record work time. An approved and current work schedule must be maintained at all times in the department, Timekeeping and Human Resources.

210.85 Lactation Provision

To better accommodate our working new mothers, provision has been made for breast-feeding employees to express milk during work time per the following:

- a. Reasonable break times during the day will be allowed each time the employee needs to express breast milk. Employees are expected to use the paid morning and afternoon breaks as part of this provision.
- b. A private room, located on the first floor has been designated for this purpose. A sign-up schedule is provided for room usage. The room may be locked from the inside for privacy during scheduled visits. Employees who use this room are required to appropriately use the “occupied/vacant” markers located outside the door.
- c. A sink and refrigerator are in the room to aid in the care and storage of expressed milk. Employees must provide their own clearly marked containers for the storage of expressed milk in the refrigerator. All storage containers must be removed by the end of each day. For sanitation purposes, un-marked containers found in the refrigerator or other areas of the lactation room, with or without content, will be discarded.

220.00 Equal Employment Opportunities

The North American Division of Seventh-day Adventists is an unincorporated religious association with Headquarters located in Columbia, Maryland. Therefore, the employment practices of the North American Division reflect religious preferences allowed under the United States Constitution, federal, state and local laws. In keeping with those laws, the North American Division does not unlawfully discriminate with regard to age, race, color, ancestry, national origin, veteran status, gender (except in those positions requiring ordination), marital status (see EH 200.20; if married, marriage defined as between a man and a woman), family responsibilities/familial status, genetic status, genetic information or refusal to submit to a genetic test, or disability unrelated in nature and extent to the performance of the employment. This policy of equal employment is reflected in the organization's practices regarding hiring, layoff, discharge, training, promotions, rates of pay, and other forms of compensation.

Furthermore, because each employee and volunteer is valuable in God's sight, no employee, employee group or volunteer within the organization should be ridiculed, belittled or become the object of discrimination. Verbal and visual communication with one another must reflect Christ's character at all times. Visual material including posters, banners, bumper stickers, tags, flags and other symbols whose clear message, both historically and currently, is one of prejudice, discrimination or that is inflammatory, must not be displayed in the work place or anywhere on North American Division premises.

220.20 Self Supervision

(Revised December 2021)

Since the officers, department directors, and associate directors are out of the office a great deal, many employees whose functions are primarily in the office, work much of the time without close supervision. When they are not travelling, it is expected that the employee will work the hours required to complete assignment (i.e. no less than 38 hours per week in the office building during the office hours of 8:00am to 6:00pm Mondays to Thursdays, as referenced in the NAD Employee Handbook). Any adjusted work schedules supported by supervisors should ensure that the employee is available to work core business hours, in the office building starting no later than 9:00am and departing no sooner than 4:00pm. Employees should refrain from visiting with fellow employees or visitors for extended periods, doing personal work or in spending time in other non-productive activities.

This policy is applicable to all NAD employees whose remuneration scale has a maximum of 106% or lower of the remuneration factor.

220.30 Fraud Policy

(New Policy_April 2020)

This NAD Fraud Policy has been established to facilitate the development of controls which will aid in the detection and prevention of fraud within the Organization. It is the intent of the NAD to promote consistent and uniform organizational behavior by providing pertinent guidelines and assigning responsibility for the development of controls and conduct investigations.

SCOPE OF POLICY

This Policy applies to any fraud or suspected fraud involving employees, consultants, vendors, contractors, related entities or any outside entities doing business with employees of such agencies, and/or any other parties with a business relationship with the NAD (the Organization). Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Organization.

The Administration of the NAD is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud, as defined in this document, is the intentional use of deceit, a trick or some dishonest means to deprive the Organization or its vendors, related entities or other connected parties, of its money, property, or legal rights. Each member of the Administrative team will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the Undertreasurer or Human Resources Director who coordinate all investigations with the Employer Action Committee. If the individual reporting wishes to remain anonymous, they may do so through the *Whistleblower Program*, a third-party reporting system which provides anonymity. To access the system the employee may go on-line to <http://adventist.ethicspoint.com> and follow the steps as outlined.

ACTIONS CONSTITUTING FRAUD

The terms misappropriation, defalcation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to the Organization
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of company activities
- Disclosing confidential and proprietary information to outside parties

- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Organization. Exception: Gifts less than \$50 in value or as otherwise specifically allowed by the Organization.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, equipment and/or
- Any similar or related irregularity

OTHER IRREGULARITIES

Other irregularities concerning an employee's moral, ethical, or behavior conduct should be resolved by the immediate supervisor, the department director, and Human Resources. If there is any question as to whether an action constitutes fraud, the initial preference is to discuss the matter with the immediate supervisor or department director. However, if the reporting employee feels uncomfortable, they are still free to approach the Undertreasurer, the Human Resources Director or may send an inquiry through the *Whistleblower Program* for additional guidance and clarification.

INVESTIGATION RESPONSIBILITIES

The Employer Action Committee has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activity has occurred, the Committee will make a recommendation to either the Administrative Committee or the Executive Officers, based on the circumstances.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with Office of General Counsel and either the Administrative Committee or the Executive Officers, as will final decisions on disposition of the case. Other recommended disciplinary action will be evaluated and/or executed through the process outlined according to the Organization's existing policies.

CONFIDENTIALITY

The Employer Action Committee treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the, Undertreasurer, the Human Resources Director or through *the Whistleblower Program* immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see REPORTING PROCEDURE section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Organization from potential civil liability.

AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD

Members of the Employer Action Committee will have:

- Free and unrestricted access to all Organization records and premises, whether owned or rented; AND
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, digital mediums, and other storage facilities on or off the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigation.
- The ability to engage outside expertise as needed.

REPORTING PROCEDURES

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the Undertreasurer or the Human Resources Director immediately. The employee or other complainant may choose to remain anonymous by using *the Whistleblower Program*.

All inquiries concerning the activity under investigation from the suspected individual may be directed to the Employer Action Committee. If a suspected individual is represented by legal counsel, then any such inquiries should be directed to the Office of General Counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

COMMITTEE FINDINGS

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from Human Resources and the Office of General Counsel, before any such action is taken. The Employer Action Committee does not have the authority to terminate an employee. The decision to terminate an employee is made by the Organization. The Employer Action Committee does have the authority to close an investigation if no evidence of fraud or other misconduct is found or may recommend disciplinary action to the Administrative Committee and/or the Executive Officers based on the findings of their investigation. NO matter what the finding, results will be reported to the Executive Officers and/or the Administrative Committee.

ADMINISTRATION

The Executive Officers, in consultation with the Administrative Committee, is responsible for the administration, interpretation, and application of this policy. This policy will follow the revision process as outlined in the Employee Handbook.

220.40 Professional Appearance

Professional circles generally accept the right of any organization to set regulations, standards, and principles governing professional appearance and conduct. Administration reserves the right to interpret policy and to rule on misunderstandings or disagreements relative to the application of these standards.

220.60 Personal Appearance Policy

On a daily basis, employees represent Christ to each other and to those visiting the North American Division. For this reason, employees must carefully exhibit balance between dressing comfortably and maintaining high standards of Christian modesty and professionalism.

Business casual attire is the standard for dress within the North American Division office. Appropriate business casual wear includes oxford-type and polo shirts, pullovers, sweaters, slacks, skirts, dresses, etc. If the specific meeting schedule or other professional duties for a particular work day requires more professional business attire, employees are expected to dress in a more formal style. Business formal includes suits, dress shirts, ties, pantsuits, blouses, dresses with jackets, etc. Leggings and jeans are not considered to be business casual attire and therefore shall not be worn. It is advisable to discuss expectations in advance with supervisors in order to avoid misunderstandings.

Good personal grooming is expected at all times; make-up should emphasize a natural appearance. Perfumes and colognes should be used in moderation due to the sensitivity of coworkers. The wearing of jewelry, with the exception of a wedding band, is not permitted. Medic Alert identification is acceptable.

EXAMPLES OF APPROPRIATE AND INAPPROPRIATE ATTIRE

Go to [Personal Appearance Guidelines](#)

and click on HR Documents, Personal Appearance Policy) for detailed information on appropriate and inappropriate attire and accessories.

220.80 Personal Appearance Policy Implementation

It is the responsibility of the individual department/service directors as well as the HRS Director to implement the Personal Appearance Policy. Should it be determined that within a department/service an individual is not in compliance with the policy, the following steps will be taken:

- a. The department director and/or the HRS director shall consult with the employee and/or immediate supervisor urging implementation.
- b. A memo documenting the verbal counsel shall be directed to the employee by the department director/supervisor.
- c. The department director shall inform the HRS director if an employee refuses to comply with the personal appearance requirements. The HRS director and department director shall then meet jointly with the employee in order to resolve the situation. A second memo shall be directed to the employee by the HRS director requiring a written response as to the employee's intentions with respect to the personal appearance requirements.
- d. If the employee still refuses to comply with the personal appearance requirements after being counseled by the HRS director and department director, the matter shall be referred to HRC for disciplinary action.

230.00 Courtesy

In the parking lot, in the office, on the street and wherever people meet, the employee should be recognized for refined, courteous conduct. This standard will be reflected in telephone conversations, letters, business dealings and relationships with fellow employees. The employee is responsible for maintaining high professional standards of conduct as understood in Christ's words in Matthew 7:12 which is the premier platinum standard on how employees should relate to each other.

230.10 Safety

The North American Division is committed to keeping its workplace accident free and providing our employees with a safe work environment. This can only be accomplished by all employees working together. When an employee is aware of any unsafe practice or notices an area of the physical plant that needs attention a report should be placed in the Loss Prevention suggestion box located at the employee entrance. If immediate attention is required, call the Security Officer at extension 7200.

The carrying or possessing of any substance, material, device or weapon including but not limited to firearms or explosives, which endanger the safety, health or life of individuals is prohibited on the North American Division premises. Possession of said will result in immediate suspension and possible employment termination. See section 240.20.

The safety of all personnel is of paramount importance therefore we ask that you observe the following guidelines in the event of an emergency evacuation from the building.

Any employee discovering a fire should immediately go to the nearest pull station and sound the alarm. Any employee realizing a potential threat to life or safety should immediately call the security desk, extension 7200 and inform them of the condition. Upon hearing the evacuation signal or alarm, all personnel should immediately proceed to the nearest designated exit. Once outside the facility personnel are to go directly to their designated assembly location and report to their monitor. Monitors are then to report to the person in charge that all of their personnel are out of the building or identify anyone unaccounted for.

The responsibility for visitors lies with the employee being visited. Visitors should be evacuated with the employee. If disabled individuals are in an area, one person should be designated as responsible for assisting the disabled individual out of the building.

All personnel shall remain at their designated assembly area and await further instructions from the monitor. No persons are to return to the building until the monitor has indicated it is safe to do so. Do not leave the property during the course of an evacuation unless authority has been given to do so.

230.15 Expectation of Privacy

The North American Division will make every effort to respect the privacy of all employees. However, employees should remember that the property, building and organization-provided contents belong to the organization. Therefore, under circumstances deemed appropriate by Departmental Administration in consultation with Human Resources, the organization's property may be inspected, searched and/or removed by Administration with or without advance notice to employee(s). There should be no expectation of privacy in common areas such as stairwells, closets, hallways, break rooms, etc. See Computer Use Policy (250.40)

230.20 Confidential Information

Many times within the North American Division office there are strictly confidential disclosures of a personal or organizational nature. Employees will protect themselves and the organization by not allowing the dissemination of such information to family, friends, or strangers, including by electronic means, unless authorized to do so by appropriate administrator.

230.40 Daily Worship

The daily worship period begins at 9:00 am, and is part of the standard work schedule. All employees in the building are expected to attend. Worship reveals a spirit of devotion to the Lord, fostering an atmosphere of spiritual unity within the complex as well as providing an opportunity to disseminate vital information.

230.60 Transfer of Employees

It is the policy of the organization to initiate or approve employee job transfers from one job or department to another provided the employee is able to meet the job requirements of the new position, have held their current position for at least one year, have a satisfactory performance record and have no adverse disciplinary actions during the same time period. Any employee who wishes to transfer to another position and directly approaches a department or supervisor without coordination by Human Resources will have disqualified themselves for a transfer.

INTERNAL NOTIFICATION (POSTING) OF OPEN POSITIONS

Hourly positions and exempt positions below 104% that become available in the North American Division offices will be advertised on the employee bulletin board for 72 hours in order to notify current employees of job openings. Job openings that are to be filled by intra-departmental transfers or by individuals that Human Resources needs to relocate or place may be excluded from posting.

The NAD HRS Director has the authority to directly contact individual employees under certain circumstances without first obtaining the permission of the department.

- a. Eligibility Requirements - In order to be eligible to apply for the open position, employees must meet the job requirements of the new position, have held their current position for at least one year, have a satisfactory performance record and have no adverse disciplinary actions during the same time period. Employees may be required to take job-related skill tests.
- b. Employees are encouraged to inform their current supervisor early on of their intent to apply to a specific job posting in order to avoid possible later misunderstandings.
- c. Interview Process - HRS is responsible for scheduling job interviews with the hiring department. Qualified applicants will be notified by HRS when an interview is arranged.
- d. Selection Process - The hiring department will inform HRS of its hiring decision. HRS will then contact the employee's current department and inform them of the hiring department's decision and request the department to contact the hiring department in order to arrange a mutually acceptable transfer date, generally not to exceed two weeks.
- e. Human Resources Committee - Once the transfer date has been mutually arranged, HRS will present the request for transfer to HRC.
- f. Non-NAD Office Employees who respond to a NAD Office Job Posting - Should General Conference, Adventist Risk Management, Adventist Development and

Relief Agency, Chesapeake Conference and Columbia Union employees apply for a NAD job opening, HRS will contact the current employing organization for permission to contact the employee. Steps above will then be followed.

TRANSFERS INITIATED BY HIRING DEPARTMENT, NOT BY EMPLOYEE

If the hiring department wishes to make contact with an employee working in another department who has not responded to the official job posting the following procedure must be followed:

- a. Before any contact is made directly with the employee, the hiring department must contact HRS and request permission to speak with the employee.
- b. HRS will make the initial contact with the employee's current department and the employee.
- c. If the employee is selected for the position following the interview, the two department directors (current and future) will arrange a transfer date, generally not to exceed two weeks and will inform HRS of the recommended transfer date.
- d. HRS will then present the item to Human Resources Committee for final transfer approval.

Elected and some appointed positions may follow the Nominating Committee Process. Such positions are exempt from this process.

TRANSFERS INITIATED BY INTERESTED EMPLOYEE, NOT BY HIRING DEPARTMENT

Employees are strongly discouraged from directly contacting a hiring department. The employee is expected to either apply for an open position through the posting process or notify HRS of their interest.

However, should an employee directly contact a hiring department it is the responsibility of the department to inform the employee that in order to proceed further, the department will need to initiate the first steps above.

INTER-DIVISION HIRINGS

Should any other entity of the division wish to interview an NAD employee for possible employment, the organization must first contact NAD HRS to request permission to speak with the employee.

If the NAD employee is selected for the position following the interview, the current supervisor and the hiring organization will arrange a mutually acceptable separation date, generally not to exceed two weeks and will inform HRS of the recommended separation date.

Should the NAD wish to interview another division entity's employee, the same process described above will be followed.

Also see Working Policy E 45 35 Call to Reach Employee

TRANSFERS CONDUCTED BY HUMAN RESOURCES

Under certain circumstances, HRS may initiate an employee transfer. At such times, HRS will work closely with the current department, employee and hiring department.

Should the employee be transferred at the initiation of the organization into a position with a lower remuneration, the employee's current remuneration will be temporarily frozen.

230.80 Protocol and Procedure for Transfer of Employees

Procedures for transfers of personnel within the North American Division complex or for calls to such personnel from other organizations is based on the same philosophy which governs the procedures outlined in the North American Division Working Policy regarding calls and transfers between divisions, unions and conferences. These are as follows:

CALLS OR TRANSFERS BETWEEN DEPARTMENTS

All plans or proposals from departments to extend calls for and/or to make contacts for inquiry with employees in other departments shall first be submitted to HRS by the respective department director for processing.

PRIOR PERMISSION

Any department interested in making a contact for inquiry with an employee in another department shall obtain prior permission to do so from HRS.

HRS DECISION

HRS may approve or disapprove a request to make contact for inquiry. If it is approved, all the individuals and departments involved should be advised that the passing of a call and any eventual transfer are subject to further study and an official action by HRC. If the request is disapproved, it shall be for a cause such as the individual not having been in the present position for sufficient time.

APPEAL

The decision of HRS to approve or disapprove a request to make contact for inquiry may be appealed to HRC through its chairman by either of the departments involved.

CONTACT WITH EMPLOYEE

If a request to contact for inquiry is appealed and approved by HRC, the decision shall be considered final. HRS will then notify the department director that a contact for inquiry has been approved. The director of the department receiving the notice may request that the contact be delayed for a specific period of time, not to exceed one week.

SPECIFIED TIME

After the specific period of time agreed to has elapsed, the contact may be made automatically without further notice or negotiation.

EMPLOYEE RESPONSE

Once a request for contact has been approved by HRS or, if appealed and approved by HRC, the contact for inquiry shall not be blocked but shall proceed and the contact made with the employee who shall be free to express an appropriate response.

HRC ACTION

After the contact for inquiry has been made, HRC shall review the case, including the employee's response, and vote to either pass on or withhold the call.

TRANSFERS INITIATED BY EMPLOYEES

Employees shall have the right, for valid reasons, to request transfers. If necessary, they may request HRS to intervene on their behalf in effecting a transfer.

PROCEDURE

If an employee initiates a contact with another department, the representative of that department should accept the contact but shall advise the employee that in order to continue the contact, the procedures outlined above must first be followed.

CHANGE OF ASSIGNMENTS WITHIN DEPARTMENTS

Department directors may affect changes in employee assignments within their respective departments without regard to the procedures outlined above provided no change in remuneration scale or budgetary provision is involved. Such internal transfers should be reported to HRS. HRS is responsible for notifying Treasury of changes, using the regular payroll authorization form and submitting to the appropriate committee(s) for approval.

HUMAN RESOURCE COMMITTEE

Changes in employee assignments within departments which also involve changes in remuneration or of budgetary provisions shall be submitted to HRC for consideration.

TERM OF SERVICE

An employee is expected to serve in a position for at least one year before requesting a transfer or being called to another department unless circumstances exist which are considered exceptional by HRS and HRC.

CALLS FROM OTHER ORGANIZATIONS FOR NORTH AMERICAN DIVISION PERSONNEL

Denominational organizations which are not a part of the North American Division headquarters shall obtain prior permission from HRS to contact any North American

Division employee except those who are elected, or appointed by the North American Division Committee. If permission for contact is granted, HRS shall advise the department director regarding the forthcoming inquiry. The department director may request a delay in the contact, not to exceed one week.

ELECTED EMPLOYEES

Requests for permission to contact elected or appointed employees shall be routed to the person's department director who shall counsel with the officer, advisor/chairman of the board.

EMPLOYEE RIGHTS

The above procedure in no way precludes the right of an individual employee to make known a desire for a change of work or to initiate such a change.

240.00 Termination of Employment

If an employee, for any reason, finds it necessary to discontinue employment, the employee shall submit in writing a notification of intention at least two weeks prior to the planned date of departure. This notice will give reasons for the resignation/termination and should be channeled to the immediate superior who, in turn, will present it to the appropriate persons and committees.

TERMINATION FORM

The employee is expected to report to HRS to make arrangements for accrued vacation/paid leave, to leave a forwarding address and to receive a termination form for processing.

CHECK OUT

The exiting employee will be given an exit interview form and a checklist of items to be returned to HRS on last day of employment. The employee is required to obtain signatures on the termination form, and return it to HRS. An exit interview will be conducted at that time.

REEMPLOYMENT

An employee who voluntarily terminates during a progressive discipline process may not be considered for reemployment for a period of no less than one (1) year.

240.20 Discipline and Termination Procedures

The purpose of disciplinary procedures is to provide a systematic and equitable means of dealing with employee violations of conditions of employment or other unacceptable practices and to assist employees in achieving optimum performance. The procedures outlined herein are for guideline purposes only and may be changed or omitted by the employer.

CAUSES FOR DISCIPLINE

Causes for discipline may include but are not limited to the following:

1. Violation of conditions of employment, including job performance.
2. Violation of published policies and procedures.
3. Failure to comply with any reasonable job-related request by a supervisor.
4. Causing employee unrest by airing complaints in lieu of following established complaint and grievance procedures.
5. Failure to keep accurate records in the prescribed manner or submit valid reports.
6. Failure to abide by the published guidelines for timekeeping, including regular clocking in and out.

PROCEDURES FOR EMPLOYEE DISCIPLINE

There are four steps that supervisors should follow when policies, regulations and guidelines in this handbook are ignored or violated:

Verbal Warning

A verbal warning by the immediate supervisor directed to the involved employee. Successive verbal warnings shall be documented in the employee's file.

Written Warning

A written warning by means of the Employee Warning Form or a letter which contains the following information: (1) an outline of the problem area(s), (2) description of corrective action to be taken within the prescribed time frame, (3) further action which will occur if improvement is not noted within this time frame. A copy of this form or letter shall be given to the employee and a copy shall be sent to HRS and placed in the employee's file. Forms are available from HRS.

Evaluation

At the end of the noted time frame, another session will be conducted between the supervisor and employee to discuss results since the initial counseling session. If desired improvement has not been made the HRS Director shall be informed.

Probation

HRC shall take action placing the employee on probation. Another session with the employee will be held in which the employee is advised of the probationary action. A letter will follow from the HR Director confirming the probationary status and will be placed in the employee's file.

Discipline

HRC may choose an appropriate level of discipline, based on the severity of an offense, including, but not limited to, verbal warnings, written warnings stated above, administrative leaves with or without pay and employment termination.

BASIS FOR TERMINATION

Any cause for discipline which is not corrected may lead to termination. Causes may include but are not limited to the following:

- a. Violation of conditions of employment.
- b. Violation of published employment policies and regulations.
- c. Failure to practice the fundamental teachings and standards of the Seventh-day Adventist Church.
- d. Remarriage without Biblical grounds.
- e. Habitual tardiness and/or absenteeism.
- f. Misappropriation or misuse of organizational funds or other assets.
- g. Unauthorized possession or use of property belonging to the organization or other individuals.
- h. Inadequate effort to fulfill a job assignment or unsatisfactory performance.
- i. Committing, aiding, advocating or being convicted of a felony.
- j. Supporting or being involved with activities that are in conflict with the teachings and objectives of the Seventh-day Adventist Church.
- k. Persistent disregard or violation of sound principles of Christian interpersonal relationships or inability to maintain cordial relations with fellow employees.
- l. Refusal to accept a transfer or a justified reassignment.
- m. Attitude detrimental to the objectives and philosophy of the North American Division.
- n. Falsification of records, time reports or expense reports.
- o. Insubordination.
- p. Misuse of confidential information.

PROCEDURES FOR TERMINATING EMPLOYEES OPPORTUNITY TO RESIGN

If disciplinary or corrective measures have failed to remedy the situation and if termination seems to be necessary, the employee may be given the opportunity to initiate resignation.

- a. If the employee feels that written conditions of employment or published regulations, policies, or procedures have been inequitably applied in the impending dismissal, the employee may use the established grievance procedure (See 240.40). If the employee wishes to use this procedure, intention must be stated in writing to HRS within five working days of receipt of written notice of proposed dismissal. Notice shall be delivered in person or by registered mail with return receipt requested.
- b. If the employee does not resign or does not initiate a grievance procedure, the matter will come back to the appropriate committee for final action.

GROSS MISCONDUCT

In the case of a serious violation of conditions of employment or a major infraction of policies and regulations, such as gross misconduct, the action of the appropriate committee to terminate the employee's services is final. In such cases an employee may not be given an opportunity to resign. Prior notice and warnings need not be given and steps under Procedures for Employee Discipline mentioned above are not applicable. Dismissals for gross misconduct may be for, but not necessarily limited to, the following acts:

- a. Vandalism
- b. Act of immorality or indiscretion
- b. Disorderly conduct and profanity
- c. Gross neglect of duty
- d. Dishonesty
- e. Use of tobacco in any form and/or alcoholic beverages
- f. Illicit use of drugs
- g. Permitting or requiring hourly employees to work without clocking or otherwise recording all hours worked. (Applies to supervisory employees and requires a written warning before termination.)
- h. The carrying or possessing of any substance, material, device or weapon including but not limited to firearms or explosives.

SETTLEMENT

Should an employee be dismissed, the North American Division will give a minimum of two weeks' notice (except in the case of dismissal for gross misconduct). The North American Division at its own discretion may pay the dismissed employee in lieu of notice. The employee who is dismissed for gross misconduct will receive the full remuneration that he or she has earned up to the time of discharge and applicable termination settlement.

240.30 Harassment

The North American Division values the dignity of all human beings as children of God. The North American Division recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this environment through educating employees that harassment violates the law and will not be tolerated by the North American Division. The North American Division also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.

To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, the North American Division shall endeavor to take the following actions:

- a. Each employee shall receive a copy of this harassment policy and complaint procedure;
- b. Each employee shall acknowledge receipt of this policy and complaint procedure, which will be maintained in the employee's personnel file;
- c. The North American Division has designated the HRS Director and Associate HRS Directors as the persons to whom complaints of harassment can be made, in addition to an employee's department director.

PERSONAL CONDUCT

Employees of the North American Division are to exemplify the Christ-like life and should avoid all appearances of wrong doing. They should not engage in behavior that is harmful to themselves or others or that casts a shadow on their dedication to the Christian way of life. Personal attire, posters, banners, bumper stickers, tags, flags, and other symbols whose message, historically or currently, is, or could reasonably be construed to be, one of prejudice, discrimination, or that is inflammatory, must not be displayed anywhere on the premises of the North American Division or while representing the North American Division in any capacity. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, harassment, ridicule, belittlement or disrespect because of their gender, race, color, national origin, age, disability or physical characteristics. To do so would be a violation of God's law and civil laws protecting human rights and governing work place conduct.

SEXUAL HARASSMENT

Sexual harassment is a form of harassment and involves unwelcome sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

IMPROPER CONDUCT

Improper conduct by the employee, co-workers and, in some instances, non-employees includes, but is not limited to:

- a. Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant's or employee's giving in to or rejecting sexual advances will have an effect on that person's employment or terms of employment;
- b. Unwelcome sexual flirtation or propositions;
- c. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.);
- d. Displays, whether worn on the person, displayed in offices or on personal vehicles parked in the North American Division parking lot, of sexually suggestive pictures, drawings, cartoons or objects or other erotica;
- e. Threats or demands for sexual favors;
- f. Unwelcome or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, jokes degrading or offensive comments or tricks);
- g. Demeaning or degrading comments about an individual's appearance;
- h. Denying an employee the opportunity to participate in training or education on account of gender, race, color, national origin, age, disability, or physical characteristics;
- i. Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age, disability, or physical characteristics; or
- j. Requiring a protected employee to perform more difficult tasks or less desirable work assignments, for example, in order to force them to retire or resign from employment.

REPORTING INCIDENTS

Employees who believe that they have been harassed should immediately take the following steps:

- a. Attempt to make it clear to the offending party that such conduct is offensive and should be stopped immediately (Matthew 18:15);
- b. If "a" above does not resolve the issue then seek counsel on the incident with your immediate department director/supervisor, and/or to the director or associate directors of HRS. (Matthew 18:16).
- c. HRS may request a further written report of the incident including potential witnesses, and other such steps as may be deemed appropriate.

*Note: In the event of gross misconduct, go directly to HRS. Also see Policy 240.20

THIRD-PARTY REPORTS

Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to their department director/supervisor or the director or associate directors of HR for investigation.

INVESTIGATION AND DISCIPLINE

Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible.

A violation of this policy may result in discipline, up to and including dismissal from employment.

PROHIBITION OF RETALIATION

The North American Division prohibits retaliation against employees complaining of harassment.

240.40 Appeal Process

In the event an employee wishes to appeal a formal disciplinary action, the individual may write a letter of appeal to the Human Resources Committee chair outlining the reasons why the employee believes the disciplinary action is not appropriate. The decision to present the letter of appeal to the committee will rest with the chair.

240.50 Workplace Violence Prevention

The North American Division is committed to preventing workplace violence and to maintaining a safe work environment. NAD has adopted the following guidelines to deal with intimidation or other threats of actual violence that may occur onsite or offsite during work-related activities.

PROHIBITED CONDUCT

All active employees, visitors, guests, contractors, vendors and affiliates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to themselves or others. Conduct that threatens, intimidates or coerces another employee, visitors, guests, contractors, vendors and affiliates will not be tolerated. Threatening, stalking or harassing behavior of anyone at or outside the workplace is not tolerated. The Division addresses threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, the security officer, HRS, facilities management or any member of Administration or call 911, as appropriate. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees are not expected to place themselves in peril if the perceived need arises to intercede during an incident.

Employees should promptly inform HRS of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. NAD will not retaliate against employees making good-faith reports. NAD is committed to supporting victims of intimate partner violence by providing referrals to the company's employee assistance program and community resources and providing time off for reasons related to intimate partner violence.

INVESTIGATIONS AND ENFORCEMENT

NAD will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. NAD will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, NAD may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of, or actual violence, or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

NAD encourages employees to bring their disputes to the attention of their supervisors or HRS before the situation escalates. NAD will not discipline employees for raising such concerns, in good faith.

240.60 Children in Office Complex

North American Division employees should refrain from bringing their children into the office during regular scheduled work hours.

240.90 Cell Phone and Other Wireless Devices Usage

(Revised May 2019)

This policy outlines the use of personal cell phones at work and the safe use of NAD-issued cellphones or other electronic devices by employees while driving.

PERSONAL CELL PHONE USE

While at work, employees are expected to exercise the same discretion in using personal cellphones and other electronic devices as is expected for the use of NAD-issued phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls on nonwork time when possible and to ensure that friends and family members are aware of NAD's policy.

NAD will not be liable for the loss of personal cellphones or other electronic devices brought into the workplace.

DIVISION PROVIDED CELL PHONE USE

All NAD Assistant Director positions and higher, and positions in a similar job family (those titles with a remuneration scale maximum of 104% or greater) are eligible to receive a company sponsored cell phone or related mobile device or will have the ability to request reimbursement, through the workers report, for such work- related charges incurred on a personal cell phone or related mobile device. All other positions for which a company sponsored cell phone or related mobile device is considered by the department to be job related and supported by business necessity, will be reviewed and will require approval of the North American Division Human Resource Committee.

When a position requires immediate access to an employee, NAD may issue a business cellphone or other electronic devices to an employee for work-related communications. Employees will be notified at time of hire if their position requires a NAD-issued cell phone.

Employees in possession of NAD equipment, such as cellphones or other electronic devices, are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

SAFETY ISSUES

All employees are expected to follow applicable local, state and federal laws and regulations regarding the use of cellphones and other electronic devices at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone or other electronic devices for business use are expected to refrain from using their phone or other electronic devices while driving; use of a cellphone or other electronic devices while driving is not required by the NAD for any position. Safety must come before all other concerns. As a rule, including slow or stopped traffic, employees should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Where local or state law allows employees may use hands-free operations. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving, at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Employees who are charged with traffic violations resulting from the use of their phone or other electronic devices while driving will be solely responsible for all liabilities that result from such actions.

VIDEO OR AUDIO RECORDINGS

The use of camera phones, or other audio or video recording-capable devices within the NAD may constitute an invasion of employees' personal privacy and may breach the confidentiality of NAD protected information. Therefore, the use of camera or other video recording-capable devices on NAD premises is prohibited without the express prior permission of Administration and of the person(s) present at the time. This prohibition is especially applicable to restrooms, lactation room and locker rooms.

For security purposes, the select areas of the building are under video surveillance and such video footage is the property of the NAD.

250.00 Leaves of Absence

Leaves of absence may be granted for study programs, or extenuating circumstances. Requests must be submitted in writing to the supervisor/department director for consideration by HRC. Leaves for Family and Medical Leave Act purposes should be requested in accordance with 250.30.

CONDITIONS

If a leave of absence is approved by HRC, conditions shall be clearly defined and communicated to the employee in writing. These shall include the length of the leave of absence, financial assistance, continuation of benefits, if any, and the responsibility, if any, of the North American Division to re-employ the person. For Family and Medical Leave Act purposes see section 250.30.

250.20 Time Off Without Remuneration

Employees who desire a few weeks of time off without remuneration for personal reasons shall submit their request to their department director; for Family and Medical Leave Act purposes, see section 250.30.

APPROVAL

If the department director approves, the request shall be referred to HRC for decision.

SERVICE CREDIT

If an employee takes time off without pay that exceeds 26 hours in a calendar year, the employee's service credit for that year will be pro-rated.

250.30 Family and Medical Leave

The Family and Medical Leave Policy of the North American Division outlines the conditions under which an employee may request time off with or without pay for a limited period with job and accrued benefit protection.

For further information or a more detailed description of the North American Division Family and Medical Leave Policy and Procedural Process, please contact HR.

DEFINITION

A family and or/medical leave of absence shall be defined as an approved absence of an eligible employee for up to twelve weeks within a twelve-month period under particular circumstances that are critical to the life of a family. Leave may be taken for the following reasons:

- a. birth of an employee's child
- b. placement of a child with an employee for adoption or foster care
- c. need for an employee to care for a child, spouse, or parent who has a serious health condition
- d. when an employee is unable to perform the functions of his/her position because of a serious health condition.

SCOPE

The provisions of this policy shall apply to all family and/or medical leaves of absence approved for eligible employees for the reasons described above.

PAID AND UNPAID LEAVE

Family and/or medical leaves of absence shall be unpaid. However, if eligible employees have accrued paid leave benefits under employment benefit plans or policies of the North American Division, the employees will be required to use those accrued benefits to provide compensation during all or any part of the twelve weeks leave. If the employee's paid benefits are exhausted, the remainder, if any, of the family or medical leave will be unpaid. The use of accrued benefits will not extend the duration of a family or medical leave.

ELIGIBILITY

To be eligible for leave under this policy an employee must have been employed for at least twelve months in total, and must have worked at least 1250 hours during the twelve-month period immediately preceding the commencement of the leave.

All North American Division employees who meet the above eligibility requirements, regardless of worksite location within the United States, are eligible for family and medical leave.

REINSTATEMENT

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits or one which requires substantially equivalent skill, effort, responsibility and authority.

The North American Division may choose to exempt certain salaried, highly compensated (key) employees from this requirement and not return them to the same or similar position.

Once leave has been completed, the employee must obtain job-related certification from the physician or health care provider that the employee is able to resume work.

Failure to return to work following the approved FMLA leave will be cause for termination of employment.

BASIC REGULATIONS

1. The North American Division will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. A copy of the medical certification form is available from HR.

The North American Division may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the North American Division, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the North American Division and the employee.

2. An employee will need to obtain a job-related "fitness for duty" certificate from the attending physician or health care provider prior to his or her return to work if the FMLA leave taken was based on the employee's own serious health condition.
3. If medically necessary for a serious health condition of the employee or his/her spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the North American Division may require the employee to transfer temporarily to an alternative, but equivalent in pay and benefits, position which better accommodates recurring periods of absence or a part-time schedule.

Exempt employees working at North American Division headquarters or within a 75-mile radius of the North American Division complex may be docked for Family and Medical Leave absences of less than one day, as well as those of one day or more. Other North American Division exempt employees will be docked only for Family and Medical Leave absences of one day or more.

4. Spouses who are both employed by the North American Division and are requesting family and medical leave for the same qualifying event are entitled to a total of twelve weeks of leave (rather than twelve weeks each) for the birth, adoption, or placement of a child for foster care or for the care of a sick parent (but not a parent-in-law).

NOTIFICATION AND REPORTING REQUIREMENTS

When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide a 30-day notice and make efforts to schedule leave so as not to disrupt North American Division operations. In unforeseen circumstances, 30 days of notification may not be possible; in such cases, as much prior notice as possible must be given. In cases of illness, the employee will be required to report periodically on his/her leave status and intention to return to work.

If an employee fails to provide a 30-day notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the Supervisor and HR receive notice.

STATUS OF EMPLOYEE BENEFITS DURING LEAVE OF ABSENCE

While an employee is on leave, the North American Division will continue the employee's health care benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee pays to opt-in eligible dependent(s) and/or spouse, then while on paid leave the North American Division will continue to make payroll deductions. While on unpaid leave, the employee must continue to make this payment which must be received in the Accounting Office by the second pay period of each month (see pay day schedule). If the employee does not continue these payments, the North American Division may discontinue dependent/spouse coverage during the leave period or will recover payments at the end of the leave period, in a manner consistent with the law.

If the employee has opted-out of the NADHCAP the North American Division will continue to make the authorized monthly payment to the employee regardless of whether the leave is paid or unpaid.

Benefit entitlements based upon length of service will be calculated as of the last paid day prior to the start of the unpaid leave of absence.

PROCEDURES

1. A Request for Family and Medical Leave of Absence Form must be obtained from HRS and completed by the employee. This form should then be initialed by the supervisor and returned to HRS who will forward the request to HRC for final approval.

2. All requests for family and medical leaves of absence due to illness will additionally require the completion of the Certification of Physician or Practitioner Form which must also be returned to HRS. The employee should return the form within 15 days of the request for family and medical leave or provide an acceptable explanation for the delay.
3. Once leave has been completed, the employee must obtain job-related certification from the physician or health care provider that the employee is able to resume work. This certification must be returned to HRS.
4. HR will inform the employee of the HRC decision relative to the request for leave.

250.35 Parental Leave (Paternity/Adoption/Placement of Foster)

(New Policy_September 2021)

Eligible exempt and non-exempt regular full-time employees will receive a maximum of two (2) weeks of paid parental leave per birth, adoption, or placement of a child/children. Part time employees are also eligible, and the benefit would be prorated relative to their eligible hours of work. Approved paid parental leave may be taken at any time during the three-month period leading up to and immediately following the birth, adoption, or placement of a child with the employee. This policy runs concurrently with the Family and Medical Leave Act (FMLA) leave.

Employees must use their existing sick leave and or extended sick leave banks to fund parental leave. Employees will continue to accrue leave while on Parental Leave. Holidays are not counted as part of the two weeks. If the period of the leave spans a holiday the two weeks leave will not be reduced by the holiday. Employees may take additional leave related to the birth, adoption, or placement of a child with the employee if they elect to use paid time/vacation/short-term sick or leave without pay.

250.40 Computer Use Policy

(Revised January 2020)

The North American Division has a Computer Use Policy which outlines acceptable uses of computer equipment and electronic communication systems provided to employees. These requirements are in place to protect the employee and the NAD. This policy applies to all employees, contractors, consultants, temporary employees and volunteers. It also applies to all hardware and software equipment that is owned by or leased to NAD.

POLICY HIGHLIGHTS

- a. While personal information may be stored on the equipment, employees should note that the NAD has the right to inspect and monitor computer and network equipment, as well as internet usage, email and other electronic information and files for appropriate usage and content.
- b. All software installed on the equipment must comply with all licensing, copyright and intellectual property laws.
- c. Employees must ensure that NAD equipment must not be used for outside business ventures, personal solicitation or for political campaigns or causes.
- d. Employees should ensure that confidentiality of sensitive information is protected at all times and storage, transmission or creation of illegal, inappropriate harassing or offensive material is not acceptable.
- e. Violation of this Computer Use Policy may result in disciplinary action.

Definitions

- a. Computer Equipment: Computer hardware, including the computer, and peripherals (such as printers, scanners, copiers and USB devices)
- b. Electronic Communication Systems: System used as a means of sending and receiving messages electronically through connected computer systems (ie. Email, Instant and Text messaging etc.)
- c. Hardware: Physical components of a computer system
- d. Instant and Text Messaging (IM), blogging, social networks: A collaboration tool that allows real-time communication between two or more individuals
- e. Malware: Any malicious software/program that is harmful to a computer system and includes viruses, worms, Trojan horses, and spyware
- f. Mobile Computing Devices: Portable or hand-held computing devices including, laptops, notebooks, tablets, personal digital assistants (PDAs), pocket PCs and smart phones
- g. Network: A number of computers connected together to share information and hardware
- h. Sensitive Information: Information classified by information owners as confidential or restricted,

- i. Software: A collection of computer programs, procedures and documentation that performs some tasks on a computer system

NAD RIGHTS

- a. Computer equipment connected to NAD systems and networks must be owned by, leased to, or licensed to NAD. NAD may provide network services for unmanaged or non-NAD devices where it deems appropriate. This includes but is not limited to setting up Wi-Fi Access Points, DHCP servers, port scanning, or other such network monitoring. Prior notification and authorization from the ITS department must be obtained.
- b. Any equipment brought into the building which interferes with business operations will not be permitted. i.e. cordless phones as some use the same frequency as Wi-Fi; Wi-Fi Access points as it may interfere with NAD's Wi-Fi environment.
- c. All electronic information stored on NAD computer equipment is the property of NAD.
- d. NAD reserves the broadest right to investigate any activity, threat or potential violation of policy on any of its computer systems or networks to ensure that electronic systems are used appropriately and efficiently for the maximization of job performance. Access to, and use of electronic systems is intended to facilitate the business processes and legitimate business communication between users. To ensure appropriate use and information control, users are required to exercise good judgment in using electronic systems.
- e. NAD reserves the broadest right to inspect and monitor computer and network equipment, Internet usage, email, and other electronic information and files for appropriate usage and content consistent with business use. Users should have no expectation of privacy.
- f. NAD equipment must not be used for outside business ventures, personal solicitation, political campaigns or causes that oppose or contradict the mission and values of NAD.
- g. NAD computing resources, software, systems and network must not be used to violate any local, state and/or federal laws. NAD will cooperate with investigations by any legitimate law enforcement entity.
- h. Computer equipment and networks shall never be used to create, display, store or transmit illegal, inappropriate, derogatory, harassing or offensive material.

- i. Users must comply with all software licenses, copyrights and all other state and federal laws governing intellectual property, copyright, trade secret, patent, including but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by the NAD.
 1. Unauthorized copying of copyrighted material including but not limited to, digitization and distribution of photographs, from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the NAD or the end user does not have an active license is strictly prohibited.
 2. The NAD assumes no liability and will hold the offending employee(s) responsible for the consequences of any prohibited use of computer equipment or of any unauthorized use of software on NAD equipment resulting in any loss, cost, expense, legal action or liability including, but not limited to, any claim of or liability for any infringement upon or any violation of any patent, copyright, trade secret or any other proprietary right of any third party.
 3. NAD reserves the right to require that any software or hardware be tested by the ITS department before installing on, or attaching to, NAD computer equipment and networks.
 4. Incidental personal use of NAD computer resources may be permitted providing it does not consume more than minimal resources, interfere with worker productivity, pre-empt any business activity or violate any NAD policy.

SENSITIVE INFORMATION AND CONFIDENTIALITY

Employees shall maintain the confidentiality of sensitive electronic information including personal information i.e. social security numbers, credit card info, passport and visa info, in the creation, handling, transmission, storage and destruction of such information stored on, or transmitted over NAD computer equipment and networks. This type of information is only available via a secure connection to the network servers. Any exceptions to must be made to the Information Technology Services Committee and only stored on an encrypted device. This type of information should only be maintained where absolutely necessary and as part of one’s job requirement.

- a. Prior to the release of any personal or sensitive information for any reason unless required by law, or in the course and scope of employment related functions, the

permission of the individual whose information is being released must be obtained.

- b. Computer monitors and screens shall be positioned to reduce the visibility of sensitive or confidential information by unauthorized individuals.
- c. Sensitive information shall not be transmitted to, or stored on personal desktop or mobile computing device without prior approval by Information Technology Services (ITS).
- d. To avoid loss, all sensitive information must be stored and/or replicated on NAD servers.

SECURITY

Security starts with each individual. Security products provide effective theft deterrents and access controls, but ultimately it is up to the individual users to prevent laptop theft. Individuals need to be particularly careful in public locations, such as airports, hotels and conference centers, and take appropriate steps to ensure someone does not try to steal their machine. An individual needs to understand the sensitive nature of their data, the cost of its loss and the potential risk of this data being accessed. Laptop users are encouraged to contact the ITS department to discuss these security issues and preventative measures.

- a. Appropriate malware protection software approved by ITS shall be active on all computers and mobile computing devices at all times other operating systems or computing platforms shall have comparable protection, if available. In the event that no antivirus protection is available for a particular operating system or platform, anyone using or accessing these unprotected systems shall apply all prudent security practices to prevent infection, including the application of all security patches as soon as they become available. When antivirus software becomes available for an operating system or platform previously lacking antivirus software, it shall be installed on all applicable devices connected to the network. Any exceptions to this policy must be explicitly approved by the ITS Committee.
- b. Each user shall be given an individual username and password.
 - 1. Each user is responsible for ALL actions associated with this username.
 - 2. Each user shall ensure this password is not shared, revealed or “allowed to be discovered” due to carelessness.

- c. Unattended computers must be locked, logged out or the password-protected screensavers must be activated to secure the computer or mobile computing device.
- d. Any computer equipment and mobile computing devices which accesses corporate data shall have inactivity timeouts no greater than (30) thirty minutes.
- e. Any unauthorized activity may be treated as a hostile attack against NAD. Employees must not knowingly attempt to disable, defeat, overload, or circumvent any enterprise security implementation. Effecting security breaches or disruptions of network communication. Security breaches include but are not limited to, access data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purpose of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes. Port scanning or security scanning is expressly prohibited unless prior permission is obtained from ITS. Executing any form of network monitoring which will intercept data not intended for the employee's host is prohibited, unless this activity is a part of the employee's normal job/duty.
- f. Users shall promptly report computer policy breaches and security threats against NAD equipment and information to the ITS dept.
- g. Users must not attempt to bypass or subvert, or assist others in bypassing or subverting, content filtering, electronic mail filtering, firewall, software backup, screensavers, PIN's, transaction histories, computer virus/spam/malware protection software, or other security measures which are put in place to protect the integrity of the NAD computer/device environment without the explicit direction and approval from ITS Management.
- h. All NAD owned laptops (Portable storage devices) must be encrypted using the ITS managed encryption system. Laptops and portable storage devices that do not meet standards for encryption may be exempted from this policy by the following exemption specifications. By default, all NAD laptops, regardless of what data they store, send, or receive, should be encrypted. Exemptions shall be considered on a case by case basis. Exceptions will be made where:
 - 1. The laptop operating system is incompatible with the encryption system.

2. Applications running on the laptop are incompatible with the encryption system.
3. Unacceptable system or application slowdown is caused by the encryption system.
4. The encryption system causes other problems or possible issues resulting in unacceptable system behavior.
5. If none of the issues above are identified, or if no other issues that would cause undue hardship or difficulty for the user of the laptop can be identified, the laptop must be encrypted using ITS-managed encryption software.

LICENSING, SOFTWARE AND HARDWARE

All computer software installed on NAD computers must be owned by or licensed to NAD. Deviation from these provisions shall have prior written approval from the ITS Director.

- a. ITS will not be responsible for, and not support any personally owned software installs, and setups but will assist in moving data. It is also the responsibility of the employee to keep such software current with the latest patches to address such security.
- b. Users may not upload any software licensed to NAD to any external device or location.
- c. Personal or vendor equipment shall be connected to NAD computer equipment, networks and systems only through authorized remote access solutions. Use of NAD terminal services or NAD approved web interfaces are pre-authorized remote access solutions.
- d. Users who remove computers and mobile computing devices from NAD premises shall be responsible for the physical safety of the equipment and its stored information.

ELECTRONIC COMMUNICATION

- a. Electronic communications containing sensitive information sent outside of the NAD email system must be password protected. The password must not be part of the email and its associated attached file. A follow-up communication via email, phone, fax etc. is strongly recommended to communicate the password of the file, and subject to the provisions of Section B above.

- b. NAD electronic communication systems may not be used for unauthorized, inappropriate and/or illegitimate purposes. Inappropriate use includes but is not limited to: Pornography, sexual harassment, defamation and/or harassment, profanity, obscenity, derogatory remarks, unsolicited internal email messages, including the sending of "junk email or other advertising material to individuals who did not specifically request such material (email spam including but not limited to personal or advertising of local events/sales, department newsletters etc. Users must be given the option not to receive such emails.
- c. An employee may not use personal e-mail addresses or systems to send or reply to e-mail generated or received on any NAD electronic system unless copies of such e-mails sent or received are also copied to the employee's assigned NAD e-mail address. (Any email related to NAD business must include the employee's assigned NAD email address).
- d. NAD will maintain a systematic process for the recording, retention, and destruction of electronic communication.

INTERNET ACCESS

- a. NAD uses monitoring software to categorize Internet sites for allowed and blocked access. If an inappropriate site is accidentally displayed or accessed, the user must disconnect from the site immediately.
- b. When participating in online chats, newsgroups, forums, social networks or blogs, employees shall identify himself/herself honestly, accurately, and completely and disclose that such participation is personal rather than corporate.
- c. Only employees duly authorized may post on behalf of NAD.
- d. The use and provision of the Internet is for business purposes and not for self-entertainment.

Any employee found to have violated this policy may be subject to disciplinary action up to and including termination of employment.

250.45 IT Equipment Purchases & Planned Obsolescence

(New Policy_March 2021)

NAD Employees may be eligible to purchase their corporately issued electronic devices (desktop, laptop, tablet, or phone) at the conclusion of the standard hardware lifecycle.

NAD employees that are assigned a computing device may request to purchase the device at the end of the standard NAD hardware refresh cycle, as noted below. (*For the purposes of this policy, a 'computing device' shall be defined as desktop computers, laptops, tablets, and smartphones.*)

1. All computing devices will be replaced on an established hardware lifecycle replacement schedule and may be retained for interdepartmental use or be designated as a "loaner" device.
 - a. Windows Laptops: 3 year
 - b. Windows Desktops: 4 year
 - c. MacBooks, iMacs: 4 year
 - d. iPads/tablets: 3 year
 - e. Smartphones: 2 year
2. When NAD ITS deems a computing device ready to be disposed of, the device will be made available to its originally assigned employee for a nominal fee of \$25. If the originally assigned employee is unavailable or uninterested, then the device may be available to any current employee for a nominal fee of \$25.
3. When an employee leaves the organization (except in cases of Retirement or elected/appointed employees not being returned), the departing employee may request to purchase their computing device if the device is one year old or older. If the device was purchased in the past year, then the device may be retained for the incoming employee. If the device is older than 1 year old, the device will be available for 50% of purchase price. If the device is 2-3 years old, then the device is available for 20% of purchase price. Any device older than three years of age may be gifted to the departing employee.
4. Elected and appointed individuals with laptop computers who are retiring or not reelected/reappointed will be able to keep their laptop computers. Individuals are to leave with their department copies of departmental files and correspondence that may be needed in the future by the department. (ITS will work with individuals in some cases where it would be better to replace the computer, but those who have received computers within three years of their leaving will keep the computer they presently have. The intention is to leave each individual with a computer that will be fully functional for the next two to three years.)
 - a. The NAD will provide a licensed copy of Microsoft office on the laptop. The individual will need to work with ITS to install the software that is appropriately licensed.

- b. The NAD will keep the individual's email account open for receiving email for 60 days. An "out of office" message will indicate that the email is inactive thereby notifying the sender to resend the message to a different address. The email address will not remain open for sending new messages.
 - c. Email will stay active while the exiting employee is still assisting in their work for the NAD. Once the employee exits their job, the email will be closed and an "out of office" email established as noted in paragraph b) above.
5. NAD ITS, in consultation with Treasury, will determine if a computing device can be made available for employee purchase.
6. The North American Division will NOT be responsible for support of the device following purchase or gift. NAD ITS will perform a full system wipe and/or factory restore. (All software and all NAD data will be removed from the device.) After purchase, the device is no longer considered a NAD asset and will not be supported by NAD ITS.
7. The North American Division offers NO warranty on employee purchased devices, and all purchases are final once the device is transferred to the employee.

250.50 HIPAA Security Sanction Policy and Procedure

(New Policy_May 2020)

A security incident is a violation of computer security policies, acceptable use policies, or standard computer security practices. Incident handling is the process of detecting and analyzing incidents and limiting the incident's effect. North American Division of Seventh-day Adventists (NAD) will apply appropriate sanctions against employees who fail to comply with the HIPAA Security Policy. If a workforce member is found to be in violation of the HIPAA Security Policy, a three- tiered disciplinary action procedure will be implemented.

PURPOSE

To define the various levels of HIPAA privacy and security violations, and to ensure that appropriate sanctions are applied when HIPAA privacy and security violations occur.

PROCEDURE

All NAD employees who become aware of a security incident will report the incident to the appropriate individuals (NAD Human Resource Services and or the immediate supervisor). An incident report form will be filled-out that captures the date incident occurred,

employee(s) involved with incident, nature of incident, ePHI that was accessed or inappropriately disclosed.

Employees found in violation of inappropriate disclosure of ePHI may be subject to the following sanctions, subject to an investigation and findings of the NAD Human Resource Committee:

- Level 1* – Accidental Breach
 - Possible Scenarios:
 - Employee does not log off the computer after use.
 - Employee emails ePHI to the wrong email address.
 - Sanction:
 - Verbal warning documented in the employee’s file and mandatory re-education for the first offense.
 - Continued offenses lead to progressive discipline up to and including termination.
- Level 2* – Intentional Breach without Harmful or Dishonest Intentions
 - Possible Scenarios:
 - Viewing records holding ePHI or PHI out of curiosity.
 - Employee shares computer password.
 - Discussion of records holding ePHI or PHI information in an unsecured area.
 - Sanction:
 - Written warning documented in the employee’s file and mandatory re-education for the first offense.
 - Continued offenses lead to progressive discipline up to and including termination.
- Level 3 – Willful or Intentional Breach with Harmful or Dishonest Intentions
 - Possible Scenarios:
 - Using ePHI or PHI for personal gain (marketing without authorization).
 - Gives access to a restricted area to an unauthorized individual.
 - Gives access to ePHI or PHI to an unauthorized individual.
 - Sanction:
 - Termination and possible legal action.

*Level 1 and level 2 violations may result in termination if the circumstances around the incident warrant sanctions up to and including termination and possible legal action. The above list of possible scenarios is not exhaustive and represents a few examples of the possible scenarios.

250.55 Social Media and Social Networking

The employee's online presence reflects the North American Division at all times. Actions captured via images, posts, or comments can reflect that of the organization. Therefore, the North American Division has developed the following social media and social networking policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your supervisor or Human Resources if you are uncertain.

- a. Social media activities are prohibited from interfering with daily work commitments.
- b. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and does not represent the views of the employer. Be clear and write in first person. Information published on blog(s), whether personal or professional, should comply with the employer's confidentiality and disclosure of confidential information policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- c. Be respectful to the North American Division, your fellow employees, contractors, vendors, affiliates or general public. Refrain from using NAD social media for outside business ventures, personal solicitation or for political view, comments, campaigns or causes.
- d. Do not post sexually explicit images of yourself or others.
- e. Without express consent, do not reference confidential information relating to the North American Division's employees, departments or operations.
- f. Avoid writing any recommendations or referrals for friends/associates that may appear as an endorsement from the North American Division.
- g. Abide by and follow copyright laws, and reference or cite sources appropriately and obtain necessary permissions. Plagiarism applies online as well.

- h. Unless being used for the purpose of engaging in concerted, protected activity, General Conference and North American Division logos and trademarks and the logos and trademarks of the various departments may not be used without written consent.
- i. North American Division proprietary information, which includes but is not limited to financial or other confidential information, is not to be discussed or referred to on any internet sites, even in private messages between site members who have authorized access to the information.
- j. Unless the employee is engaging in social networking for the specific purpose of promoting the North American Division or engaging in concerted, protected and approved activity, employees should refrain from listing the organization on any blogs, social networking or other non-business-related internet sites.
- k. Refrain from making comments and or corrections to any social media that could be construed as an official position of the North American Division, unless specifically authorized to do so.

Any employee found to have violated this policy may be subject to disciplinary action up to and including termination of employment.

Also see Social Media Guidelines at [Social Media Guidelines](#).

250.60 In-Service Training

NAD conducts in-service training seminars for employees throughout the year. Employees may attend up to 25 hours of seminars each year. Seminars are designated to enhance the employees' skills and work satisfaction. For information call ITS.

REMUNERATION POLICIES

300.00 Philosophy of Remuneration

The Seventh-day Adventist Church has accepted the commission given by Jesus Christ to His disciples to proclaim the gospel to all the world. The church employs many agencies to accomplish its spiritual task, but all of its organizations (conferences, schools, health care institutions, food factories, publishing houses, radio and television ministries, Adventist Book Centers, etc.) have one central objective - the salvation of man. Because of this, every denominational employee has a responsibility to participate in the mission of the church.

PHILOSOPHY

To provide a basis for the remuneration of various classifications of employees, a denominational remuneration scale has been adopted. The philosophy of this

remuneration scale is predicated upon the fact that a spirit of sacrifice and dedication should mark God's workers irrespective of the position they hold or the department they represent. The work of the church, including every denominational organization, is a mission to which lives are dedicated rather than a business or commercial venture. The church remuneration scale does not always compensate its dedicated employees in monetary units commensurate with their talents, accomplishments and contributions, but does provide employees with a modest living income, which gives recognition of responsibilities borne, preparation undertaken, professional attainment, previous experience and years of service. In addition to basic remuneration, the church has also made provision for various types of allowances.

SPIRIT OF SACRIFICE

The church believes that modesty and good taste with reasonable comfort will govern the lives of Christian workers. It recognizes that some areas of its work are more directly affected by economic factors outside of the church organization than are others, and by local economic conditions prevailing in different geographical areas. The spirit of sacrifice on the part of Adventist employees will be manifest not only by the level of their financial remuneration, but also by the dedication of time, talents and energy to the cause of God and humanity. Men and women called to labor in the cause of the Adventist Church are to be workers of single purpose and allegiance. With Paul, the great missionary of the early Christian Church, they say, "This one thing I do."

COMMITMENT

The church's philosophy of remuneration was developed on the scriptural and spiritual imperative, "Give us this day our daily bread." It is a plan which provides a salary covering the needs of individuals who believe that God blesses the spirit of selfless service and who believe that the Seventh-day Adventist Church has a worldwide mission. The philosophy, from its inception, has anticipated that, in addition to the contribution of time and talent, Seventh-day Adventist employees will also, from their modest remuneration, return a faithful tithe and make voluntary gifts to accelerate the proclamation of the gospel, and thus exhibit a further demonstration of faith and commitment. Because of this philosophy, all denominational employees in the Seventh-day Adventist Church are regarded as church workers calling for commitment and sacrifice.

NON-DISCRIMINATION

If considered in the light of these principles, the remuneration scale policy of the Seventh-day Adventist Church will be seen to be in harmony with the spirit of non-discrimination, equal pay and other requirements, as well as being in conformity to the teachings and beliefs of the church. NAD WP X 05

300.20 Remuneration Scale

A remuneration scale based on such considerations as education, experience, and responsibility, provides minimums and maximums expressed in percentages of the

remuneration factor. It incorporates basic income rates for various categories of services, with recognition of the responsibility inherent in each position or category.

In setting rates within this spread, the HRC takes into consideration the following factors with respect to each employee:

- a. Education and training
- b. Previous experience and achievement
- c. Skills and abilities
- d. Years of service

300.30 Salary Basis Policy

The North American Division complies with wage and hour laws that require most employees be paid at least the federal or state minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for hours worked over 40 hours in a workweek.

The law does provide an exemption from both minimum wage and overtime pay for employees employed as executives, administrators, professionals, outside sales and certain computer positions. To qualify for the exemption, actual job duties performed must meet certain tests and employees must be paid on a minimum salary basis as determined by law. It is important to remember that actual salary and job duties, not job titles, determine exempt status.

Once classified as an exempt, salaried employee, the predetermined salary amount can only be reduced under the following exceptions which include either partial day or full day deductions:

- a. Employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- b. For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- c. To offset amounts employees receive as jury or witness fees;
- d. For military pay;
- e. Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct or conditions of employment infractions, including major infractions of safety policies;
- f. For weeks in which the employee takes unpaid leave under the Family and Medical Leave Act (FMLA).

An exempt employee who believes an improper salary deduction has been made should immediately report this information to the direct supervisor or Human Resources. Reports of improper deductions will be promptly investigated and for those determined improperly applied prompt reimbursement will be made.

300.40 Performance Evaluations

All employees will participate in periodic performance reviews. New denominational employees of the North American Division will be evaluated at the end of the probationary period. These evaluations are considered at the time annual increments are due. Other employees may be subject to evaluations to determine satisfactory performance. The performance evaluation report is filed with other employee records in HRS.

Mid-quinquennial and end of quinquennial elected and appointed position evaluations will be conducted.

300.60 Annual Increments

Each January, an employee may receive a remuneration increase if the maximum for the remuneration category has not been reached. Increases are given at the discretion of the HRC and are based in part on performance evaluations.

300.80 Cost of Living Adjustment Timing

(Revised 2021)

If authorized, effective July 1 annually, a cost of living percentage increase may be granted for salaried employees and hourly employees.

310.20 Overtime/Over Budget - Guidelines for Approving

Officers, department and service directors may request hourly employees to work overtime or over budget (more than 38 hours per week) or overtime (more than 40 hours per week).

Written requests may be made for over budget/overtime in order to have important materials ready in time to meet crucial deadlines and when it is not practical to bring in floater employees.

REMUNERATION

During the work week, any schedule which varies from the approved standard or flextime work schedule should be adjusted with the approval of the supervisor so that no more than 38 hours per week are worked. However, if this is not possible, any excess time worked up to 40 hours per week (up to 2 hours) will be paid at straight time. Any time worked in excess of 40 hours per week will be paid at time and one-half.

PRIOR APPROVAL

An employee must obtain prior written approval from their supervisor to work more than 38 hours per week.

310.40 Reporting Time Worked

Hourly employees are required, through the time clock, to maintain a careful and exact record of time worked. Time must be clocked and adjustments must be made on a daily basis. Time deliberately and falsely reported may result in disciplinary action up to and including job termination. Information pertaining to the timekeeping system is available in HRS.

310.60 Supplemental Remuneration and Royalties

Exempt [salaried] employees are not permitted supplemental remuneration in any form for work performed for their own department/service/cost center. However, exempt employees wishing to perform services outside their department but within the North American Division and North American Division offices may, on occasion, be permitted to enter into a supplemental remuneration arrangement. Such an arrangement includes payments formerly considered honorariums. The total annual amount of supplemental remuneration cannot exceed two (2) times the North American Division monthly remuneration factor plus local ERI. All remuneration for such arrangements will be processed through normal payroll cycles.

The following process is to be followed when submitting a request for the services of an employee who is to receive supplemental remuneration:

- a. The requesting department director/designee is to complete the Request for Supplemental Remuneration Services form and send it to Human Resources which will enter data and forward to Payroll for processing.
- b. Human Resources will also forward copies of the completed form to both involved department directors and the Cost Center chair of the initiating department.

Non-exempt [hourly] employees wishing to perform additional services for any North American Division/North American Division department must first have prior written authorization from their department director and Undertreasurer. All payment will be run through normal payroll cycles. Any overtime incurred as a result of the employee's additional services will be paid by the requesting department.

Any payment to a North American Division/North American Division office employee equivalent to an honorarium will be handled as supplemental remuneration and paid through normal payroll cycles. Honorariums may only be paid to individuals who are

employed by the NAD. An honorarium is a gift of a nominal monetary value (as defined by IRS guidelines) given to an individual for services for which payment is not traditionally required.

Literary, computer software and other intellectual property interests in any work prepared by any North American Division or North American Division office employee within his/her employment shall be considered a work made for hire with ownership vested in the employer and no royalties or additional compensation paid to the employee for the work. (See NAD Working policy BA 70 25, paragraph 1).

Approval for any exception to the policy must be obtained from HRC>
Independent contracts will not be issued for any North American Division/North American Division employees.

320.00 Withholding of Taxes

Federal, state, and/or city income taxes and Social Security are withheld from pay checks according to law. The amounts withheld for income tax are based on the exemption certificates signed at the time of employment or subsequent updates. It is important to report immediately any change in the number of dependents. An annual statement of total earnings and deductions for taxes is issued in harmony with governmental regulations.

320.20 Payroll Deductions

Deductions from personal payroll checks for such things as credit unions, insurance and tax-sheltered annuities will be made only for regular full-time employees or regular part-time employees. In the case of regular part-time employees, the deduction will be limited to amounts that are not more than 50 percent of the anticipated earnings.

320.40 Garnishments and Assignments

Personal business affairs should be conducted in such a way that the North American Division will not become involved. The North American Division will abide by court judgment if legal actions concerning delinquent indebtedness are brought against employees.

320.60 Payday

The pay period ends every other Saturday at midnight. Employees are paid on the Thursday following the end of the pay period unless that day is a holiday. In that case they are paid on the Wednesday preceding the holiday.

320.80 Payroll Advances

Payroll advances to meet bona fide emergency situations may be requested from the Undertreasurer.

330.00 Parsonage Exclusion

The law provides that a housing allowance given to an ordained / commissioned minister may be excluded from their taxable income. This includes the rental cost of a home, or the funds expended by the minister for purchasing a home. The cost of utilities and the expenses of maintaining such a home by the minister may also be excluded.

MAXIMUM

According to present regulations, the maximum parsonage exclusion for actual expenses cannot exceed the fair rental value of the home plus the cost of utilities, or the ceiling which has been established by the North American Division, whichever is less. Ministers are advised to keep careful records of their parsonage expenses and to submit a report of these expenses to TRE in December each year.

SELF-EMPLOYMENT TAX

Ordained/ commissioned ministers are treated as self-employed persons for Social Security purposes. They are required to pay the full amount of the Social Security tax whereas the employer shares this cost for non-ministers. This partially offsets the financial advantage that results from the parsonage expense exclusion.

330.20 Parsonage Exclusion - Retirees

The guidelines for calculating the parsonage exclusion for North American Division employees during the year of retirement are as follows:

MAXIMUM

The maximum parsonage exclusion shall be the maximum voted for the area in which the retiree lives during the year he retires. If at the time of retirement the retiree moves to an area where the maximum is different, a new maximum for the year will be arrived at by taking the pro-rata portion of each maximum figure in the respective areas to arrive at a new maximum exclusion for the retiree.

COORDINATION

The maximum parsonage exclusion which the North American Division will allow during the year of retirement must include the remuneration received by the employee prior to retirement; the retirement allowance granted the employee, and the retirement benefits provided to the retiree by the Retirement Office.

330.60 Attendance

The employee's attendance is essential for productive work flow and overall work success. Because effective service to the world field depends on each employee's contributions, all employees are expected to maintain regular attendance, be on time, and work as scheduled.

While certain allowances may be made for occasional occurrences beyond the employee's control, unauthorized, chronic or excessive absences or tardiness will be cause for disciplinary action, up to and including dismissal.

PROCEDURE

If, for any reason, it is necessary for an employee to be absent during regularly scheduled work hours, the supervisor or authorized designee must be notified as soon as possible of the reason for the absence and anticipated time of return.

UNAUTHORIZED ABSENCE

The employee will be considered absent without authorization if the supervisor or authorized designee has not been directly notified.

330.80 Bereavement Leave and Funeral Attendance

PURPOSE

The North American Division provides paid time off to employees for absences related to the death of a close or immediate family member

ELIGIBILITY

Regular, full-time employees are eligible for paid bereavement leave as are regular, part-time employees (on a pro-rata basis) for the purpose of attending the funeral and/or memorial service of a deceased relative. The employee may be required to provide validation of the death of the relative or funeral attendance.

POLICY

Paid bereavement leave is granted to eligible employees according to the following schedule. Should an employee request additional leave time beyond the scope of this policy, it may be granted by the supervisor and taken as personal paid leave, vacation or unpaid time off.

Employees may be granted up to four (4) consecutive working days (38 hours) for loss of spouse, child, daughter/son-in-law or parent of employee.

Employees may be granted up to two (2) consecutive working days for loss of grandparent, grandchildren, brother/sister of employee, brother/sister-in-law of employee, mother/father-in-law, legal guardian(s) of employee, step-parent or step children.

Employees may take up to four (4) hours paid funeral time to attend the local funeral of a current, regular full-time or regular part-time co-worker or North American Division retiree.

Employees will need to take personal time to attend funerals for other than those listed in this policy.

340.10 Voting Leave

Employees who are registered voters and are unable to have two continuous hours to vote either before or after their approved work schedule will be granted up to two (2) hours of paid time in order to cast ballot(s). Employees must provide a voting receipt proving they voted or attempted to vote.

340.20 Jury Duty

Regular full-time employees who are called to serve on jury duty will notify the director of their department and HR. Employees may retain the standard jury fee even though they are paid their regular remuneration by the North American Division. Regular part-time employees are also eligible to receive remuneration for their regularly scheduled work hours spent on jury duty.

340.30 Court Ordered Subpoena

Employees subpoenaed by court order shall notify the director of their department and HRS of the required absence. Regular remuneration will continue during the absence from work.

340.40 General Emergency and Inclement Weather Policy

There may be occasions when circumstances necessitate the closing of the NAD office building. When possible, employees will be notified prior to the day(s) the office will be closed.

DEFINITIONS

The following definitions apply as they relate to the General Emergency and Inclement Weather policy:

- a. Administrative Pay - Paid time off granted to employees who are not required to work during a general emergency closing.
- b. Essential Employees - Employees in designated positions required to perform work during a period of general emergency and inclement weather closings.

- c. General Emergency - Any period determined by Administration to be a state of emergency, due to inclement weather or other conditions, which requires that the North American Division office complex close and services limited or discontinued.
- d. General Emergency Pay - Compensation at two times the hourly rate for hours worked up to 40 per week and three times the hourly rate for hours worked in excess of 40 per week paid to those employees who are required to work during the period of a General Emergency closing.
- e. Late Arrival Pay – Non-worked paid time given when the North American Division is open but authorizes late arrival due to inclement weather conditions.
- f. Liberal Leave – Unscheduled paid or unpaid leave taken by an employee and permitted based upon a declaration of inclement weather or other condition by Administration. Liberal leave does not require the prior approval of the supervisor; however, supervisors are to be notified of the leave status by the employee within the scheduled work day. Whenever possible, requests for paid leave or leave without pay to be used to attend to dependent care needs in relation to an event prompted by inclement weather, should be favorably considered by the supervisor.
- g. Non-Essential Employees - Employees not required to perform work during a period of a General Emergency closing.
- h. Normal Business Hours - Monday through Thursday, 8:00 am to 6:00 pm.

INCLEMENT WEATHER CONDITIONS

In the event of inclement weather conditions (such as snow, ice, tornado, severe storm or hurricane warnings), the North American Division may post a recorded message on 443-391-7199 (inclement weather hotline) at or after 6:00am on the day of the expected inclement weather. If inclement weather conditions arise during the course of normal business hours, and a general emergency or liberal leave period is designated, employees will be notified through a general building announcement.

Due to the changing nature of weather conditions, specified times for the determination and announcement of employee reporting requirements cannot be guaranteed. Every attempt will be made to give employees the earliest possible notice.

REMUNERATION DURING A GENERAL EMERGENCY AND INCLEMENT WEATHER

The following policies will apply:

- i. In the event the North American Division is closed for a general emergency, employees may receive administrative pay for the lost time as authorized by

administration.

- j. Announcement of a general emergency will require all employees designated as essential to report to work as scheduled. Only employees required to work during a general emergency will receive general emergency pay as defined in 340.40d.
- k. During a general emergency closing regular full-time and part-time employees designated as non-essential will receive their regular pay if working or be paid administrative pay based upon normal business hours, 8:00am - 6:00pm.
- l. If the North American Division announces an early closing due to inclement weather, employees will receive administrative pay. If the employee leaves before the announcement of authorized closure, administrative pay will not be provided for any of the absence.
- m. When the North American Division authorizes liberal leave (340.40f.) due to inclement weather, the building remains open and employees who do not elect to take liberal leave are expected to report to work on time.
- n. Late arrival policy as announced on the inclement weather hotline (443-391-7199) will state if employees may have additional time to get to work. If the recording states a two (2) hour delay, this means employees have up to two (2) hours, to report to work, following their regularly scheduled start time. Any arrival after the 2-hour delay will be considered liberal leave and to be paid from personal paid leave.
- o. Employees who are on sick leave or vacation on a day that the office closes because of a general emergency will have the time charged to their paid leave bank or may take the time as unpaid leave. Administrative pay is not provided.

EMPLOYEE BENEFITS

PART A

The following benefits apply to all regular employees:

400.00 Health Care Assistance

Any benefit program is subject to an ongoing process of change arising from economic, competitive and demographic factors. The purpose of this statement of philosophy is to establish general principles to control and shape this process of change as it relates to the

Healthcare Assistance Plan for employees of Seventh-day Adventist organizations. The statement of purpose and philosophy applies to non-AHS denominational organizations.

STATEMENT OF PURPOSE AND DESIGN PHILOSOPHY

Role of the Plan - The Seventh-day Adventist Church recognizes that it has a fundamental interest in the health and general welfare of its employees, which is partially given expression by its healthcare assistance plan. More specifically, the role of the Healthcare Assistance Plan is to:

- a. Promote efficiency in corporate operations as well as contribute to employee financial security by providing a program to maintain the health of employees and their eligible dependents.
- b. Attract and retain employees.

General Principles of Plan Design

- a. The major overall purposes of the Plan are:
 - 1) To assist employees on the expenses incurred due to illness or injury.
 - 2) To maintain the health of employees.
- b. The Plan shall be designed around the needs of employees and their eligible dependents.
- c. The Plan is not able to meet the entire healthcare needs of the employees. It shall:
 - 1) Be coordinated with, to the extent permitted by applicable laws, all healthcare benefits available to employees.
 - 2) Leave a role for the employees to provide for a portion of their own healthcare needs.
 - 3) Cover most, but by no means all, of the healthcare services and products available.
- d. Benefits which result from involuntary events (for example, accidents and illnesses) shall be provided without waiting periods and shall be independent of an employee's length of service.
- e. The Plan shall incorporate recognized cost containment features.
- f. The Plan shall encourage cost effective choices on the part of participants as it relates to healthcare decision making.

GOVERNMENT INSURANCE PROGRAMS - UNITED STATES

The denominational healthcare assistance plan provides primary coverage for full-time employees and their spouses who are above 65 years of age even if they are eligible for Medicare. Such employees should apply for Medicare Part A during the three months prior

to reaching the age of 65 in order to avoid a penalty and waiting period for Medicare Part B at the time they cease denominational employment and become eligible for assistance from Medicare.

PREGNANCY EXPENSES - AFTER DELIVERY

Employees who return to full-time employment after a pregnancy leave shall be eligible for assistance on healthcare expenses they may have incurred for themselves and/or their child during the time they may have been off remuneration between the delivery and the resumption of employment.

CONTROLLING COMMITTEE

Specific Application - HRC shall consider any specific applications of this policy for which:

- a. Policy interpretation is needed.
- b. Settlement of claims has not been to the employee's satisfaction.
- c. There is need to establish the limits of assistance levels granted to the employee within the provisions of this policy.

HEALTHCARE ASSISTANCE PLAN

The Healthcare Assistance Plan document is available at AscendtoWholeness.org. If you need assistance locating this document, contact HRS at phone extension 7103. Regular Full-Time and Regular Part-Time employees may be eligible for healthcare assistance after completing their probationary period. Temporary Full-Time and Temporary Part-Time employees may also be eligible (See Section 200.80). Please refer to the Healthcare Assistance Plan document for details.

It is the responsibility of the employee to understand and adhere to the terms of the Healthcare Assistance Plan.

ADMINISTRATION

ARM has been designated by the North American Division to administer the Healthcare Assistance Plan. ARM will oversee the program, receive, review and pay the claims presented in accordance with the provisions of the plan. New employees should apply for coverage through HRS (extension 7103). Refer to the Healthcare Assistance Plan for additional details.

PRESCRIPTION CARDS

Medical cards are issued to all eligible North American Division employees for purposes of identification and the purchase of prescription drugs.

400.20 Adoption Expense

Full-time employees may be granted assistance of 75 percent of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly Remuneration Factor. This assistance shall be limited to one allowance per child. NAD WP Y 31

400.80 Tuition Assistance

CHRISTIAN EDUCATION

Denominational employees are expected to support the Church's philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for, and a commitment to, Jesus Christ.

SEVENTH-DAY ADVENTIST SCHOOLS

North American Division employees are expected to send their children to Seventh-day Adventist denominationally owned and operated schools. Assistance is provided on the tuition expense to salaried denominational employees that are classified as regular full-time. Eligible children must be enrolled in denominationally owned and operated schools on the elementary (including kindergarten programs if the child is at least five years of age), secondary, or liberal arts college levels, or technical or professional schools on the undergraduate levels, or a fifth year of college or graduate work required to secure necessary professional credentials/certification.

ELIGIBILITY

To be eligible for tuition assistance, the student must meet all the following criteria:

- a. An unmarried dependent of the employee.
- b. Less than twenty-four years of age, unless the student has given compulsory military service, volunteer service for the Church or has a documented medical consideration.
- c. Eligible to be claimed as a dependent on the employee's income tax return.
- d. Born to, or legally adopted by, parent(s) or is a step-child by marriage receiving more than 50 percent of support from the new family unit.

ASSISTANCE

The North American Division provides assistance of up to 70 percent of the tuition and all required fees for students living in school housing, and up to 35 percent for those not in the school housing. This assistance on the academy and college level is calculated on the gross charges for tuition and required fees according to the current bulletin, before family or

other discounts granted by the school. In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates, the tuition assistance from the employer shall be based on the net tuition expense to the employee. This shall not include charges for private music lessons except where such lessons are required for credit toward music majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours.

DIVORCE

Assistance for children of divorce and remarriage situations shall be as follows:

- a. Children under the custody of a divorced employee are eligible for assistance if the children are eligible to be claimed as dependents on the employee's tax return.
- b. Children under the custody of the ex-spouse of the employee are eligible for assistance if the children are eligible to be claimed as dependents on the employee's tax return.
- c. Children not under the custody of the employee and not eligible to be claimed as dependents on the employee's tax return are not eligible for assistance.
- d. HRC may make an exception to paragraph c. above if the employee has assumed full responsibility for the children's educational expenses in a denominational school.

PROFESSIONAL PROGRAMS

Assistance provided for professional programs in medicine or dentistry for students who have not completed their undergraduate studies shall be based on, and shall not exceed, the normal tuition costs for a maximum number of semesters or quarters listed above.

LIMITATION ON ASSISTANCE

Assistance shall continue until an undergraduate course of studies is completed or for a maximum of nine semesters or thirteen quarters of undergraduate studies. An additional two semesters or three quarters may be granted only to complete graduate work to secure necessary professional credentials/certification. HRC may also grant assistance of up to an additional two semesters or three quarters for valid undergraduate programs that require a fifth year for graduation.

SUMMER SESSIONS

Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters listed above.

METHOD OF PAYMENT

Assistance for academy or college students shall be sent directly to the school. Appropriate arrangements shall be made for students attending elementary and intermediate schools.

DIVISION OF ASSISTANCE

When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by organizations concerned. Only one tuition assistance shall be provided per student.

ATTENDING SCHOOLS OUTSIDE OF NAD

Children independently attending denominationally owned and operated schools located outside of North America may be granted assistance amounting to 70 percent of the actual tuition, provided the amount of the assistance shall not be greater than the amount they would receive if attending their home college.

ACA PROGRAM

Adventist Colleges Abroad students receive tuition assistance based on the cost of tuition at the home campus where they are registered.

SPECIAL STUDIES

Tuition assistance for studies through the Griggs University is given after the course has been completed. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance on both is 35 percent whether or not the student is residing in a school dormitory.

EXCEPTIONS

This policy is intended to apply to only employees' children who attend Seventh-day Adventist denominational schools. However, in cases where an undergraduate-degree program of study is not offered in a denominational school in the North American Division, some assistance may be granted. the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in their area or the students union. NAD WP Y 24.

REFUND OF ASSISTANCE

If an employee terminates before a school term ends or if an employee's child drops out of school during a school term, a pro-rata portion of the tuition assistance that has been granted for that term shall be returned to the North American Division.

TAXABLE INCOME

Tuition assistance is reported to IRS as taxable income.

410.60 Employee Life Insurance

An employee life insurance benefit, shall be paid to the survivor(s) of full-time employees who die while in active service or who are still on the payroll, and/or to the survivor(s) of the spouse thereof, or a benefit for a dependent as defined in the Healthcare Assistance Policy.

EMPLOYEES WITHOUT SURVIVING SPOUSE OR CHILDREN

Benefits paid on behalf of a deceased employee shall be paid according to the Beneficiary Designation Form.

BENEFIT PROVISIONS

The employer will provide the employee a life insurance policy payable upon death in the sum of:

To the beneficiary of the employee

Flat amount	\$100,000.00
Spouse	\$50,000.00

Benefit for dependent child deceased

Stillborn	\$750.00
Others	\$10,000.00

ONE BENEFIT PER DEATH

If the spouse or dependents are also serving as employees of the denomination only one benefit per death will be paid.

EMPLOYER PROVIDED

This benefit is provided at North American Division expense.

ADDITIONAL BENEFITS

Employees, on a voluntary basis, may supplement their Life Insurance amounts by participating in the employer-sponsored life insurance program, administered by Adventist Risk Management, for themselves and their spouses through payroll deductions for the costs thereof.

PURPOSE

The purpose of this coverage is to provide financial assistance in meeting the employee's share of the expenses of the final illness and funeral as well as the immediate needs of the survivors. NAD WP Y 34

410.65 Accidental Death and Dismemberment

NAD has available accidental death and dismemberment insurance and other insurance programs at special group rates. Premiums may be paid through payroll deduction. Information may be obtained from HRS, extension 7103.

410.80 Holidays With Pay

(Revised December 2021)

The North American Division recognizes the following holidays:

New Year's Day	July 4 th
Martin L King, Jr. Day	Labor Day
President's Day	Thanksgiving
Memorial Day	Christmas (Holiday Week)
Juneteenth	

When the Juneteenth holiday falls on a Friday, Saturday or Sunday, the following Monday is recognized as the holiday.

When the July 4th holiday falls on a Friday, Saturday or Sunday, the following Monday is recognized as the holiday.

One unscheduled day of holiday per calendar year (referred to as a floating holiday) is given to be used by the employee at his/her discretion. Regular, part-time employees will take time on a pro-rated basis.

The Christmas Holiday Week requires employees to utilize one day of vacation pay for the week the office is closed.

Hourly employees classified as regular part-time and floaters, are eligible for holiday pay for the number of hours they normally would have worked on that day. For the week at Christmas, hours are determined based upon the percentage of full time that the employee has worked for the year. Exceptions to this policy, as a result of work schedules, will require Human Resources approval.

Hourly employees are only permitted to work on a holiday if expressly requested and approved to do so by their departmental director. Actual hours worked on a holiday will be paid in addition to payment for the holiday hours. Holidays (including the Christmas Holiday Week) may be exchanged for another day within the same pay period only. Such written requests can only be made by a departmental director if the departmental director requested the hourly employee to work on a regularly schedule holiday or the Christmas Holiday week.

Holidays which occur while employees are on unpaid leave will not be paid; this includes unpaid FMLA leave.

Holidays which occur while employees are on paid leave will be paid; this includes paid FMLA leave.

420.00 Vacations With Pay

Annual vacation with pay shall be provided for regular denominational employees and may be accrued and calculated on the following basis:

	<u>Vacation time per year of Full-time service</u>	<u>Vacation time accrual per 76 hours pay period</u>
First through fourth years	2 weeks	2.92 hours
Fifth through ninth years	3 weeks	4.38 hours
Ten years and above	4 weeks	5.85 hours

(Vacation accrual for salaried employees is calculated on a calendar year basis.)

COMPONENTS

Service for vacation accrual purposes shall include days worked, sick and vacation days, holidays and approved Family and Medical Leave Act (FMLA) absences whether paid or unpaid. Time worked for other denominational employers shall be used as the basis for computing vacation rates.

PART-TIME EMPLOYEES

Regular part-time employees shall receive vacation time on a pro-rata basis. (See 200.80, for Temporary Part-time). The rate of vacation time accrual shall be on the basis of years of full-time equivalency.

REPORTS

Hourly employees are required to report vacation time used. Each department should maintain records of vacation time used by salaried employees.

SCHEDULING

Requests for vacation should be made in advance and approved by your supervisor. Vacation should be taken in the year in which it is accrued.

MAXIMUM ACCRUAL

Vacation time may be earned and accumulated from year to year up to a maximum of 150% of your annual vacation accrual. For example, if you accrue three weeks of vacation per year

based upon having worked six years for the church, you may carry over one and a half weeks into the next calendar year. You may accrue more than the maximum if your supervisor is unable to grant your vacation request at the time you reach your maximum accrual for the current year.

TRANSFER

When you transfer to another denominational organization, the North American Division will pay you accrued but unused vacation time of up to six weeks for salaried employees and the amount of time in the Paid Leave Bank for hourly employees.

TERMINATION OR RETIREMENT

At the time of termination from denominational employment or retirement all accrued but unused vacation time shall be granted. The maximum shall be six weeks unless the employee has been allowed to accrue additional vacation time.

USE OF VACATION TIME

Vacation time should generally be taken after it is earned. It may be used at such a time or times when requested by the employee, approved by the supervisor, and authorized by the appropriate authority (NAD WP D 50). Vacation time may not be used during the 90-day probationary period. The minimum amount of vacation that must be taken by hourly employees at any one time is 30 minutes. Family and Medical Leave Act (FMLA) should be requested in accordance with Section 250.30.

SALARIED EMPLOYEE

Departments are responsible for tracking the use of vacation time by exempt employees. It will be assumed that you have used all your vacation time by the end of the calendar year unless a written request is received by Human Resources stating that it was not possible to use all your accrued vacation and requesting a rollover to the next calendar year up to the maximum listed in 420.00.

420.60 Workers' Compensation Insurance

ACCIDENTS – REPORTING

The North American Division provides Workers' Compensation for all employees. All work-related injuries should be immediately reported to your supervisor and Human Resource Services. A report of the incident should be submitted to Human Resources within 24 hours of the injury.

EMERGENCY CARE

If you are in need of any emergency care please call 911. If you receive medical care for a work-related accident, please notify the doctor/hospital that this is a possible workers' compensation injury and that the doctor/hospital should send the bills directly to Liberty Mutual.

HEALTH CARE

If you need to see a doctor or be hospitalized, you should inform the medical facility that this injury is being reported as a workers' compensation injury. Bills should be sent directly to Liberty Mutual for processing. Time off for medical appointments will be charged to short term sick. A letter from the doctor is required stating that the visit was related to the workers' compensation injury.

TIME OFF

If an employee is off work due to a possible compensable injury or illness, the first three full days (or 28.5 hours) may be taken as sick leave. Should the time off be 14 days or longer then the employee will be compensated back to day one by Workers' Compensation for this time off. Should the time off be less than 14 days, but more than three days, Workers' Compensation will pay from the fourth to the thirteenth day, but not back to day one, at 66 2/3% of gross salary. If no paid leave is available, the first three days will be without pay. Coordination is available with Sick and Safe Leave or Extended Sick Leave, where applicable. (See section 440.00)

WORKERS' COMPENSATION PAYMENT

If you are off work more than three full days because of a work-related injury or occupational illness you may either take the time out of your sick leave or take time without pay for the first 14 days pending payment from the adjusting company. If time has been taken as sick leave, the amount of compensation received from the workers' compensation claims adjustor must be returned to Human Resources and credited to your sick leave bank. If you opt to take time without pay, you may retain the check as reimbursement for the time missed from work. This only applies for the first 13 days; from day 14 forward, you will receive your remuneration from the workers' compensation carrier, not the paid leave bank. Workers' compensation reimburses 66 2/3 percent of time away due to an injury or occupational illness.

Time off due to a Workers' Compensation illness or injury may be coordinated with the leave provisions under the FMLA. See section 250.30.

420.70 Workers' Compensation Injury - Traveling in North America or Overseas

If an employee is physically injured while on a trip or contracts an occupational disease, e.g. Malaria or Typhoid, and incurs medical expenses, contact HRS by phone at 443-391-7103, or immediately upon return from the trip. Do not submit bills to the medical benefits claims processor.

420.80 Termination Settlements

In order to provide transition funds for an involuntarily terminated full-time regular status employee ("Employee"), a termination settlement may be provided under the terms of this policy. The settlement is not an earned Employee benefit automatically provided in every case of employment termination.

ELIGIBILITY

A termination settlement may be granted to an involuntarily terminated Employee who has worked in denominational employment for at least two years. A resignation as a result of being counseled to resign by the NAD is considered an involuntary termination for the purposes of this policy. Eligibility shall be determined according to the following criteria:

Eligible for Termination Settlement

- a. Closure or reduction—An Employee involuntarily terminated staff reductions due to financial exigency.
- b. Lack of Performance—An Employee who is terminated for failing to adequately perform the functions of the job.
- c. Medical Condition—An Employee who is unable to continue employment because of a medical condition but is not eligible for disability benefits under the Employee Disability Income Plan (NAD WP X 33).
- d. Not Re-elected/Re-appointed—An elected/appointed Employee who is not reelected/reappointed, and for whom no further assignment consistent with the Employee's training and/or experience is offered by a denominational employer.

Not Eligible for Termination Settlement

- a. Part-time and non-regular status employees.
- b. Involuntary Termination—An Employee terminated for violation of organizational policies and/or practices regarding misconduct, or for criminal behavior.
- c. Retirement—An Employee who (i) is counseled to resign or terminated, (ii) is eligible for retirement benefits at his/her normal retirement age (as defined in the NAD Retirement Plan) and (iii) begins to receive retirement benefits following his/her cessation of employment.
- d. Resignation—An Employee who voluntarily resigns from employment.

SERVICE RECORD

A termination settlement shall be recorded on the terminated Employee's service record. Such settlement, however, shall not increase service credit, nor shall it cancel any part of the employee's service credit.

SETTLEMENT

Payment—A termination settlement shall be paid by the NAD to the eligible Employee in either a lump sum payment or in series of payments at the discretion of the terminating employer.

Calculation—The settlement shall be 25% of current monthly wages multiplied by total number of years of denominational service credit up to a maximum of twenty years. Current monthly wages shall include wages and cost of living adjustments, but shall not include area travel or any other allowances.

Independent Transfers—In the case of the termination of an employee who was voted as an Independent Transfer, the settlement shall be calculated only on years of service earned as a church employee within the territory of the North American Division or as a regularly appointed interdivision employee from the North American Division.

OTHER BENEFITS

Unpaid accrued benefits, such as vacation or sick leave, shall have no effect on the calculation of this settlement. If an Employee has received a previous termination settlement under the terms of this policy, any subsequent termination settlement shall be calculated based on years of service credit earned since the date of the previous termination settlement.

HEALTH CARE BENEFITS

Health care benefits in most situations cease with the effective date of termination (see NAD WP X 22). However, the NAD may provide continued emergency hospitalization and medical benefits to the terminated Employee and his/her dependents participating in the health care assistance plan, provided that such assistance shall be granted only in case of illness or accident. Non-emergency medical, dental and optical care is specifically excluded. This assistance may continue (I) as required by applicable law, or (II) for up to two months from the date of termination, or (III) until the terminated Employee obtains health care assistance coverage, whichever occurs first. Terminated Employees shall promptly notify the NAD if they obtain health care assistance coverage while eligible for assistance under this policy.

RELEASE

As a condition of receiving a termination settlement, terminated Employees are required to execute the separation agreement of the NAD, which shall include, without limitation, a waiver and release of any and all claims against their terminating employer, related organizations, and the officers, agents and employees of the NAD. The NAD will issue the separation agreement to the terminated Employee as soon as reasonably practicable following cessation of employment. Terminated employees will have 21 days from receipt of the separation agreement to sign and return it to the NAD, unless a longer time period for consideration and signature is required by applicable law. If the separation agreement

is not signed and returned to the NAD within the applicable time period, the termination settlement may well be forfeited.

420.90 Unemployment Insurance

Persons who leave North American Division employment are not eligible for unemployment compensation as the North American Division is exempt from state and federal unemployment insurance programs and does not make contributions to them.

430.00 Farewell and Retirement Gifts

Regular Full-Time and Regular Part-Time employees who transfer, resign or retire from the North American Division may receive through Human Resources a farewell gift, once exit processing procedures have been completed through Human Resources, calculated as a percentage of the remuneration factor rounded off to the nearest \$5. The gift will be calculated according to the following schedule of service:

<u>Remuneration</u> <u>Scale %</u>	<u>%</u> <u>Per Year</u>	<u>Maximum</u> <u>Gift %</u>
102% and above	4% per year of service	20%
98% to 101%	3% per year of service	15%
Below 98% and Grades 1-7	2% per year of service	10%

The amount for Regular Part-Time employees will be prorated based upon the number of hours worked during the 12 months prior to the last day of employment.

SERVICE

For employees retiring from the North American Division, amounts are based on service in any denominational organization. For employees who are transferring or terminating, the amount will be based on service only at the North American Division.

CATEGORY

The amount granted is based on the employee's remuneration percentage or grade at the time of transfer or retirement.

EXCLUSIONS

Employees who transfer to the NAD office or who receive a termination settlement are excluded from this provision.

TAXABILITY

This is a cash gift processed through Human Resources and is taxable income.

DEPARTMENTAL GIFT(S)

Any additional gift(s) provided to an exiting employee by the department are the personal responsibility of departmental personnel and may not be charged to departmental expense.

430.10 Disability Income Plan

All full-time employees are eligible for long term disability (LTD) coverage. This coverage is outlined in NADWP X33. Under the LTD plan, employees who are deemed eligible must satisfy a three-month elimination period prior to benefits beginning. The company providing the coverage will define who is eligible based upon the employees' own occupation during the first two years of disability and any occupation after that.

DISABILITY BENEFIT

The monthly benefit will be 66 2/3% of pre-disability basic monthly earnings, e.g., remuneration rate multiplied by remuneration category, integrated with workers' compensation and other group and government assistance program benefits related to employment, subject to a minimum monthly benefit of \$100. Basic monthly earnings do not include tuition assistance, area travel or other allowances.

SERVICE CREDIT AND BENEFITS

During the elimination period, which begins on the date the employee is no longer able to perform the duties of his/her job, service credit will accrue whether salary is continued or not. Service credit will also continue for up to one year immediately following the elimination period should the employee remain eligible for disability benefits.

While the employee is receiving service credit during the elimination period, all other employee benefits will continue. This includes health care assistance. Extension of eligibility for other employee benefits may be specifically provided for in the related specific sections of the NADWP.

REMUNERATION

During the time non-exempt employees are satisfying the elimination period (six months) remuneration will continue according to the provision of the sick leave policy described in section 440.00 and 440.05 of the handbook. Remuneration for exempt employees continues under the provisions of section 460.50 of the handbook.

430.20 Retirement Plan

The Defined Contribution Retirement Plan is operated by the North American Division of Seventh-day Adventists for the benefit of denominational employees who earn a minimum of three years of service credit.

SERVICE CREDIT

Employees receive a full year of service credit if they are paid for a minimum of 1950 hours during a calendar year. Those who are paid for at least 1000 hours but less than 1950 will receive service credit on a pro-rata basis.

DETAILS REGARDING PLAN

Details of the Retirement Plan may be obtained from the HRS. (or see NAD Working Policy Z)

430.30 Retirement Allowance

An employee who has earned at least 1,000 hours or the equivalent of one-half year of service credit per year during the two years immediately preceding admission to the Plan and who goes directly from active service into retirement, shall be granted a retirement allowance by the Retirement Plan. The Retirement Allowance is not termination pay but is a retirement benefit provided at the time the participant is eligible for regular retirement benefits.

AMOUNT

The maximum allowance shall be equivalent to five months basic remuneration for employees with 40 years of service credit. For those with less than 40 years the allowance is equivalent to 12.5 percent of a month's basic remuneration for each year of service credit. Employees who received a termination settlement at the time of a break in service shall only be eligible for a retirement allowance based on the years of service credit earned after the settlement.

SPECIAL EXCEPTIONS

The requirement that employees go directly from active service into retirement in order to be eligible for a retirement allowance payable at the time regular retirement benefits begin may be waived if one of the following applies:

- a. Termination of active employment was no more than 36 months prior to being eligible to receive retirement benefits, and
- b. Termination of active employment was at the written recommendation of the North American Division, or
- c. The termination of active employment was due to the transfer of the spouse to a different location or because of retirement of the spouse, or
- d. The Retirement Plan Committee, because of exceptional circumstances, approves a request of the North American Division to waive the requirement that an employee go directly from active service into retirement.

TIME OF PAYMENT

The retirement allowance shall be paid at the time the regular benefits begin and shall be computed at the current remuneration rate. NAD WP Z 40 10

430.35 Retiring Employee Moving Allowance

A retiring employee, who has at some time during his /her denominational employment been moved at denominational expense, may be granted assistance in the form of reimbursement for actual moving expenses. Retiring employees who move themselves may be granted a cash settlement of 75 percent of the amount a conference and/or commercial mover (average price as selected by HR) would charge for moving household goods that will fit in a 40-ft. trailer.

The following provisions apply:

OVER THIRTY YEARS OF SERVICE

A retiring employee with thirty or more years of denominational service receives the full benefit for a final move within the North American Division.

UNDER THIRTY YEARS SERVICE

A retiring employee who has served less than thirty years may be paid a proportionately less amount. The amount of the moving expense assistance shall be determined by HRS.

ARRANGEMENT

This move should normally be made within five years of retirement and is limited to one move only. Requests for an extension of time should be sent to the HR Director/Associate Director. If approved, the allowance will not be granted until the time of the actual move.

DIVISION OF EXPENSE

In cases where both spouses are denominationally employed at the time of retirement but by different organizations, the moving assistance to the place of retirement shall be shared equally by the employers if both spouses are vested for retirement benefits. If one spouse is not vested, the moving assistance shall be paid by the employer of the spouse who is vested. NAD WP X 2310

TAX OBLIGATION

The retiring employee shall be responsible for the tax obligation of the moving benefit.

430.40 Graduate Studies Policy

DOCTORAL DEGREE

PROGRAM PROVISIONS AND REQUIREMENTS

In selected cases, the North American Division may grant assistance to employees pursuing doctoral degrees. In such cases, the recommendation must come from the advising officer and be approved by the Human Resources Committee (HRC) prior to being considered by North American Division Administrative Committee (ADMIN).

Such employees must be regular, full-time and hold an elected or comparable appointed leadership position of 108% and above. Assistance may be granted up to twelve (12) times the current monthly NAD remuneration factor plus ERI (based on Silver Spring, MD area) for the entire study program. The total amount of assistance shall be inclusive of tuition, books and supplies. Expenses which exceed the approved maximum assistance will be at the employee's personal expense.

It is understood the program will be completed within seven (7) years.

During the period of study, it is required that satisfactory progress and steady growth be made in all aspects of the educational program. An annual review will be required with the employee to evaluate both progress toward the degree and review of any concerns relative to its impact on the employee's ability to perform assigned duties. The review will be conducted by the Advising Officer (for director-level and above) and Advising Officer and Department Director (for associate department director-level). Funding for the subsequent year is contingent on the annual review.

The employee is required to first complete an application for organizational sponsorship which must be signed by the employee's Advising Officer, Department Director (if applicable) and employee before application is sent to Human Resources (HR). HR will route the application to the appropriate committees and will notify the employee of the committees' decisions. If the application is approved, the employee will then be required to complete the contractual agreement document which will be provided by HR.

Only if all steps are followed and finalized as outlined will financial assistance be provided by the North American Division.

MASTER'S DEGREE PROGRAM PROVISIONS AND REQUIREMENTS

In selected cases, the North American Division may grant assistance to employees pursuing Master's degrees. In such cases, the recommendation must come from the advising officer and be approved by the HRC prior to being considered by ADMIN.

Such employees must be regular, full-time and hold a position of 104% and above. Employees must also have worked for the North American Division for a minimum of four consecutive years (requirement waived for those in elected or comparable appointed leadership positions). Assistance may be granted up to six (6) times the current monthly NAD remuneration factor plus ERI (based on the Silver Spring, MD area) for the entire study

program. The total amount of assistance shall be inclusive of tuition, books and supplies. Expenses which exceed the approved maximum assistance will be at personal employee expense.

It is understood the program will be completed within four (4) years.

During the period of study, it is required that satisfactory progress and steady growth be made in all aspects of the educational program. An annual review will be required with the employee to evaluate both progress toward the degree and review of any concerns relative to its impact on the employee's ability to perform assigned duties. The review will be conducted by the Advising Officer (for director-level and above) and Advising Officer and Department Director (for associate and assistant department director-level). Funding for the subsequent year is contingent on the annual review.

The employee is required to first complete an application for organizational sponsorship which must be signed by the employee's Advising Officer, Department Director (if applicable) and employee before application is sent to HR. HR will route the application to the appropriate committees and will notify the employee of the committees' decisions. If the application is approved, the employee will then be required to complete the contractual agreement document which will be provided by HR.

Only if all steps are followed and finalized as outlined will financial assistance be provided by the North American Division.

430.45 Student Loan Repayment Assistance

Objective

The objective of this policy is to assist in repaying student loan debt to further the financial well-being of NAD employees.

Policy

The student loan repayment assistance program provides eligible regular full-time employees up to \$200.00 per month paid directly to the employee's student loan servicer. Employees who receive this benefit are expected to continue to make minimum monthly payments to the loan servicer in addition to the assistance provided under this policy. Student loan repayment assistance is capped at \$2,400 per employee per year and is reported as tax free income on the employee's W-2 under the provisions of the Cares Act. Should the tax-free provisions expire at a future date then this assistance will be reported on the employee's W-2 as taxable income.

Eligibility

Eligible employees include regular full-time employees, with a current active loan, who have received an undergraduate or graduate degree within the last ten (10) years of the date the employee first applies for assistance under this policy. New employees are eligible after three (3) months of continuous employment with the North American Division. Student loan assistance payments will continue for employees on an approved

leave of absence for up to twelve (12) weeks from the start of the leave. Loans eligible for repayment assistance include U.S.-based education loans borrowed by the employee, in the employee's name and for the employee's own education. Employees who qualified for, and received, full student loan forgiveness, or who have deferred loan payments are ineligible for assistance under this policy.

Procedures

Eligible employees must complete a student loan repayment assistance application (<https://hr.naddocs.org/Forms/Student-Loan-Repayment>) and provide proof of graduation documentation and current active loan documentation. Loan documentation must include:

Employee's name	Loan Servicer's Name
Loan account number	Current balance
Required minimum monthly payment amount	Monthly payment due date
Proof of graduation/program completion	

The amount of student loan repayment assistance paid to the loan servicer each month will be the employee's minimum monthly payment up to \$200.00. Student loan assistance payments will begin by or on the last day of the month following receipt and approval of a completed application and following graduation from that program. Where the application is received too close to the end of the processing cycle for the current month, then monthly payments will begin the following month. Employees will receive written notice of approval or denial of the student loan repayment assistance application.

Termination

Loan assistance payments will cease immediately upon an employee's voluntary or involuntary termination from employment with the North American Division or change in eligibility status, such as a reduction to regular part-time or temporary part-time hours or when the loan is fully paid, whichever comes first.

430.50 Mission Projects

If you do not travel as a normal part of your employment you may be enriched from the experience of participating in an evangelistic or construction type project. These events may take place within the North American Division or in another of the World Divisions. All projects considered are to be sponsored by a Seventh-day Adventist organization or a Seventh-day Adventist lay organization (Maranatha, Quiet Hour, etc.).

EMPLOYEE ELIGIBILITY

You must be a regular full-time employee with at least one year of current North American Division employment to be eligible to participate in projects. Qualifications and experience must be possessed to participate as a topic presenter for evangelistic projects. If participating in a building program you must be engaged in a construction activity or

provide a support activity. You are not eligible to participate in another project until two years after your return from a project in which you participated.

PROCESS

To request participation in a Mission Project you must submit an application for participation approved by your supervisor to the Human Resources Committee providing the name of the project, sponsoring organization, location, dates and what your role will be in the project.

ASSISTANCE

Assistance shall be limited to 50% of expenses up to a maximum of 15% of the monthly remuneration factor per person. These expenses, as directed by Human Resources Committee, include transportation to and from the project including lodging and meals during travel and at the project.

LEAVE WITH PAY

Up to 38 hours or five consecutive working days for participation in the project will be provided and not charged to paid leave or vacation. It is generally expected that you will take an equal amount of paid leave or vacation time while engaged in the project.

REPORT

Following your return from the project, you must submit a written report of your participation to the Human Resources Committee.

PART B

The following benefits apply to hourly employees:

440.00 Sick Leave

EMPLOYEES WHO ARE COVERED

This Sick Leave Policy applies to hourly North American Division employees.

SICK LEAVE HOURS ACCRUED

- f. Sick leave time is accrued based on 2.92 hours for a 76-hour (two-week) pay period (.0385 hour per hour worked).

- g. Regular part-time employees accrue sick leave time on a pro-rata basis.

DIVISION OF SICK LEAVE

Sixty percent of the accrued sick leave time is credited to the employee's Paid Leave Bank. The other forty percent is available for extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity.

SHORT-TERM ILLNESS

- a. The first two work days (19.00 hours) of any illness, workers' compensation injury or time-off for medical/dental appointments shall be charged to the paid leave bank.
- b. Time off for medical appointments may be charged to the Paid Leave Plan or may be made up by working outside the regular work schedule (up to two hours per week).

EXTENDED SICK LEAVE

- a. Beginning with the third work day (after 19.00 hours of short-term sick leave) of an illness or injury, full-time pay shall be continued and charged to the extended sick leave time bank until those accumulated hours have been exhausted. Extended sick leave that exceeds the hours in the extended sick leave bank shall be charged to the Paid Leave Plan until that bank is exhausted.
- b. To qualify for this benefit, the employee must be hospitalized or under the care of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity in accordance with 250.30. In cases where an employee is hospitalized, the above provision shall begin on the day of admittance to the hospital. Extended sick leave may also be used from the first day for medical needs requiring outpatient surgery.
- c. Employees are eligible to begin utilizing extended sick leave time from the first day of the pregnancy leave.

FMLA LEAVE COORDINATION

Any leave under this policy must be coordinated to the extent applicable, with FMLA leave. (See section 250.30)

EXCLUSIONS

Extended sick leave does not apply to:

- a. Any day during which an employee is entitled to cash benefits for temporary disability under Worker's Compensation. HR must be notified if any such benefits are received by the employee.
- b. Any period of confinement in a public or private institution as a result of an emotional or psychopathic illness arising from voluntary addiction to chemical dependencies, such as alcohol and drugs.
- c. Any period when incarceration is the cause of absence from work.

CARRY-OVER OF EXTENDED SICK LEAVE

Extended sick leave time may be accrued up to a maximum of 1000 hours (26 weeks).

NOT CONVERTIBLE TO PAID LEAVE

Extended sick leave shall not be convertible to paid leave or considered as credit payable at the termination of employment.

PORTABILITY

Accrued extended sick leave time shall be transferred if an employee transfers directly to another denominational employer but there is no transfer of funds.

RE-EMPLOYMENT

Extended sick leave hours remaining in the bank at the time of employment separation will be amortized at the rate of 20% per year, up to five years. If an employee is re-employed within five years, the unamortized portion of extended sick leave hours will be restored to the bank.

PART-TIME WORK AFTER ILLNESS

- a. An employee who returns to work on a part-time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part-time work in accordance with 250.30.
- b. The actual time worked shall be paid at the regular rate.
- c. The balance shall be paid from the extended sick leave bank as long as hours of accrued sick leave time are available. NAD WP E 82

440.05 Paid Leave Plan

(Revised October 2021)

The North American Division has adopted the plan of combining the short-term sick leave and vacations into a Paid Leave Plan. Paid leave time begins to accrue from date of employment and is automatically accumulated into the employee's paid leave bank.

Hours placed in the paid leave bank which have been transferred from another denominational/non-denominational organization or which have been placed in the bank through reconstruction of prior lost or non-transferred leave will be available for paid leave purposes only and are not to be interpreted for years of service credit.

HOURLY EMPLOYEES' MAXIMUM ACCRUAL

The maximum hours that may be carried forward each January cannot exceed 266 hours. During the course of the year, employees are permitted to accrue in excess of 266 hours. If an employee transfers, terminates or retires during the year, the full hours shall be paid out in full. However, as of January 1 of each year the hours must be reduced to 266 and the excess hours will be transferred to the employee's extended sick leave bank up to the policy limit (see EXTENDED SICK LEAVE, policy 440.05 Paid Leave Plan).

USAGE

The paid leave bank may be used for vacations, holidays, illnesses, work related injuries or personal business. Discretionary time off should be prearranged in order to maintain continuity of service. The maximum paid leave to be used at any one time is four weeks with the exception of FMLA leave (see 250.30).

MAXIMUM HOURS

The maximum paid-leave hours that a North American Division employee can earn in a 12-month period is up to 152 vacation hours (4 weeks) plus 45.50 short-term sick leave hours or a total of 197.50 (see 420.00 and 440.00).

SCHEDULING

Paid Leave time should generally be taken during the year it is earned. It should be scheduled in counsel with the Supervisor or Department Director.

EMERGENCY RESERVE

Employees are encouraged to maintain an emergency reserve in their paid leave bank. If the reserve of paid leave time is depleted, additional time off will be without remuneration.

EXTENDED SICK LEAVE

Accrued paid leave time which exceeds 266 hours (7 weeks) as specified under 3 above shall be credited automatically to the employee's extended sick leave bank up to a maximum of 1,000 hours. (Not applicable in California)

TRANSFER

When you transfer to another denominational organization, the North American Division will pay you accrued but unused vacation time of up to six weeks for salaried employees and the amount of time in the Paid Leave Bank for hourly employees.

TERMINATION

When an employee transfers to another denominational organization or otherwise terminates employment, settlement will include unused hours remaining in the employee's Paid Leave Bank. Hours in the extended sick leave bank are excluded from this settlement.

RETIREMENT

At the time an employee retires, settlement will include unused hours remaining in the employee's Paid Leave Bank unless service credit must be added to the employee's service record. Hours in the extended sick leave bank are excluded from this settlement.

INTERDIVISION EMPLOYEES - FURLOUGHS

Employees who are serving at the North American Division on an interdivision basis shall have the amount of vacation time they normally accrue annually deducted from their accrued vacation during the 12 months prior to a furlough or permanent return. Employees may charge sick leave only to their paid leave bank during a furlough year.

440.10 Sharing Paid Leave

The intent of the Paid Leave Sharing Program is to assist employees on a compassionate basis in situations when employees have had to use all of their accumulated paid leave because of a personal or family illness or accident.

Hourly employees may transfer paid leave time up to 76 hours in a calendar year to the extended sick bank of another hourly employee of their choice who is on the North American Division payroll or to a bank in HRS, provided it does not draw their bank below 38 hours. Salaried employees are not eligible to participate.

The sharing of paid leave plan includes regular part time employees who will be eligible for up to one half the number of hours allowable for regular full time or a maximum of 76 hours.

Employees shall not solicit other employees for a donation of paid leave and there shall be no transfers between spouses.

The Department Director of the recipient employee must approve the arrangement.

In the event the recipient employee terminates employment with the North American Division before the donated hours have been used, the unused portion of the donated hours will revert to the original donor.

A compassionate leave bank is administered by HRS to assist employees who may not receive donated leave hours from other employees. An employee may receive a total of no more than 152 donated leave hours combined from all sources in a calendar year. Contact HRS for details.

440.15 Advance on Paid Leave

There may be occasions when hourly NAD employees from overseas homelands not eligible for furlough privileges wish to visit their homeland but do not have sufficient paid leave hours accrued to do so. Under limited conditions, these employees may have leave hours advanced in order to visit their homeland. Check with the Human Resource Services for eligibility guidelines.

PART C

The following benefits apply to salaried employees.

460.00 Moving Allowances and Arrangements

PRE-MOVE RESIDENCE SELECTION

If you have been called to the North American Division from within the North American Division you are entitled to one paid round trip for yourself and your spouse (no children please) to the new location for the purpose of selecting a residence.

If you live less than 1,000 miles away from the new location, travel should be by car and will be reimbursed on the basis of policy. If you live more than 1,000 miles from the new location, travel by air will be authorized, plus the rental of a car.

Under exceptional circumstances, one additional trip may be approved by Human Resources if considered necessary. This trip requires preauthorization by Human Resources.

COMMUTING TRIPS

If you begin work before moving your family you are permitted one single paid round trip home each four weeks, up to a maximum of three trips.

MOVING ALLOWANCES AND ARRANGEMENTS – (BASED ON NAD WP Y 23 05)

CONFERENCE OR COMMERCIAL MOVES

As a salaried employee being called to employment by the North American Division, you are provided the following assistance:

- a. Freight/van charges and insurance for all household goods that will fit into one 45-foot trailer.
- b. A flat cash allowance (moving allowance) rounded up to the nearest \$10 to cover packing and other moving costs as follows: You – 16.5 percent of the NAD Remuneration Factor; your spouse – 16.5 percent of the NAD Remuneration Factor. If you are a single parent with dependent children, you may be granted 33 percent of the NAD Remuneration Factor as a moving allowance.
- c. You are responsible for packing your own dishes, glassware, books, etc. If you have been appointed to the North American Division staff either via a call to an overseas division or immediately after a permanent return from inter-division service you are not eligible for these allowances.

EMPLOYEE SELF MOVE

If you choose to move yourself you may be granted a flat cash settlement of 75 percent of the amount a conference and/or commercial mover (reasonable price as selected by Human Resources) would charge for moving the weight listed below:

Employee	10,000 lbs.
Spouse	5,000 lbs.

The flat cash settlement is taxable to you.

HOUSEHOLD EFFECTS

The North American Division covers the cost of moving items that are normally a part of an employee's household effects. The inclusion of items other than the usual household effects of significant weight and volume, such as cars, boats, and rock collections, must be specifically authorized prior to the move and an agreement reached as to whether the North American Division or you will be responsible for any additional expenses. Any extra charge for loading, unloading, wasted space, etc., shall be your responsibility.

TRAVEL EXPENSE DURING ACTUAL MOVE

- a. Per diem according to current NAD travel policy and approved rate.
- b. Lodging for number of nights according to current NAD travel policy.
- c. Mileage according to current NAD approved rate. If you have a spouse, mileage on a second automobile may be reported at 100 percent of the current NAD approved mileage rate. The cost of tolls may also be reported.

PAID TIME FOR PACKING AND SETTLING

North American Division policy allows up to seven working days, to be used in any combination, for packing at the point of departure and settling at the point of arrival.

AUTOMOBILE REGISTRATION AND EXCISE TAX

If you called from another state and are required to pay duplicate excise tax, sales tax, auto license, and certification/inspection fees, you may report such expense on one car if you title and register your vehicle within 30 days and report the expense within 90 days of moving to the new area. If you have a spouse, the above expenses may also be reported on a second car.

PERMANENT RETURNEES

If you are coming on a permanent return basis to serve as a regular full-time employee, the North American Division will cover the cost of moving a maximum of 2,000 lbs of personal effects you may have stored during the period of your interdivision service. This provision is for up to 2,000 lbs from not more than two locations.

SECOND MOVES

There is no assistance on second moves if you make temporary storage and housing arrangements while having a residence built or while seeking a place to rent or purchase.

STORAGE COSTS

There is no assistance on commercial storage costs if you make temporary housing arrangements while having a residence built or while seeking a place to rent or purchase.

Please Note: The flat moving allowance and allowance pertaining to automobiles are limited to two per family even though both spouses may be employed.

PER DIEM FOR NEW ARRIVALS

New employees of the North American Division whose families are temporarily separated, with the employed spouse preceding the rest of the family and having the additional cost of maintaining two households for a time, may be granted the following assistance:

- a. Approval - A per diem allowance shall be made only in cases where arrival of the employee in advance of the family has been approved by the Human Resources Committee or Human Resources.
- b. Temporary Housing - The per diem shall be granted even if you benefit from short term temporary housing reimbursed by the North American Division. An exception to the granting of per diem may be made for long term housing arrangements reimbursed by the North American Division. Please contact Human Resources for further information.
- c. Rate for First Two Weeks - Per diem at the full rate shall be granted for the first two weeks.
- d. Rate for Next Ten Weeks - Per diem at one third of the full rate shall be granted for the remaining period, up to a maximum limit of an additional ten weeks, or a total of 12 weeks provision.

MOVING EXPENSE AMORTIZATION (NAD WP D 30 75)

If you have been called to the North American Division as an exempt employee and have less than 15 years of denominational service you will be required to sign a moving amortization agreement. This signed document must be returned to NAD Human Resources before moving arrangements begin.

If you voluntarily terminate employment from the North American Division within the first four years you will reimburse the North American Division for the unamortized portion of the moving and related travel expenses, according to the amortization schedule.

If your employment termination from the North American Division occurs within the first four years of employment because of an interdenominational transfer, the North American Division will recover a portion of the expenses of all previous moves according to the following schedule:

- Less than two years of employment reimbursement 100%
- More than two years but less than three years of employment 50% reimbursement
- More than three years but less than four years of reimbursement employment 25%
- More than four years of employment 0% reimbursement

If you are requested by the North American Division to move to another location you will not be required to sign a new moving amortization agreement. If you transfer to another denominational employer within four years of that move, the new employer will be subject to the amortization policy. If you request relocation you may be required to sign a new moving amortization agreement.

460.50 Sick and Short-Term Disability Leave

REMUNERATION

Regular, full-time salaried employees of the North American Division are eligible for full remuneration during any period of medical disability for up to 26 weeks. Under no circumstances, however, will an employee be eligible for disability leave in excess of 26 weeks in any 12-month period.

PROCEDURE

Any leave under this policy must be coordinated with FMLA leave. The procedure for requesting FMLA leaves contained in 250.30 must be followed when requesting disability leave under this policy.

The first 3 days of a salaried employee's sick leave need not be reported as disability leave. However, if the disability exceeds 3 days, the entire period of disability will be counted toward the 26-week maximum.

WORKERS' COMPENSATION PAYMENTS

Employees must notify HRS of any benefits that are received from Workers' Compensation. The North American Division will supplement Worker's Compensation benefits so that total benefits equal the regular bi-weekly remuneration of the salaried employee.

PERSONAL LEAVE

Should the employee desire additional personal time away from the job after completion of the disability leave, the employee, in consultation with the supervisor, may use accrued vacation time to cover part or all of this personal time off. The employee may also consult

the leave of absence policy 250.00. In addition, certain leaves may qualify under the FMLA (see section 250.30).

460.80 Automobile Policy

DENOMINATIONALLY OWNED AUTOMOBILES

In order to avoid excessive or unnecessary automobile expense, it is advised that employing organizations not own automobiles for the use of their employees.

AUTOMOBILE ALLOWANCES

Most employees need and have an automobile for personal use including travel to and from work.

PURPOSE

Automobile depreciation and insurance allowances that are included in remuneration are granted to assist employees in maintaining an automobile for their personal use and for travel to and from their place of work. This automobile is also to be available for church business as needed.

INSURANCE

Certain employees may be eligible for additional automobile insurance assistance if their annual automobile insurance expense exceeds a specified deduction (See Additional Automobile Insurance Assistance, C below).

REIMBURSEMENT

Mileage reimbursement is granted to cover the additional automobile expense (additional depreciation, gas, oil, tires, repairs, maintenance, etc.) that employees incur because they use their automobiles for church business, and shall be the same for all persons, whether employees or not, who are requested to drive their automobiles on church business.

OTHER ASSISTANCE

No other assistance shall be given for automobile expenses unless specifically authorized.

ADDITIONAL AUTOMOBILE INSURANCE ASSISTANCE

Those eligible for additional automobile insurance assistance shall be employees of the North American Division, whose category maximum is 150 percent or more of the remuneration factor and assistant staff auditors.

DEDUCTIBLE

Additional assistance (as calculated in c. below) is granted on annual automobile insurance premiums that exceeds 2.34 percent of the regular yearly remuneration factor (monthly remuneration factor x 12, rounded up to the nearest dollar).

MINIMUM LIMITS

Those eligible for additional automobile insurance as listed in paragraph "1" above shall be required to carry insurance with the following minimum limits when such limits are readily available:

*Bodily Injury Liability	\$250,000/500,000
*Property Damage Liability	\$50,000
Medical Payments	\$5,000
Comprehensive	\$100 Deductible
**Collision	\$500 Deductible
Uninsured Motorist	Statutory
*Optional \$300,000 single limit policy is acceptable.	

**Collision coverage should not be obtained for cars valued at less than \$2,000. The North American Division will reimburse employees per claim for collision damage that exceeds \$50.

ASSISTANCE

The amount of the additional assistance shall be determined by applying the appropriate factors to the average premiums of two insured automobiles owned by and used primarily by the employee and spouse.

Allowance Factor	Allowance Factor
One Automobile Owner	Multi-Automobile Owner
100%	160%

An unmarried employee, if eligible, shall receive assistance on one automobile only. Married employees, where both spouses are eligible for additional insurance, shall each receive assistance on one automobile only.

Monthly payments for auto insurance shall be made to all eligible employees by adding a percentage to the area allowance according to the following plan:

Payment shall be based on rates of the area where the employee works. For the NAD headquarters office personnel who qualify, the inner Montgomery County rate will be used.

The percentage will be re-studied yearly in light of current insurance costs.

In order to receive this auto insurance subsidy, each qualifying employee must submit to HRS a copy of the insurance policy showing the limits of coverage [which must meet the minimums as listed in #3 above]. Each applicant must also indicate the number of cars he or she is currently using.

METHOD OF CALCULATING ADDITIONAL PERCENTAGE

Washington, D.C. Area: HRS will assemble yearly a list of about 10 cars used by NAD staff and secure current insurance quotes for Inner Montgomery County, inner Prince Georges County and Howard County. The average of the insurance costs in three areas will be used. Quotes will be obtained on current model 4-door cars with two drivers. An average for these cars will be the basis of insurance costs used for the NAD headquarters employees.

OTHER AREAS

Treasury shall secure quotes for other areas using the "standard car" which has been designated as the Oldsmobile Ciera.

A deduction will be made for the auto insurance component already included in the salary package. See paragraph 2.

The net subsidy to be added to the area allowance will be calculated as a percentage of the yearly area allowance and paid to the employee each pay period.

Employees who have dependent children drives in their family may apply for assistance on the additional expense. Eligible dependents shall be determined by the same criteria that is followed for health-care assistance and tuition assistance.

ASSISTANCE IN COLLISION AND COMPREHENSIVE DEDUCTIBLES

In the event an employee mentioned in paragraph 1 above has a claim, the first \$50 of the collision or comprehensive deductible will be paid by the employee and the remainder of the deductible will be paid by the employing organization. If the employee or the insurer brings a liability claim against a third party and recovery is realized, reimbursement shall be made to the employing organization for any amounts previously paid by the employer above the first \$50 of the deductible.

470.00 Housing Assistance

GENERAL PROVISIONS

REMUNERATION

The remuneration granted to the denominational employee includes a provision for housing. No additional housing allowances may be granted, except as provided in this policy.

DENOMINATIONALLY OWNED HOUSING

It is recommended that housing provided by the denominational employer should be charged to the employee at current community rates or 30 percent of the employee's remuneration at the Category A rate, plus 100 percent of any cost-of-housing allowance the employee may be receiving, whichever is less.

- More than two years but less than three years of Employment reimbursement 50%
- More than three years but less than four years of Employment reimbursement 25%
- More than four years of employment reimbursement 0%

TAX CONSEQUENCES

The North American Division will report the assistance granted on the employee’s W-2 form, and the employee will be responsible for any tax due.

BASIC PROVISIONS OF THE HOUSING ASSISTANCE POLICY – RESIDING WITHIN US

1. Employees Having to Sell or Rent Out Their Residences

- a. An employee who owns his/her home, and in order to purchase a home at the new location, will need to sell or rent out their previous residence may choose to receive the provisions of NAD Policy X 20 06 (1-4) Additional Housing Assistance.
- b. The amount of the lump sum settlement will be based on the ERI Adjustment of the area from which the employee is transferring.

Lump Sum settlement amount:

No ERI Adjustment	\$20,000
Annual ERI < 3,000	\$21,000
Annual ERI > 3,000 & < 5,000	\$22,000
Annual ERI > 5,000 & < 8,000	\$23,000
Annual ERI > 8,000 & <10,000	\$24,000
Annual ERI >10,000	\$25,000

2. Employees Transferring from Rental Housing

- a. Employees who have been in rental housing and transfer to the North American Division do not normally incur duplicate housing costs as a result of the move. The higher cost of rent, if moving from a lower to a higher cost area, is provided for in the wage category of the new area. If, though, there is a period of duplicate housing payments as a result of breaking a lease, assistance may be given for the duplicate costs incurred by breaking the lease.
- b. The lump sum option in C.1.b above does not apply in the event employee(s) subsequently purchase(s) a house at the new location.

NON-US HOUSING ASSISTANCE

USA BASED IDE RETURNING ON PERMANENT RETURN

Non-US Citizens being called as interdivision employees to serve at the North American Division and who meet the criteria in 1. above may receive a lump sum cash settlement of US\$15,000 if he/she purchases a house even though he/she may not have owned a house at the previous location.

This is provided on the basis that US based individuals may receive the benefit NAD X 20 06 (1-4) when they are called to another location within the NAD, whereas IDE's called to the North American Division will not benefit at the time of their permanent return to their respective divisions.

US-Based Interdivision employees who return to the US on permanent return and are called to serve at the North American Division are not eligible for a lump sum cash settlement as outlined in two above. However, if the interdivision employee owns a house at the time of his/her return and will need to sell or rent it out as a result of purchasing a residence in connection with the call to the North American Division, the provisions of NAD WP X 20 06 (1-4). Additional Housing Expense or a lump sum settlement under the said provisions will apply.

480.00 Area Travel Allowance

An area travel allowance is included in the biweekly paycheck of qualifying North American Division staff members for local travel.

AREA

Local area travel consists of round trips to meet appointments involving 100 miles or less of auto travel from home or office. These do not require authorization and the expense is not reportable but is included in the area travel allowance.

OUTSIDE LOCAL AREA

If the round-trip mileage is between 100 and 200 miles, the appointment may be undertaken without specific authorization and the mileage expense may be reported for the whole trip up to a maximum of 200 miles at the current mileage rate (See also 500.00).

REPORTABLE DRIVING

Since there is considerable variation in the amount of area travel allowance provided to North American Division employees and its usage for denominational business driving in the local area, a special provision has been made in an attempt to equalize the situation. Employees who are required to do considerable driving in the local area on a regular basis will receive reimbursement as follows:

- a. Those whose remuneration is 104 percent and below - all business mileage (since their area travel allowance is considerably less than maximum).
- b. Those whose remuneration is 105 percent and above - business mileage that exceeds 200 miles per month.

480.60 Luggage and GPS Assistance

Because of the extensive travel required of traveling staff and the corresponding wear and tear of luggage, thus requiring outlays of personal funds on a regular basis for new luggage, assistance may be provided for the purchase and/or repair of luggage as follows:

1. Receipts for purchase of luggage and/or repair of luggage may be submitted for reimbursement on an annual basis as follows:

- a. For individuals on travel budgets between 50% and 89%: \$150.00
- b. For individuals on travel budgets between 90% and 149%: \$300.00
- c. For individuals on travel budgets between 150% and above: \$450.00

d. Unused amounts in one year may be carried forward to the next year with the understanding that the accumulated maximum available is a total of 2 years assistance.

e. The expense will be charged to the individual’s travel budget.

f. The term luggage includes suitcases, briefcases, computer cases, carry-on-luggage, etc.

g. In lieu of luggage the cost of a GPS system (global positioning satellite system) for travel may be claimed once per quinquennium up to the unused amount an individual has under 1 and 2 above. This does not increase the total amount available under this policy.

TRAVEL POLICIES

500.00 Travel Authorization

The procedure for authorizing travel is as follows:

INTERDIVISION TRAVEL

Interdivision travel is authorized by NADCOA.

TRAVEL BUDGETS

All travel expense shall be covered by the travel budgets assigned to the employee within NAD territory.

SPENT BUDGETS

Employees who have spent or committed their travel budgets for the year are not to accept appointments from organizations, even though they offer to pay the travel expenses.

TRAVEL AUTHORIZATION

As evidence of out-of-division/ GUAM trip authorization, one copy of the Travel Authorization is to be attached to the Travel Expense request. Another copy is attached to the employee's monthly expense report for trips authorized for that month.

500.10 Out-of-Division Trip Policy for Salaried Employees with Travel Budget*

(Revised December 2021)

FREQUENCY

Each calendar year, salaried employees with travel budget may take, if needed, the following out-of-division trips:

1. One (1) out-of-division trip to attend, or participate in, a church-sponsored meeting with the use of their travel budget, up to eight (8) days including travel days. Exception could be made for evangelistic series.
2. One (1) additional out-of-division trip, in principle, at the expense of the inviting/requesting organization. All NAD-requested/paid trips are included in this category.
3. Any other additional out-of-division trip should be taken with the use of employee's vacation time, and at the expense of the inviting organization. Online trip request still has to be submitted for ADMIN and NADCOA approvals in order to qualify for institutional insurance coverage.

LENGTH

1. The number of days taken each calendar year for these trips should not be longer than 14 calendar days combined; this does not include approved vacation days.
2. Vacation days must be specified on the trip request form if employee plans to use vacation days in conjunction with the planned trip.

INSURANCE

Employees shall purchase short-travel insurance for any out-of-division trip at <https://adventistrisk.org/>

DEADLINE FOR SUBMISSION

1. Trip request shall be submitted online (<https://sec.naddocs.org/Forms/Denominational-Employees>) at least six (6) weeks prior to departure date for consideration.
2. Any request for an emergency trip should be approved by employee's immediate supervisor and one division executive officers, and needs additional approval by NADCOA for both record-keeping and reimbursement/reconciliation purposes.

APPROVAL PROCESS

NADCOA approves all out-of-division requests. Once approved, employee will receive a Notice of Approval of Inter-division Travel Request by email.

REIMBURSEMENT / RECONCILIATION

1. Personal Credit Card: Reimbursement will not be made for any out-of-division trip requests without attached copy of the Notice of Approval on Travel Reimbursement form.
2. Diners Club Corporate Card:
 - Diners Club card shall not be used to purchase an airline ticket without acquiring a prior approval from the NADCOA. Any purchase without prior approval is employee's sole responsibility.
 - Notice of Approval should be attached to the Diners Club Expense Form when out-of-division trip expense is incurred;

EFFECTIVE DATE

This internal policy is effective July 1, 2017

* NAD executive officers are excluded from this policy

500.20 Special Travel - Seminars

When staff members who have not been assigned travel budgets are authorized to attend seminars or meetings, the following procedures apply:

PROCEDURE

The department concerned will refer the request to HRC.

ABSENCE FROM OFFICE

If HRC approves the request, the employee's absence from the office is automatically authorized and is recorded in HRC minutes. (See 160.50 regarding attendance at seminars in the Silver Spring area.)

EXPENSE

The expense shall be charged to the department's general expense budget.

500.40 Travel Allowance for Spouse/Dependent Children

An employee who has a travel budget of 50 percent or more of the travel budget factor is entitled to spouse travel. Those entitled to spouse travel may request assistance equivalent to 6% of an eligible employee's travel budget per year, on airfare for his/her spouse or dependent children through academy age, to accompany the employee on authorized itineraries. Due to the extensive time spent away from home by the auditors in NADAS and the fact that most are not assigned individual travel budgets in the same way as other NAD traveling staff, all auditors will receive the equivalent spouse travel as an employee with a 100% travel budget.

Unused amounts may carry forward from year to year and may accumulate to more than three years worth, but no more than the equivalent of three times the current year's accrual may be used in any single year. Costs for any trip that exceed the available allowance will be at personal expense. Borrowing from future years accruals is not permitted.

The accumulated allowance may be used to cover spouse travel according to the guidelines:

- a. Authorized itineraries within or outside the North American Division
- b. When flying, round-trip fare at the most economical rate available including special discounts, super-savers, etc. (In cases where both spouses are eligible for spouse travel, they will each receive their own separate bank to use.)
- c. When driving, rather than flying on an itinerary that involves spouse travel, the employee may report, regular denominational mileage rates up to the equivalent of round-trip air fares for the employee and spouse at the most economical rate available including the cost of a rental car, if it would normally be needed at the destination. In such cases, only the amount exceeding what the airfare and rental car expense for the employee would have been will be counted against the spouse travel allowance.

Per diem at the employee and spouse rate, applicable airport taxes, taxi or airport transportation, visa fees, fees for attending the seminar (if applicable) and passport renewal fees shall be reimbursable and charged to the travel budget of the traveling employee.

Financial Assistance for Use of Personal Time - An employee whose travel budget is 50 percent or more may take his/her spouse on authorized spouse travel without the spouse's loss of salary for up to three days annually. The following applies:

- a. Spouses who are employed on an hourly basis by the North American Division will have their time, for this provision, calculated on an hourly basis, not to exceed 28.5 hours annually. The equivalent time will be placed into the spouse's paid leave bank and the amount will be charged to the employee's current travel budget.
- b. Spouses who are employed on a salaried basis at the North American Division will have their time calculated on a daily basis, not to exceed three days annually. Spouses and their supervisor will be informed of this additional available vacation time. The traveling employee's current travel budget will be charged for the amount of additional vacation time.
- c. Spouses who are employed by non-North American Division employers will receive a daily loss of income assistance of up to \$250 per day, not to exceed three days annually. Payment will be made directly to the employee and the traveling employee's current travel budget will be charged for the income assistance.
- d. Any portion of the three days that is not used during current calendar year will be automatically forfeited on December 31.
- e. Any portion of the three-day assistance that is not used for spouse travel purposes may not be added to standard vacation, furlough or optional annual leave time, nor used for any other leave or work-related absence.

Taxable Income - The assistance that is granted for spouse travel is reported as taxable income. (North American Division Working Policy Y27.) The employee is responsible for reporting any related income that is not processed as spouse travel.

*In the year of a North American Division Session, an appropriate amount based on the location of the session may be added for that specific year.

500.60 Retiree Travel Expense

Retired North American Division committee members, living outside the Greater Washington area, who are invited to attend the Annual Council and for whom the North American Division is paying the expenses, may report the most economical air fare,

motel expenses and per diem allowance for the period of time they are authorized to attend.

500.70 Corporate Credit Card

Each authorized traveling employee shall be given a corporate credit card for the purchase of travel tickets, hotel, car rental, and fuel. No personal travel expenses or purchases are to be charged to the corporate credit card. If the card is used for personal expenses, a service fee will be assessed for each occurrence. If the corporate credit card is repeatedly used for personal expenses, the card will be withdrawn and future ticket purchases will be processed through purchase orders. At the time of termination of employment, the employee shall return the corporate credit card to the Accounting Office.

500.80 Travel Guidelines

The most time efficient and economical mode of travel should be used in connection with authorized itineraries. The normal procedure is to use airline "hubs" on cross-continental flights when more economical. However, a department head may authorize flying non-stop when it is advisable for an individual to do so. Air fares can also be greatly reduced when the stay includes a Saturday night.

510.00 Travel by Air

CHOICE OF FARES

The use of established domestic or international discounted fares such as Super Saver, Senior Citizen, Excursion and APEX should be used when available. Programs such as Mileage Plus are not to be an influencing factor in the choice of an airline.

ARRANGEMENTS FOR EMPLOYEES IN THE COLUMBIA AREA

- a. NAD Travel will honor instructions for ticket purchases and rental car reservations from North American Division traveling personnel when these instructions are accompanied by a Travel Authorization form. Traveling personnel are responsible for obtaining any authorizations required internally by their department/cost centers in cases where other than the lowest fare ticket is used. Additional travel accident coverage of \$200,000 and baggage insurance of \$1,250 is included with tickets purchased through NAD Travel and paid through the corporate credit card. Additional travel accident coverage for international travelers is increased to \$500,000 and baggage insurance is increased to \$2,000. Personal credit cards may be used for travel ticket purchases at the NAD Travel office only.

- b. Travel Agents - If after asking NAD Travel to quote a fare, an individual finds a lower fare through another travel agency and NAD Travel cannot meet or beat it, the individual is authorized to purchase the ticket through the other agency. If travel tickets are purchased outside the NAD Travel office, payment must be made by using the corporate credit card.
- c. Purchases While on Itinerary - All tickets purchased while on itinerary are to be purchased with the corporate credit card.

EMPLOYEES BASED OUTSIDE THE COLUMBIA AREA

Employees based outside the Columbia area may utilize local travel agents. Ticket purchases from local travel agents must be made with the corporate credit card. The corporate credit card or a personal credit card may be used for purchases from NAD Travel.

AIRLINE CLUB MEMBERSHIP

Employees who have a 50 percent or more travel budget are authorized to hold annual membership in one airline club up to the cost of the Red Carpet Club. Reimbursement for this expense may be submitted on an authorized expense report.

510.20 Travel by Car

TRIPS IN EXCESS OF ONE DAY

In traveling to appointments employees are advised to use air transportation, unless otherwise authorized, for trips that require more than one day to complete by car.

LONGER TRIPS

Employees may at times request authorization to travel to distant places by car if,

- a. It is the most economical and/or practical mode of travel because of the number of appointments involved in different parts of the country and the need for transportation at some or all of the stops, or
- b. The employee desires to take his or her spouse on the trip or wishes to combine vacation with church appointments. In such cases the following procedures shall apply:
 - Travel by car shall be specifically approved on the travel authorization form if the estimated round trip exceeds 1,500 miles.
 - The authorization shall state whether travel by car is being approved because it is considered to be "the most economical mode of travel" or for "personal reasons".

- If travel by car is approved on the basis of "personal reasons", the following expenses shall be reported: The most economical air fare for the trip based on a written quotation from TRIPS for a ticket that had been purchased seven days in advance or mileage, whichever is less, and motel expense and per diem that would have been used if the trip had been made by air. The time used in travel above two days shall be entered on the expense report as vacation time.

RENTAL CARS

If a rental car is used in lieu of a personal car, when the trip originates from the employee's home area, reimbursement will be based on regular automobile travel as if the employee were using his own automobile or actual cost, whichever is less.

MILEAGE RATE

The current mileage rate may be reported for miles on the basis of the most direct route.

VACATION RELATED TO NORTH AMERICAN DIVISION TRAVEL

There are times authorized appointments may be coordinated with a vacation plan. This is a very delicate relationship and personal desires should not influence plans for work related travel. As an example, if a person is vacationing in Florida and is invited to take the service at a local church on Sabbath, this is an opportunity to serve and does not make the trip reportable. However, if an individual has a specific assignment in Florida and takes a vacation either before or following the work assignment, the travel to that assignment is reportable, but vacation expenses shall be personal.

REPORTABLE EXPENSES

Charges for tolls on the most direct route of travel may be reported in addition to the authorized mileage rate. Actual garage parking charges at reasonable rates are also allowed. Hotel or motel accommodations and the usual per diem allowance are reportable on the basis of travel at a minimum of 500 miles per day.

ADDITIONAL PASSENGERS

When other employees accompany the owner of the automobile on an authorized trip, no additional mileage allowance is granted, nor should the passenger reimburse the owner of the automobile and report such reimbursement as an expense.

AUTOMOBILE CLUB MEMBERSHIP

Staff who are assigned travel budgets of 50% or more may report as travel expense the American Automobile Association (AAA) basic membership fee for the traveling employee only. If the employee prefers another program which provides similar discounts, the fee for that program may be reported as travel expense, provided it does

not exceed the cost of a basic AAA membership.

510.40 Travel by Train or Bus

TRAIN TRAVEL"

TRIPS can arrange authorized travel by rail when needed.

BUS TRAVEL*

TRIPS or its designated agents can arrange authorized travel by commercial passenger buses.

510.60 Motels/Hotels

SELECTION/REIMBURSEMENT

Motels of modest cost should be selected and the choice should not be influenced by offers of frequent guest programs, bonuses or other allowances. Reimbursement includes actual cost for room, tax (receipts required) and tips. Hotel accommodations are to be charged to the corporate credit card. Any personal incidental charges on hotel bills such as personal phone calls, laundry, meals, etc. should be cared for separately. If in exceptional cases due to foreign currency concerns other arrangements cannot be made, then such charges should be entered on the employee's expense report as a negative figure to be netted from reimbursable expenses since the total charge will be processed directly to the employee's travel expense account.

STAYING WITH FRIENDS AND RELATIVES

A modest payment may be granted to the host to cover expenses up to \$25.00 per night. So as not to embarrass those providing hospitality; the employee is not required to obtain a receipt. A gift of flowers, a book or a meal may be reported not to exceed the amount listed above. Up to \$25.00 may be claimed by NAD employees when official attendees at NAD meetings lodge with them and the employee has not received other lodging compensation.

510.80 Free Tickets, Bonus Points, and Discounts

Acceptance or issuance of specifically arranged free tickets for denominational travel or special travel for individuals associated with the North American Division are to be recorded and approved by Treasury.

In circumstances where legitimate and competitive suppliers may offer free travel, discounted spouse travel, free use of facilities, bonus points or other premiums of more than nominal value, such gifts or premiums may be accepted and shall be used for authorized denominational travel which may include spouse travel. All such tickets

should be obtained from NAD Travel.

520.00 Daily Travel Allowance

A daily travel allowance (per diem) is provided for authorized travel when the employee is absent from home overnight. This applies to the expense for meals including tip(s), pressing, dry cleaning and laundry.

- a. The full allowance is reportable for each day the employee is away from home overnight and purchases at least one meal.
- b. Employees may report the allowable amount for days they are fully entertained (When meals are provided without cost to the employee).
- c. When employees on an approved itinerary are accompanied by a spouse, the work/spouse per diem rate is applicable.
- d. Employees may report the family per diem rate during the time that their spouse is assisting with an approved evangelistic series even though the spouse's travel expenses and remuneration are not being provided by the respective employer.

520.10 Meal Allowance on Day Trips (No Overnight Stay)

A meal allowance is provided for authorized travel when the employee is away from the office during the day but not overnight.

- a. Where employees find it necessary to purchase a meal(s) on a day trip, the actual cost may be reported up to 40 percent of the daily per diem allowance per meal. Tips for such meals are also reportable within the total of 40 percent cost per meal. The maximum that is reportable per day is the regular full 100 percent per diem rate that is in effect.
- b. This is a taxable allowance as the employee is not absent from home overnight.
- c. This allowance is to be reported quarterly on the special report form provided, not on the usual Worker's Expense Report.

520.40 Automobile Rentals

TYPE OF CAR

North American Division employees who have traveled by public transportation on authorized trips may report the rental expense of a compact or sub-compact car if the use of a rented car is necessary. The most economical rates should be obtained.

When more than one North American Division employee is attending the same meeting, efforts should be made to coordinate arrival and departure timing so that the number of cars rented can be kept to a minimum.

INSURANCE

The collision damage waiver (CDW) and personal accident insurance should not be purchased. The North American Division has arranged with Adventist Risk Management (ARM) to cover the value of rented cars that exceeds \$500 in the United States, Puerto Rico and Canada. Employees will not be reimbursed for the CDW coverage in the aforementioned countries. CDW coverage should be purchased if cars are rented in other countries if no other coverage is provided. If an employee is involved in an accident with a rental car, the employee should provide to the rental company the name, address and phone number of ARM - 800-638-0589. The employee should notify ARM as soon as possible about the accident. Rental agency charges to a personal credit card for damages should be reported on the expense report for reimbursement

GASOLINE

Employees should report the actual expense for gasoline used in a rental car for business driving instead of reporting mileage at the regular rate, except as specified in 510.20.

520.60 Travel Advances

Travel advances in cash or traveler's checks may be obtained from the cashier in Treasury. Employees may use the corporate credit card or their personal credit card for most expenses, especially while traveling in the NAD. All travel advances should be settled in full at the end of each trip. If the expense report does not cover the travel advance the balance should be paid by personal check.

520.80 Borrowed Cars

If North American Division employees borrow cars from relatives or friends while traveling in the field and use them for denominational business driving, they may report the cost of gas purchased or mileage if that amount is paid to the owner of the car.

530.00 Sabbath Travel

Employees are strongly advised to avoid travel on public conveyances as far as possible during the Sabbath hours. Itineraries should be scheduled in such a way as to avoid arriving or leaving by public transportation during the Sabbath hours.

530.40 Insurance, Personal Effects

The North American Division carries group Personal Effects Baggage insurance covering luggage and personal effects for the benefit of North American Division staff with authorized travel budgets. This insurance coverage provides coverage only while on authorized business travel. Maximum reimbursement is \$2,000. This policy reimburses for the actual cash value (after proper deduction for depreciation). Limitations apply to specific items including money, which is limited to \$300.

To file a claim, email claims@adventistrisk.org or call: 301-680-6870.

530.60 Insurance, Accidental Death and Dismemberment

Employees who travel extensively should carry reasonable travel accident protection. The International Accidental Death and Dismemberment policy is provided for employees with authorized travel budgets, with a principal sum of \$50,000. ARM can also provide additional coverage at the employee's expense. Any accident leading to a claim under this policy should be reported immediately to NAD Associate HR Director by calling 443-391-7103.

The following is the basis of accident and/or Worker's Compensation insurance adjustments to employees who are covered by insurance policies, the premiums on which have been paid by the employer:

Settlements - In making the adjustment it is recognized that it is the right of the employee or "designated" beneficiary to receive the full amount of insurance settlement granted by the insurance company covering death or permanent disability.

Employee Advances - From those portions of the insurance settlement covering salary and medical expense, the employee shall at the time of insurance settlement first reimburse the employer for the money advanced for salary and medical expense during the employee's disability.

Supplement - Should the amount granted as salary by the insurance company during the period of disability be less than the regular salary for the same period,

the employer shall reimburse the employee up to denominational salary for the period during which the employer is responsible for the payment of salary.

Health Care Expenses - The portion of medical expenses not covered by the insurance settlement shall be subject to application of the regular Health Care Assistance Policy.

Personal Insurance - This basis of settlement does not affect any additional insurance policies the employee carries for which he or she has paid the entire premium.

Additional Insurance - If an employee elects to take additional accident insurance coverage under the policy provided by the employer and the employee carries the increased premium expense, the additional benefits of the policy covered by the added premium shall accrue to the benefit of the employee personally.

Shared Premiums - Where the employee and the employer share in the basic premium of an accident insurance policy, the foregoing provisions apply but on the same percentage basis as the premium cost is divided, except that death or permanent disability portions of such settlement shall accrue in full to the individual employee or "designated" beneficiary. NAD WP X 25 10

540.40 Expense Reports

Expense report forms on which employees report authorized travel and other general departmental expenses paid for in cash and/or charged on a credit card may be submitted for each trip made during a month; personal accounts should be cleared at least monthly, or after completing an extended trip. NAD employees should submit their reports, on a monthly basis, to the Treasury department.

SUPPORTING INFORMATION

One copy of the travel authorization with receipts for expenses shall be attached to the report. Original receipts for expenditures shall be attached. If a trip covers two reporting periods, a copy of the travel authorization shall be attached to each report.

FOREIGN CURRENCY

Travel outside North America will involve the purchase of local currency and the reporting of travel expense in such currencies. Employees are encouraged to purchase local currency with U.S. currency or traveler's checks. Careful records should be kept of exchange rates used for purchases of local currency, and should be used to convert local currencies back to dollars for the expense report.

CHARGES FROM DIVISIONS

Charges that come to the North American Division following an employee's itinerary in a division are debited to the employee's personal account. If the charges involved are reportable travel expense, the employee should record it on the next expense report and attach a copy of the charge.

MOVING EXPENSES

All expenses relating to an authorized move are to be reported on the Moving Expense Report form from HRS and submitted to the HRS Associate Director. See internal.nadadventist.org/NADHRSDocs/ to access the form.

SERVICES PROVIDED BY NORTH AMERICAN DIVISION DEPARTMENTS

610.20 Building Tours

Tours through the complex are arranged by the Front Desk Receptionist. Regular tours are scheduled during normal business hours and by request. Because of security challenges no tours are planned for Sabbath and Sunday. Large groups should make reservations in advance.

610.30 Health Ministries Department

The Health Ministries Department partners with HRS to promote employee Health and Wellness benefits, including physical activity, nutrition, and health education.

IMMUNIZATIONS

Annual flu shots will be scheduled in advance and made available to employees on-site.

For foreign travel immunizations, arrangements will need to be made by contacting the General Conference Health Ministries Department at 301-680-6704. Prior notice of at least two weeks should be given.

PERSONAL HEALTH NEEDS

While department personnel may provide health information, employees are expected to seek medical care from professionals and facilities in the community. The department does not provide medical referrals.

610.40 Medical Emergencies

Life-Threatening Emergencies

For all life-threatening medical emergencies, contact 911 immediately. The Health Ministries Department cannot provide medical referrals.

Workplace Accidents

If an incident occurs on the premises or while traveling for work, please see Policy 420.60 Workers' Compensation Insurance. This applies to any work-related situation requiring medical attention.

FIRST AID

First aid kits are available on each floor near the kitchenette.

In order to maintain workplace safety and well-being, HRS, in consultation with the employee's supervisor, reserves the right to request that an employee seek medical attention and/or leave the premises.

610.70 Facilities Management

Facilities Management is located on the lower level near the Mail Receiving and Distribution Center and near the main shipping dock.

MAINTENANCE

Facilities Management is responsible for keeping the North American Division office buildings in good repair. All maintenance needs should be directed to Facilities Management by email to Facilities@nadadventist.org in written form. All requests for major changes in office space or remodeling shall be presented to the In-house Operations Manager for study and presentation to the appropriate committee.

SERVICES

Facilities Management provides the following services:

- Air conditioning
- Inter-office moving
- mail and distribution center
- Painting
- Electrical
- Parking permit tags
- Grounds
- Heating
- Plumbing
- Keys
- Remodeling
- Lighting
- Repairs
- Maintenance

CUSTODIAL

Custodial Service can be reached by calling Facilities Management at extension 7188.

SECURITY

Security is a service provided by the North American Division for the safety of employees.

They are to:

- a. Monitor persons entering the building to assure that only authorized persons enter.
- b. Provide escort service to the car for employees working after hours.

- c. Provide traffic and parking control on North American Division property.
- d. Secure the building after hours. All employees must notify Security if they are going to be in the building after 9:00 p.m. All employees are expected to leave the building no later than 10:00 p.m.

REPORTING

Emergencies, such as fire, theft, accident, or explosions should be reported to Security at extensions 7191 during office hours.

LIST OF NEW/REVISED POLICIES

- 160.50 Continuing Education Policy_October 2022
- 160.80 Hourly Staff Travel_December 2021
- 210.70 Whistleblower Program_February 2022
- 220.20 Self Supervision_December 2021
- 220.30 Fraud Policy_April 2020
- 240.90 Cell Phone and Other Wireless Devices Usage_May 2019
- 250.35 Parental Leave (Paternity/Adoption/Placement of Foster)_September 2021
- 250.40 Computer Use Policy_January 2020
- 250.45 IT Equipment Purchases & Planned Obsolescence_March 2021
- 250.50 HIPAA Security Sanction Policy and Procedure_May 2020
- 300.80 Cost of Living Adjustment Timing_August 2021
- 410.80 Holidays With Pay_December 2021
- 440.05 Paid Leave Plan_October 2021
- 500.10 Out-of-Division Trip Policy for Salaried Employees with Travel Budget_December 2021

To access the NAD Employee Handbook Policy Revisions

visit: <http://internal.nadadventist.org/employeehandbook/>

To access the most current version of the NAD Employee Handbook,

visit: <https://www.nadsecretariat.org/hr-resources/> (password: HRresources).

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