

Whole Again  
International

Employee Handbook

## WELCOME

Whole Again International, Inc. Employee:

I would like to take this opportunity to personally welcome you to Whole Again International, Inc.

This handbook is just one of the many forms of communication you will see at Whole Again International, Inc. We have prepared this handbook so that you will know what we expect from you and what you can expect from us, both as an individual and as a member of our valuable team.

We have established certain guidelines, rules and regulations, which need to be followed for the benefit of everyone. We are counting on your cooperation because in order to serve the needs of the children in the community, we have to continue to work together, comfortably and productively.

We are happy to have you as part of our team, and we look forward to working with you.

Sincerely,

Pastor Gregory Chandler, Sr.

## PREFACE

This handbook and the policies it contains are guidelines. Neither this handbook nor its policies constitute or should be construed as a contract of employment between Whole Again International, Inc. ("Whole Again International" or "Whole Again") and any Employee. This handbook is not a promise of continuing employment. All employment is at will.

At its option, Whole Again may change, delete, suspend, or discontinue any parts of the policies included in this handbook without prior notice. An action of this type will apply to existing and future Employees.

## A WORD FROM WHOLE AGAIN

We are proud of our organization and wish to share this pride with you. Our mission at Whole Again International, Inc. is to feed children from low-income families in Hamilton County during their summer vacation from school and to enrich their lives with faith based life lessons, financial literacy, fine arts, moral social behavior and physical activities. We can do this with much personal satisfaction and reward if we work together with mutual respect and cooperation.

With this in mind, Whole Again International, Inc. uses a Christian Community concept to provide all those involved with our Program with an experience that enhances their life. Wherever possible, all policies and procedures apply to all Employees, regardless of position. This handbook has been prepared to inform you of some of these policies and procedures. No handbook can cover all policies, rules and regulations that may arise in an organization. Whole Again International, Inc. may find it necessary to periodically change or update the contents of this handbook.

After you have read this handbook, you may still have some questions. You are urged to ask your Program Manager to clarify any areas that seem unclear. During the course of your employment, as problems or questions arise, please discuss them with your Program Manager immediately.

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## **OPEN DOOR POLICY**

Anytime you have a suggestion, problem, complaint, or are dissatisfied in any way, Whole Again International, Inc. management wants to know about it in order to give it proper attention. We believe that you, as an individual, can and will tell us when you have a problem. Our 'Open Door Policy' is important to us, so please report any problems you have immediately.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Whole Again International, Inc. to ensure that the Program policies are administered without discrimination against anyone on the basis of race, color, sex, age, national origin, ancestry, handicap, disability or veteran status.

All Employees and job applicants are guaranteed equal employment opportunity. Essentially, this means that Whole Again will not discriminate against any Employee or applicant on the basis of race, color, religion, sex, age, national origin, ancestry, handicap, disability or veteran status.

Whole Again will recruit, hire, promote, train, transfer, and layoff personnel based solely on the job-related qualifications and performance of candidates/Employees.

All other personnel policies and practices of the organization, including compensation, benefits, company-sponsored training, and social recreation programs, discipline, safety and health programs will be administered and conducted without regard to any individual's race, color, religion, sex, age, national origin, ancestry, handicap, disability, or veteran status.

Whole Again International, Inc. strives to maintain a workplace free of discrimination or harassment. Whole Again will frequently review its personnel practices and procedures to ensure that all Program Managers and Employees are adhering to the organization's commitment to Equal Employment Opportunity principles.

Employees who have Equal Employment Opportunity related questions, problems, or complaints should first communicate their concerns to their immediate Program Manager. If they are dissatisfied with the Program Manager's handling of the matter, they are encouraged to pursue their complaint with higher levels of management.

All Program Managers are responsible for ensuring that Equal Employment Opportunity policies are fairly and consistently implemented and followed.

## **HANDICAP AND DISABILITIES POLICY**

Whole Again International will recruit, hire, train, and promote people for all jobs without regard to whether an individual has a disability. Whole Again will base employment decisions on the principles of Equal Employment Opportunity.

Whole Again will ensure that all other personnel actions, such as those involving compensation, training, educational assistance, transfers demotions, terminations, layoffs and recalls, and social recreation programs shall be administered so as not to discriminate against individuals with disabilities.

If a person makes known his or her disability or handicap, Whole Again will provide reasonable accommodations to the extent required by law to enable Employees with disabilities to perform the essential functions of their jobs and to enjoy the same benefits and privileges of employment as are enjoyed by Employees without disabilities.

## **WORK POLICIES**

### **Work Hours**

All work schedules are established by the Employee's Program Manager, to insure that adequate personnel are available to service the Program's needs. Each Employee is responsible for knowing his or her work schedule.

You are expected to be at work immediately after arriving and to be on-the-job and working during your scheduled hours. You are also expected to return to work promptly after break periods and lunch.

### **Rest Periods**

Full-time non-exempt employees are provided with 2 rest periods during each eight-hour workday. Program Managers will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond allotted rest period time.

### **Attendance and Punctuality**

Whole Again International requires employees to report to work punctually and to work all scheduled hours and any required overtime. Absenteeism and tardiness disrupt the work flow and place a burden on other employees and on Whole Again International's the Program.

Employees should notify their Program Manager as far in advance as possible whenever they are unable to report to work, know they will be late, or must leave early. The notice should include the reason for the absence and an indication of when the employee can be expected to report to work.

Failure to notify the Program Manager of any absence may lead to disciplinary action.

Poor attendance and excessive tardiness will not be tolerated. Either may lead to disciplinary action, up to and including termination of employment.

**MISSING THREE CONSECUTIVE WORKDAYS WITHOUT NOTIFYING YOUR PROGRAM MANAGER WILL BE CONSIDERED VOLUNTARY TERMINATION BY THE EMPLOYEE.**

### **Leaving Work**

Leaving work during your scheduled shift due to an emergency or an appointment

requires the notification and approval of your Program Manager. You should give your Program Manager as much advance notice as possible. Your Program Manager will try to accommodate your needs as long as your absence does not disrupt Program requirements.

You are responsible to notify your Program Manager before leaving work.

### **Emergency Closings**

At times emergencies such as severe weather, fires, power failures, or earthquakes can disrupt the Program operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off.

### **DRESS CODE**

Projecting a professional image is essential to make a favorable impression. Employees contribute to the feeling and reputation of Whole Again International, Inc. in the way they present themselves. The need for proper appearance from all Employees is expected.

The following guidelines of dress are expected from all Employees:

1. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest or buttocks areas.
2. Clothing should be free of sexually related references or foul language and should not suggest or promote the use of illegal drugs.
3. Clothing, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard.
4. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
5. Tattoos must be appropriate in content and in keeping with a Christian image.
6. Hair is to be kept clean, managed and neat in appearance. Alternative hair styles including color and cut are permissible as long as the overall look is consistent with Christian principles.

Any Employee whose appearance does not meet these standards will be counseled by his/her Program Manager. If the appearance is unduly distracting or the clothing is unsafe, the Employee may be sent home to correct the problem. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

Management may make exceptions for special occasions. An Employee unsure of what is appropriate should check with their Program Manager.

Whole Again reserves the right to modify this policy from time to time, in its sole discretion. Whole Again also reserves the right to require any Employee whose personal appearance is considered by it to be inappropriate or immoderate to correct the matter immediately to the full satisfaction of Whole Again.

### **EMPLOYEE BEHAVIOR**

Employees must uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role models in judgment, dignity, respect, and Christian living.

Whole Again International Employees must be loyal to the Program leadership of Whole Again International in word and in deed. To ensure orderly operations and provide the best possible work environment, Whole Again International expects Employees to follow rules of conduct that will protect the interests and safety of all Employees and the organization.

Although it is impossible to list all forms of behavior that are expected and prohibited of Whole Again International Employees, the following lists provide examples of expected and prohibited behaviors.

Employees are expected at all times to conduct themselves in a Christ-like manner in order to present a good personal and the Program testimony. Expected Employee conduct includes, but is not limited to:

- Treating all members, visitors, and coworkers in a courteous and loving manner;
- Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to Whole Again International's best interests;
- Reporting to the Program Managers suspicious, unethical, or illegal conduct by coworkers, members, or suppliers;
- Reporting to the Program Managers suspected or actual violation of Whole Again International's policies;
- Reporting to the Program Managers any threatening or potentially violent behavior by coworkers, members, or visitors;

- Cooperating with all Whole Again International investigations;
- Complying with all Whole Again International's policies;
- Wearing appropriate clothing and jewelry;
- Performing assigned tasks efficiently and in accordance with instructions;
- Reporting to work punctually as scheduled and being at the proper place, ready to work, at the assigned starting time;
- Giving proper advance notice whenever unable to work or report to work on time;
- Maintaining cleanliness and order in the workplace; and
- Complying with Whole Again International's Standards of Conduct.

Employees who deviate from these and other similar forms of expected behavior are subject to discipline, up to and including termination.

The following are examples of conduct that is prohibited. Employees engaging in such conduct or similar conduct, as determined by the Program leadership, will be subject to discipline, up to and including termination:

- Stealing, destroying, defacing, or misusing Whole Again International's property;
- Falsifying or altering any Whole Again International record or report, such as an employment application, medical reports, timekeeping records, financial records, travel reimbursement voucher, personnel record, membership record, counseling record, or invoice;
- Possessing, distributing, selling, transferring, or using illegal drugs;
- Using profanity, vulgarity, or abusive language;
- Engaging in or threatening acts of workplace violence, including but not limited to:
  - Possessing firearms, other weapons, explosives or other dangerous materials on Whole Again International's property;
  - Fighting or assaulting a coworker or any other person; or
  - Threatening or intimidating a child, coworker or any other person.
  - Engaging in any form of sexual or other harassment;
- Disclosing confidential information of Whole Again International;
- Misusing Whole Again International's communications systems, including electronic mail, computers, Internet access, and telephones;



- Refusing to follow Whole Again's leadership or a Program Manager's instructions concerning the Summer Program, or being insubordinate or disrespectful;
- Failing to follow safety or health rules;
- Sleeping on the job without authorization;
- Engaging in gambling;
- Playing pranks or engaging in horseplay;
- Wearing inappropriate clothing or jewelry;
- Engaging in boisterous or disruptive activity in the workplace;
- Engaging in negligent or improper conduct leading to damage of the Program-owned or other property;
- Engaging in excessive absenteeism or any absence without notice;
- Engaging in unauthorized absence from work station during the workday;
- Violating employment policies;
- Unsatisfactorily performing job responsibilities;
- Falsification of any records;
- Improper actions with a child, including but not limited to, lying, insulting or improper language;
- Willful disobedience or insubordination;
- Carrying or displaying weapons on Site Sponsor's property; or
- Failure to report any known accident to Whole Again.

These examples of prohibited behaviors are not intended to be an all-inclusive list. At Whole Again International's discretion, any violation of Whole Again International's policies or any conduct considered inappropriate or unsatisfactory may subject the Employee to disciplinary action.

Service with Whole Again International is at the mutual consent of Whole Again International and the Employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### **Smoking**

It is against the policy of Whole Again International for Employees to smoke in the workplace. It is the intent of Whole Again International to provide a smoke-free environment for its Employees and the children in the program.

With the current evidence that smoking is dangerous and injurious to a person's health,

this policy will be rigidly enforced to comply with the Program's health and safety standards.

Whole Again International is aware whether to smoke or not to smoke is an individual's choice. Whole Again International, however, has made a wellness commitment to work toward a totally smoke-free environment.

Employee smoking is only allowed in the outside smoking area provided. No smoking will be permitted for any reason in vehicles used to transport the children in the Program.

### **Conflicts of Interest**

Whole Again International expects that each Employee will use good judgment, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of Whole Again International. Employees have a responsibility to avoid any conflict of interest or appearance of conflict of interest.

### **Cellular Telephone Usage**

Employees are prohibited from talking on cellular telephones while they are working, unless the employee is working on official business for Whole Again or the employee has an emergency. Employees are required to inform their Program Manager if there is an emergency requiring the employee to make a call on their cellular phone.

Employees who have access to a cellular telephone while operating a motor vehicle should remember that their primary responsibility is driving safely and obeying the rules of the road.

Employees are prohibited from using cellular telephones while driving with the children, and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

### **Employee Personal Property**

Whole Again cannot assume responsibility for the loss or theft of personal property belonging to Employees. Therefore, you should leave all valuables and unnecessary items at home. All other personal property should be stored in a manner which does not interfere with the work of the Program.

## **DRUG-FREE WORKPLACE**

The purpose of this policy is to assure a work environment that is free from the harmful

effects of alcohol and other controlled substances. Whole Again International supports federal, state, and local laws pertaining to alcohol and controlled substances.

### **Procedures**

Dependency on alcohol and/or controlled substances can interfere with an Employee's health and job performance. Misuse of alcohol or other drugs by an Employee impairs the ability to function, contributes to increased tardiness and absenteeism, and is often the cause of accidents. Thus, drug and alcohol abuse in the workplace are recognized as having a potentially damaging effect on efficiency, safety, and the Whole Again International mission. When problems of substance abuse or chemical dependency exist, long-term consequences can include severe physical deterioration or death.

Whole Again International maintains a high regard for the safety of the children in the Program and will continue to support programs that will enhance the safety and well-being of all children. Whole Again International expects Employees to report to work in a state of mind and physical condition that will allow them to perform the work of the Program in a competent and safe manner.

Substances covered under this policy include alcohol and any drugs or controlled substances that are not prescribed by a licensed physician and prescribed drugs that are used in a manner inconsistent with doctor's directions. This policy does not apply to over-the-counter medicine when used according to directions.

Please recognize that some prescribed drugs and over-the-counter drugs have the potential to impair your ability to perform your duties in a competent and safe manner. In that event, you are required to notify your Program Manager immediately so that the manager can consider available alternatives.

Participation in the unlawful manufacture, distribution, dispensation, purchase, sale, receipt, use, or possession of a controlled substance is prohibited on the Site Sponsor premises. Further, the Employees participation in the unlawful manufacture, distribution, dispensation, purchase, sale, receipt or possession of a controlled substance is a violation of Whole Again's policies. Any Employee violating this rule in any way is subject to immediate termination. If Whole Again determines that an investigation is necessary prior to making the decision to terminate the Employee, the Employee will be suspended without pay pending the outcome of the investigation. An investigation may require the Employee to submit to a drug test. The refusal to cooperate in an investigation or to submit to a drug test may result in the Employee's immediate termination. If the suspended Employee is cleared of the charges, he or she will be reinstated with back pay.

Employees convicted of any federal, state, or local criminal drug statute for a violation occurring in the workplace shall notify Whole Again no later than five (5) days after the conviction. Such convictions will result in either the Employees immediate termination or the Employee satisfactorily participating in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Satisfactory participation requires at a

minimum that the Employee complete the program. The option of participating in a rehabilitation program may not be available to an Employee who has been previously involuntarily referred for rehabilitation.

Employees involved in any accident will be required to submit to a drug test. Whole Again reserves the right to conduct reasonable suspicion drug testing to maintain a drug-free workplace. The refusal to submit to a drug test may result in the Employees immediate termination.

Employees who believe that they may have a drug or alcohol problem are encouraged to participate voluntarily in a rehabilitation program. If the Employee voluntarily notifies Whole Again International of the problem, the Employee may be eligible for an unpaid leave of absence to complete an approved rehabilitation program.

Nothing within this policy is intended to restrict Whole Again's rights in any manner. Nothing in this policy is intended to create for Employees any additional legal rights, express or implied. This policy is designed only to give Employees guidance as to Whole Again's options and practices, and Whole Again may deviate from such at its discretion. Whole Again International reserves the right to contact law enforcement authorities at any time.

## **SEXUAL HARASSMENT**

Whole Again International believes that all Employees have the right to work in an environment free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Whole Again International's position is that sexual harassment is a form of misconduct that undermines the integrity of the Program. No Employee, either male or female, shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome and is personally offensive to the recipient. Such behavior will result in disciplinary action up to and including immediate discharge.

### **Coverage**

All Employees and Program leadership are protected by and subject to this policy.

### **Policy Implementation**

It is the responsibility of the Program leadership to make sure that the facility is in full compliance with this policy and the law.

Any individual who has reason to believe that he or she is the victim of sexual harassment has the responsibility to promptly report the facts of the incident to his or her Program Manager, or if necessary, to the Board of Whole Again. A prompt investigation will be conducted and appropriate corrective action will be taken where it is warranted.

All claims will be thoroughly investigated. Anyone engaging in any sexual harassment will be subject to disciplinary action, up to and including discharge.

Sexual harassment includes but is not limited to making unwanted or unwelcome sexual advances and requests for favors, uninvited touching or sexually related comments where either:

1. submission to such conduct is made an explicit or implicit term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **Procedure**

Any Employee who is subject to or observes behavior involving unwelcome sexual conduct should report it immediately to their Program Manager, or if necessary, to the Board of Whole Again. Complaints will be kept confidential except to the extent necessary to take appropriate action.

Whole Again International will make an investigation to gather all facts about the complaint. After the investigation has been completed, appropriate management will determine whether additional action is necessary and appropriate.

Anyone found to have engaged in either sexual harassment or inappropriate sexual behavior in the workplace will be subject to disciplinary action, up to and including discharge.

Any Employee knowingly making a deliberately false claim of sexual harassment will be subject to disciplinary action, up to and including discharge.

### **Non-retaliation**

Retaliation against Employees who bring sexual harassment charges or assist in investigating charges is prohibited. Any Employee who asserts that he or she has been subjected to sexual harassment or assists in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and will not be discriminated against or discharged because of such conduct as long as such activity is in good faith and is not itself undertaken for an improper purpose.

## **SAFETY**

To assist in providing a safe and healthy work environment for our Employees and the

children to whom we minister, Employees are expected to exercise caution in all work activities. Employees must immediately report any unsafe condition to their Program Manager. Employees who cause hazardous or dangerous situations, who fail to report, or, where appropriate, fail to remedy such unsafe conditions, may be subject to disciplinary action, up to and including termination of service.

In the case of accidents resulting in injury, regardless of how insignificant the injury may appear, Employees must immediately notify their Program Manager. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures where applicable.

### ACCIDENTS

If you get hurt or become ill on the job, you must report to your Program Manager immediately. You are required to do this no matter how slight the injury or illness. The Program Manager will determine what action to take.

**IT IS YOUR RESPONSIBILITY TO REPORT ANY ACCIDENT YOU WITNESS OR ARE INVOLVED IN TO YOUR PROGRAM MANAGER IMMEDIATELY. AN ACCIDENT REPORT MUST BE COMPLETED.**

Employees are required to get medical treatment and consultation at an approved medical center after all accidents.

Employees involved in any accident may be required to submit to a drug test. The refusal to submit to a drug test may result in the Employee's immediate termination.

#### **Vehicle Accidents**

In the event of an accident involving a vehicle used for the Program, please follow these procedures:

- Complete an accident report including all obtainable information related to the location, weather conditions, other vehicles or individual persons involved, etc...
- Do not leave the scene of an accident.
- Report the accident to the local authorities.
- Report the accident to your Program Manager.

#### **Accidents and Injuries Involving Children**

In the event of any accidental injury involving a child, please adhere to the following procedure:

- We are concerned with the well being of the children in the Program. Should an accident or injury occur, call for any medical attention that may be appropriate.

- Ask for the child's name, address and telephone number.
- Inform your Program Manager immediately, and later provide a report in writing.

## **WORKPLACE VIOLENCE PROTECTION**

Whole Again International is committed to preventing workplace violence and to maintaining a safe the Program environment. Given the increasing violence of society in general, Whole Again International has adopted the following guidelines to deal with intimidation, harassment, and threats and incidents of violence that may occur on its premises.

Employees are prohibited from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, other weapons, explosives or other dangerous materials are prohibited.

Conduct that threatens, intimidates, or coerces another Employee, visitor, member, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

Employees who observe or learn of threats or incidents of violence or who observe or learn of suspicious individuals or activities must report such information to their Program Manager as soon as possible. This includes threats by Employees, as well as threats by visitors, members of the Site Sponsor's church, or members of the public. The report must be as specific and detailed as possible. When necessary to protect life, health, or property, or when otherwise appropriate, employees should call the police before reporting the threat or incident to a Program Manager.

Employees should not place themselves in peril in attempting to intervene in a suspicious or a potentially violent situation.

Whole Again International will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Whole Again International may place employees on administrative leave, either with or without pay, pending investigation.

Any Employee determined to be responsible for a threat or incident of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination.

## **LIFE-THREATENING ILLNESSES**

Whole Again International recognizes that Employees with life-threatening illnesses including, but not limited to, cancer, heart disease and AIDS may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these Employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, Whole Again International will be sensitive to their conditions and ensure that they are treated consistently with other Employees. At the same time, Whole Again International has an obligation to provide a safe work environment for all Employees and customers. Every precaution will be taken to ensure that an Employee's condition does not present a health and/or safety threat to other Employees or those that the Program serves.

The following are guidelines to apply in such circumstances:

- When dealing with situations involving Employee illnesses, it must be remembered that an Employee's health condition is personal and confidential, and reasonable precautions will be taken to protect information regarding an Employee's health condition.
- A statement may be required from the Employee's attending physician that continued presence at work will pose no threat to the Employee, co-workers or clients. Whole Again International reserves the right to require an examination by a medical doctor appointed by the Whole Again.
- Whole Again International will make a reasonable attempt to make transfers or other reasonable accommodations for Employees with life-threatening illnesses who request a transfer or other accommodations.
- No special consideration will be given beyond a normal transfer requested for Employees who feel threatened by a co-workers life-threatening illness.
- Employees are encouraged to seek assistance from established community support groups for medical treatment and counseling services.

## **SECURITY**

It is the policy of Whole Again International to make reasonable efforts to provide for the security of Whole Again International's property, Employees, and authorized visitors. Employees, church members (if applicable), and visitors are prohibited from possessing firearms, other weapons, explosives or other dangerous materials on the Site Sponsor's premises. Employees are further prohibited from carrying firearms, other weapons, explosives or other dangerous materials in vehicles used for the Summer Program.



## **PROGRESSIVE DISCIPLINE**

Employees are expected to comply with Whole Again International's standards of behavior and performance. Any deviation from these standards must be corrected. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory the Program service in the future.

Under normal circumstances, Whole Again International will use a policy of progressive discipline to attempt to provide the offending employee with notice of the deficiency in his conduct and an opportunity to improve. This policy of progressive discipline is used at the sole discretion of Whole Again International and in no way alters the at-will status of employees. Whole Again International retains the right to discipline in any manner it sees fit and to bypass the progressive discipline procedures.

Disciplinary action may call for any of four steps: verbal warning, written warning, suspension with or without pay, or termination. Action taken depends on the severity of the offense and the number of occurrences. Progressive discipline means that with respect to many disciplinary problems, these steps will normally be considered: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Any time Whole Again International determines it is necessary (incidents such as a major breach of policy, a violation of law, or situations involving serious misconduct) the progressive discipline procedures may be disregarded. During the course of an investigation of an allegation of employee misconduct, the employee may be relieved of his duties and placed on administrative leave with pay pending the outcome of the investigation. Employees on administrative leave with pay remain subject to all employment rules and policies, and will continue to receive the pay and benefits to which they are otherwise entitled.

## **RESIGNATION**

All Employees are requested to give two weeks notice when resigning their employment. Upon separation of employment from Whole Again International we ask all Employees to follow the guidelines listed below.

1. Submit letter of resignation or sign termination letter.
2. Return all training material, reports and documentation.
3. Return any keys or security pass code, if applicable.
4. Turn in change of address form, if applicable.

These steps will help expedite the processing of your final paycheck and will complete your file. Whole Again International reserves the right to deduct any monies due from final paychecks for unreturned Program property.

**DISCLAIMER**

Each Employee will be required to read, understand, and execute the following disclaimer. This is, among other reasons, to confirm that each Employee realizes that this Employee Handbook is not a contract of employment.

“I have read this Employee Handbook carefully, and I understand and accept the rules, regulations and responsibilities set forth. I recognize that this handbook does not constitute a contract of employment. I understand that all employment with Whole Again International, Inc. is at will employment which can be terminated by either party at any time, with or without cause.

I understand that my employment or compensation can be terminated at will, with or without prior notice at any time, at the option of the company or myself.

I further recognize that the company reserves the right to change the policies and procedures set forth in this handbook, either with or without notice, and that the changes can be made either orally or in writing.

I understand that no representative of Whole Again International, Inc., other than the President, Pastor Gregory Chandler, Sr. has any authority to make or enter into any agreement for employment for any specified period of time. I understand that any such agreements made by the President of Whole Again must be reduced to writing and signed by both the President and the Employee before becoming binding and enforceable.”

A signed copy of this disclaimer will be filed with each Employees employment records.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date