

R.E.A.C.H. FOR TOMORROW INC.

EMPLOYEE HANDBOOK

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the R.E.A.C.H. for Tomorrow Inc. (R.E.A.C.H.) Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with R.E.A.C.H. that provides otherwise, I have the right to resign from my employment with R.E.A.C.H. at any time with or without notice and with or without cause, and that R.E.A.C.H. has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the R.E.A.C.H. Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about R.E.A.C.H., or its members or donors, as a result of working for R.E.A.C.H. that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by R.E.A.C.H. or to other persons employed by R.E.A.C.H. who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of R.E.A.C.H.'s confidential information is prohibited. Any employee who discloses confidential R.E.A.C.H. information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature:

Print Name:

Date:

Please sign and return to the Chief Resource Officer

R.E.A.C.H. for Tomorrow Inc.

EMPLOYEE HANDBOOK

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I. MISSION

Empower, educate, and enrich children and families through holistic services, offering restoration and hope for a brighter future.

II. OVERVIEW

The R.E.A.CH. Employee Handbook (the “Handbook”) has been developed to provide general guidelines about R.E.A.C.H. policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including R.E.A.C.H.’s policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by R.E.A.C.H. at any time, without advance notice.

The personnel policies of R.E.A.C.H. are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Chief Executive Officer (CEO). The CEO may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the CEO for additional information regarding the policies, procedures, and privileges described in this Handbook.

Questions about personnel matters also may be reviewed with the Executive Director. R.E.A.C.H. will provide each individual a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all R.E.A.C.H. employees. Further, R.E.A.C.H. expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of R.E.A.C.H.’s Board of Directors, committees, membership, staff, and the general public.

III. VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with R.E.A.C.H., which provides differently, all employment at R.E.A.C.H. is “at-will.” That means that employees may be terminated from employment with R.E.A.C.H. with or without cause, and employees are free to leave the employment of R.E.A.C.H. with or without cause. Any representation by any R.E.A.C.H. officer or employee contrary to this policy is not binding upon R.E.A.C.H. unless it is in writing and is signed by the CEO with the approval of the Board of Directors.

IV. EQUAL EMPLOYMENT OPPORTUNITY

R.E.A.C.H. shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive CEO of R.E.A.C.H. will not discriminate against any employee or applicant in a manner that violates the law.

R.E.A.C.H. is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill, merit and sound Christian character. R.E.A.C.H.'s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The CEO shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

R.E.A.C.H. will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of R.E.A.C.H. may have violated the Equal Employment Opportunity Policy should report the possible violation to the CEO.

If R.E.A.C.H. determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, R.E.A.C.H. will inform the employee who made the complaint of the results of the investigation.

R.E.A.C.H. is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at R.E.A.C.H. for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on R.E.A.C.H..

Employees who believe that they may require an accommodation should discuss these needs with the CEO. If you have any questions regarding this policy, please contact the CEO.

V. POLICY AGAINST WORKPLACE HARASSMENT

R.E.A.C.H. is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

R.E.A.C.H.'s commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, R.E.A.C.H. has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and

activities, whether inside or outside the workplace, and includes business trips and business-related social events.

R.E.A.C.H.'s property (e.g. telephones, copy machines, facsimile machines, computers, ipads and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. R.E.A.C.H.'s policy against harassment covers employees and other individuals who have a relationship with R.E.A.C.H. which enables R.E.A.C.H. to exercise some control over the individual's conduct in places and activities that relate to R.E.A.C.H.'s work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: R.E.A.C.H.'s policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or 4 promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against R.E.A.C.H. policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against R.E.A.C.H.'s policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual

because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that:

(1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in R.E.A.C.H.'s premises such as on an employee's desk or workspace or on R.E.A.C.H.'s equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against R.E.A.C.H.'s policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of R.E.A.C.H., you should report the incident immediately to your supervisor or to the CEO. Possible harassment by others with whom R.E.A.C.H. has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

R.E.A.C.H. will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. R.E.A.C.H.'s goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If R.E.A.C.H. determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, R.E.A.C.H. will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the CEO. In the case where the allegation of harassment is against the CEO, please notify the staff member designated as grievance officer.

VI. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on R.E.A.C.H. property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks.

Non-working employees may not solicit or distribute to working employees. Persons who are not employed by R.E.A.C.H. may not solicit or distribute literature on R.E.A.C.H.'s premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the CEO or his/her designee.

VII. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

The normal work week for R.E.A.C.H. will consist of 40 hours a week, work hours are based on client needs and grant parameters. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to R.E.A.C.H. work assignments and CEO approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee and according to State and Federal Labor Law.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or the CEO will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with R.E.A.C.H..

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, R.E.A.C.H. may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Overtime

Overtime pay, which is applicable only to Non-Exempt Employees, is for any time worked in excess of 40 hours in a work week. Only the CEO or his or her designee, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (1½) the employee's straight time rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

VIII. EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. Employer. The R.E.A.C.H. is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by R.E.A.C.H..
2. Full-Time Employee. A Full Time Employee regularly works at least 32 hours per week.
3. Part-Time Employee. A Part Time Employee regularly works less than 32 hours per week but no less than 17½ hours per week.
4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").
5. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non-Exempt Employees, an accurate record of hours worked must be maintained. R.E.A.C.H. will compensate non-exempt employees in accordance with applicable federal and state law and regulations.
6. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the *R.E.A.C.H. Employee Handbook*.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

IX. POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car, etc. The supervisor(s) or the CEO shall have discretion to modify the job description to meet the needs of R.E.A.C.H..

Paychecks are distributed by-weekly schedule with 26 pay periods annually. Timesheets are due to the Supervisors within two days of each pay period. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

X. WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate R.E.A.C.H.'s needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within R.E.A.C.H.. To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of R.E.A.C.H. and what is expected of the employee in contributing to the success of R.E.A.C.H. for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives. A third party may be present in case of an employee's refusal to sign review or evaluation.

The CEO reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the CEO.

XI. ECONOMIC BENEFITS AND INSURANCE

R.E.A.C.H. shall provide a competitive package of benefits to all eligible full-time employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by R.E.A.C.H.. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. The CEO will determine levels of deductibility and co-payments for all insurance related benefits annually.

A. Health/Life Insurance

Information about R.E.A.C.H.'s health plan(s) will be provided to the employee at the time of employment.

B. Social Security/Medicare/Medicaid

R.E.A.C.H. participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and R.E.A.C.H. contributes at the applicable wage base as established by federal law.

C. Workers' Compensation, OSHA, and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and R.E.A.C.H., any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from R.E.A.C.H.

See www.bwc.ohio.gov for Worker's Comp Administration Forms and Worker's Comp First Report of Injury and MCO Information.

Under federal law, you are entitled to a safe workplace. Your employer must provide a workplace free of known health and safety hazards. By assuring safe and healthful working conditions for working men and women, employer sets and enforces standards by providing training, outreach, education and assistance.

R.E.A.C.H. also participates in the Ohio unemployment program.

All employees shall comply with the rules and regulations of Ohio Bureau of Worker's Comp and OSHA.

D. Retirement Plan

R.E.A.C.H. provides a retirement program for eligible full-time and part-time employees who are 21 years of age or older. R.E.A.C.H. contributes to the employee's retirement plan when employee becomes vested after one year of employment. Eligible employees may contribute to retirement plan at start of employment.

Employer percentage contributions to the retirement program is reviewed and determined annually by the R.E.A.C.H. Board of Directors. Information about R.E.A.C.H.'s retirement plan will be provided to the employee at the time of employment.

XII. LEAVE BENEFITS AND OTHER WORK POLICIES

A. Holidays

Full-Time Employees are eligible for 11.5 holidays per year as follows:

New Year's Day

Martin Luther King, Jr.'s Birthday

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day – floating

Thanksgiving Day

Christmas Eve (1/2 Day)

Christmas Day

Full-time employees (employees who regularly work at least 35 hours per week) receive one (1) paid day off for each full day of holiday time. Holiday benefits for Part-Time employees will be pro-rated in accordance with the hours regularly worked by the employee. Employees wishing to take religious holidays may substitute a religious holiday for one of those listed above, with advance approval from their supervisor and the CEO. Temporary employees are ineligible for holiday leave benefits. In those years when Independence Day, Christmas Eve and Christmas Day, and New Year's Day fall on Saturday or Sunday, the CEO will designate the work day that will replace the weekend holiday.

B. Vacation

During the first 90 days of employment full- and part-time employees will not earn Vacation benefits. During the remaining nine months of first year employment, a full-time employee will earn two weeks (10 days) of paid Vacation.

Full-time employees will continue to earn two weeks (10 days) of Vacation during the second year of employment. In their third year of employment, full-time employees will earn three weeks (15 days) of Vacation. During the fourth year and thereafter, full-time employees will earn four weeks (20 days) of Vacation per year. Temporary employees are ineligible for Vacation benefits.

Vacation benefits are prorated accordingly for Part-Time employees. Use of Vacation is subject to approval by the supervisor and Executive Director and must be requested in hourly increments, using the appropriate leave request form.

Employees are expected to use Vacation benefits in the fiscal year in which Vacation is earned. Employees may carry over unused Vacation from one year to the next only with the approval of the CEO. Employees may not accrue more than the maximum leave they are allowed. Once an employee reaches his or her annual ceiling, the employee ceases to accrue any additional Vacation benefits. If an employee later uses enough Vacation benefits to fall below the ceiling, the employee starts to accrue leave again from that date forward until he or she reaches his or her Vacation ceiling. Accordingly, employees are encouraged to use all Vacation benefits in the fiscal year in which they are earned in order to avoid reaching the ceiling limit.

C. Sick Leave

Sick leave benefits are earned on a prorated basis of one day (7 hours) per month for full-time employees beginning at first day of employment. Part-time employees receive prorated sick leave benefits, (i.e., 3.5 hours per month if the Employee works 17.5 hours per week). Temporary employees are not eligible for paid sick leave benefits. Use of sick leave is subject to approval by the supervisor and the CEO and must be requested in hourly increments.

Unused sick leave can accumulate from year to year up to a maximum of 30 days (210 hours) for full-time employees. This limitation on accrual of sick leave benefits is prorated accordingly for part-time employees. No sick leave benefits are paid upon separation of employment from R.E.A.C.H. for any reason. If an employee's illness or injury requires a consecutive absence of three (3) days or more, physician documentation will be required. R.E.A.C.H. also may recommend that the employee apply for state disability insurance (SDI). If the employee receives SDI and the compensation does not equal the employee's sick leave accruals, R.E.A.C.H. will make up the difference until all sick leave benefits are used. No sick leave benefits are paid upon separation from employment.

D. Relaxation Day

R.E.A.C.H. provides four (4) days of personal leave per calendar year issued quarterly to all Full-Time and Part-Time employees who have completed six months of employment. In the form of relaxation days.

Relaxation days are prorated accordingly for employees that do not utilize any sick leave in the previous quarter. Part time and temporary employees are not eligible for paid personal leave benefits.

E. Personal Leave

Personal leave may not be taken in the first six (6) months of employment unless approved by supervisor. No personal leave benefits are paid upon separation from employment with R.E.A.C.H. for any reason.

F. Military Leave

1. Employees who are in the reserves and are required to spend time annually on active duty will be paid the difference between any pay received from the military and the employee's regular pay. This policy does not pertain to those reservist called up for active duty for longer periods of time than

is normally required annually of reservist. The employee must submit documentation verifying the order to report and must, upon return to work, submit pay stubs to document the amount of pay actually received. Pay differential will not be paid without proper documentation.

2. Employees who are reservist and are called to active duty for longer than is normally required will have their job position held for them until they return from active duty. The employee must submit a written request to the CEO indicating that the employee wishes the position to be held as soon as the call to active duty has been issued. Documentation of the call to active duty must be presented. The employee must report back to the position being held within two weeks of return from active duty. Failure to report will result in termination from the position being held.

G. Civic Responsibility

R.E.A.C.H. believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required and to serve as nonpartisan Election Day poll workers when appropriate and approved.

1. *Jury Duty.* For time served on jury duty, R.E.A.C.H. will pay employees the difference between his or her salary and any amount paid by the government, unless prohibited by law, up to a maximum of ten days. If an employee is required to serve more than ten days of jury duty, R.E.A.C.H. will provide the employee with unpaid leave.

Employees must provide R.E.A.C.H. a copy of proof of service received by court in which they serve.

H. Parental Leave

The Parental Leave Act entitles employees to certain unpaid parental leave. For purposes of this section only, the following definitions apply: (1) "parent" means the natural mother or father of a child; a person who has legal custody of a child or who acts as a guardian of a child regardless of whether he or she has been appointed legally as such; an aunt, uncle or grandparent of a child; or a spouse to the above individuals; (2) "school-related event" means an activity sponsored by either a school or an associated organization such as a parent-teacher association which involves the parent's child as a participant or subject, but not as a spectator, including a student performance, such as a concert, play or rehearsal, the sporting game of a school team or practice, a meeting with a teacher or counselor, or any similar type of activity.

A parent is entitled to a total of 24 hours of unpaid leave during any 12-month period to attend or participate in school-related events for his or her child. R.E.A.C.H. reserves the right, however, to deny such leave if such a leave would disrupt R.E.A.C.H.'s operations. While parental leave is unpaid, employees may elect to use accrued vacation or personal leave.

If the need for parental leave is foreseeable, the employee must provide a written notice and request for parental leave at least 10 days prior to the event. If the employee's need for parental leave is not foreseeable 10 days prior to the event, the employee must provide a written notice and request for parental leave as soon as he or she learns of the need for such leave.

I. Bereavement Leave

Employees shall be entitled to bereavement leave with pay of three (3) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent), sister or brother, father-in-law, mother-in-law, or grandchildren. If an employee wishes to take additional time off due to the death of an immediate family member, the employee should notify the CEO immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with the CEO's approval, available paid or unpaid leave for additional time off as necessary and in accordance with operating needs.

J. Extended Personal Leave

Employees may apply for personal leaves of absence for up to eight weeks. Personal leaves are unpaid and are discretionary with the management of R.E.A.C.H.. When considering a request for a personal leave, R.E.A.C.H. will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave, the needs of the department in which the employee works, the effect of the leave on other employees, and R.E.A.C.H.'s general business needs.

Personal leaves generally are unpaid. However, accrued vacation or personal time may be used to continue an employee's salary during the leave. Vacation and sick time will not continue to accrue during the leave of absence. Medical and life insurance benefits will continue on the same basis as if the employee were actively working.

R.E.A.C.H. cannot guarantee reinstatement upon return from a personal leave. R.E.A.C.H. will, however, make a reasonable effort to place the employee in an available position for which he or she is qualified. If such a position is not available, then the employee's employment will terminate. Even in that event, the employee may later apply for reemployment.

Employees who fail to report to work after an approved leave of absence are deemed to have voluntarily resigned. When an approved leave has been exhausted, the employee may request additional leave. The CEO must approve all unpaid leave.

Employees cannot accrue vacation time while on an approved leave of any kind if that leave extends beyond 30 days.

K. Severe Weather Conditions

R.E.A.C.H. may close during inclement weather. Employees are responsible for contacting supervisors regarding closures. Under R.E.A.C.H.'s liberal leave policy, annual and/or personal leave may be taken without prior scheduling and approval if the employee is unable to reach the office due to severe weather conditions.

XIII. REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

When attending meetings that have been approved by the CEO, employees are reimbursed for travel expenses per the Travel Reimbursement Policy. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or R.E.A.C.H.'s current and anticipated work. Expenses for these purposes can be paid by R.E.A.C.H., if funds are available, and the employee obtains prior written approval of such expenses.

Employees authorized to use their personal cars for R.E.A.C.H. business are reimbursed at the U.S. Internal Revenue Service approved rate. If an employee has an office in their home that they use as their principal place of business for R.E.A.C.H., reimbursement of mileage will include travel to and from home office.

Transportation costs are paid by R.E.A.C.H. for work outside normal work hours if the employee is on official business for R.E.A.C.H.

Travel Reimbursement Policy

One-day Travel - In general, trips of less than 60 miles one way do not qualify for reimbursement for an overnight stay. However, a bona fide business meal may be reimbursed.

All overnight stays must be pre-approved by the CEO and/or Board.

Paid Time for Travel - Employees count work time when they begin travel to and/or from training, from the time they leave or return to their office. If lunch is provided during the training, staff must count this as their lunch hour/break. If employees leave the training/conference for a meal they must count that time as their break/lunch hour.

Any stops for unrelated business will not be reimbursed and will not be counted as time worked.

Meal Receipts - Restaurant receipts, must include all of the following information:

The name and location of the restaurant.

The number of people served.

The date and amount of expense.

Gratuities should be shown on the credit card receipt or restaurant receipt, and may not exceed 20% (any gratuity over 20% will not be reimbursed).

Rate of Reimbursement - Meals may not exceed the following standard:

1. Breakfast: If staying in a hotel, breakfast served by the hotel must be utilized to decrease travel burden for Agency. If the hotel does not provide breakfast, the standard rate for meal reimbursement will not exceed \$10.00 per day.
2. Lunch: If lunch is not provided by the training, conference, etc., each lunch per day may not exceed \$15.00.
3. Dinner: May not exceed \$20.00 per day.

Gratuities are to be included in maximum per meal.

Dinner and tip expenses not involving an overnight stay are not reimbursable. Alcoholic beverages may not be consumed while on agency time, and will not be eligible for reimbursement even if ordered or consumed after business hours.

Receipts

Required Receipts - Receipts for lodging are always required. All other expenses require dated, original receipts. These receipts must be submitted with expense/mileage reports.

Non-reimbursable Expenses

The following expenses are not reimbursable under this policy:

- Personal grooming services, such as barbers, hairdressers and shoe shines
- Car rental insurance purchased for domestic travel
- Child care
- Dues in private clubs
- Frequent flier and other similar awards for hotel and car rentals
- Gym and recreational fees, including massages and saunas
- In-room movies, snacks and/or beverages
- Insurance costs such as life insurance, flight insurance, personal automobile insurance and baggage insurance
- Laundry or valet service
- Lost baggage
- Loss or theft of cash advance money, airline tickets, personal funds or property
- "No-show" charges for hotel

- Parking tickets or traffic violations
- Personal automobile repairs
- Personal telephone charges in excess of reasonable calls home, generally one per day
- Pet care
- Upgrades (air, hotel, car, etc.)

Exceptions

The CEO and/or Board of Directors have sole authority to approve exceptions to provisions of this policy. Approved exceptions must be explicitly justified as beneficial to both the Agency and the individual.

Private Automobiles

R.E.A.C.H. will pay a standard rate of \$0.52 per mile for travel by private automobile based on the actual driving distance by the most direct route. The standard mileage allowance is in lieu of all actual automobile expenses such as fuel and lubrication, towing charges, physical damage to the vehicle, repairs, replacements, tires, depreciation, insurance, etc.

In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, parking, bridges, and tunnels. Traffic ticket and parking ticket expenses will not be reimbursed.

The agency will not reimburse individuals who choose or opt to drive separate when it is an option to ride share with other staff and/or agencies attending the same event.

Transportation Tickets

Passenger copies of transportation tickets are required. For electronic tickets, obtain proof of payment from the travel agent or obtain a passenger coupon at the ticket counter.

Transportation receipts should include dates, destinations and amounts.

Air Travel

Travelers must purchase the lowest-priced tickets available using a commercial discount airfare or customary standard (coach or equivalent) airfare. All air travel must be pre-approved.

Exceptions may be allowed if the lowest-priced fare would:

- require circuitous routing;
- require travel during unreasonable hours;

- excessively prolong travel;
- greatly increase the duration of the flight;
- result in increased costs that would offset transportation savings;
- be inadequate for the medical needs of the traveler.

Justification for any of the aforementioned exceptions must be approved in advance by the CEO or Board of Directors and should be documented on the expense/travel report.

Travelers should make reservations as soon as travel plans are finalized to obtain advance purchase discounts.

Rental Cars

Long distance travel by rental car is discouraged, since it increases travel time and places the agency at higher risk for business travel accident liabilities. Renting a car for travel must be approved prior to staff securing rental vehicle.

R.E.A.C.H. will reimburse the traveler for the cost of renting a compact or standard-size car and for the automobile-related expenses if use of the rental vehicle is the most economical mode of transportation. Before renting a car, the traveler should consider shuttle services and taxis, particularly for transportation between airport and lodging. Mileage is not reimbursable for rental cars. In these cases, the direct cost of gasoline may be reimbursed.

Car rental agreements for employees renting cars for agency business should, for insurance reasons, include "R.E.A.C.H. for Tomorrow Inc." with the name of an individual.

Accident Notification

If a rented vehicle is involved in an accident, the CEO and/or Board of Directors should be notified no later than the following business day.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

XIV. SEPARATION

Either R.E.A.C.H. or the employee may initiate separation. R.E.A.C.H. encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the CEO or his or her designee. The CEO has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.

2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused Vacation benefits.

The CEO has authority to discharge an employee from the employ of R.E.A.C.H.. As stated above, all employment at R.E.A.C.H. is "at-will." That means that employees may be terminated from employment with R.E.A.C.H. with or without cause, and employees are free to leave the employment of R.E.A.C.H. with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected R.E.A.C.H.'s decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to R.E.A.C.H. or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Failure to complete required billing and documentation or falsification of such;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including R.E.A.C.H.'s property;
- Breach of confidentiality;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of R.E.A.C.H. or its customers or vendors;
- Placing oneself in a position in which personal interests and those of R.E.A.C.H. are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;

- Using R.E.A.C.H. property or services for personal gain or taking, removing or disposing of R.E.A.C.H. material, supplies or equipment without proper authority;
- Gambling in any form on R.E.A.C.H. property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the R.E.A.C.H. premises at any time in violation of R.E.A.C.H.'s policies.
- Carrying or possessing firearms or weapons on R.E.A.C.H. property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Violation of any state, federal or local laws;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment. At the sole discretion of the CEO, the employee may be asked to leave immediately or be given a period of notice.
- Any act deemed by the CEO to jeopardize the success of R.E.A.C.H..

XV. RETURN OF PROPERTY

Employees are responsible for R.E.A.C.H. equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Laptops, Iphone, I pads.
- Intellectual property (e.g., written materials, work products). In the event of separation from employment, or immediately upon request by the CEO or his or her designee, Employees must return all R.E.A.C.H. property that is in their possession or control. Where permitted by applicable law(s), R.E.A.C.H. may withhold from the employee's final paycheck the cost of any property, including

intellectual property, which is not returned when required. R.E.A.C.H. also may take any action deemed appropriate to recover or protect its property.

XVI. REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the CEO. The decision of the CEO is final.

XVII. PERSONNEL RECORDS

Personnel records are the property of R.E.A.C.H., and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of certifications, licensures and credentials including training credentials, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within one days of the end of each pay period, their time and attendance record for review and approval by the CEO. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with R.E.A.C.H..

XVIII. OUTSIDE EMPLOYMENT

Individuals employed by R.E.A.C.H. may hold outside jobs as long as they meet the performance standards of their job with R.E.A.C.H and have prior approval. Employees should consider the impact that outside employment may have on their ability to perform their duties at R.E.A.C.H.. All employees will be evaluated by the same performance standards and will be subject to R.E.A.C.H. scheduling demands, regardless of any outside work requirements.

If R.E.A.C.H. determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of R.E.A.C.H., as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with R.E.A.C.H.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with R.E.A.C.H..

XIX. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about R.E.A.C.H., or its members or donors, as a result of working for R.E.A.C.H. that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by R.E.A.C.H. or to other persons employed by R.E.A.C.H. who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of R.E.A.C.H.. The disclosure, distribution, electronic transmission or copying of R.E.A.C.H.'s confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential R.E.A.C.H. information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

XX. DRESS CODE

Employees will report for work in attire appropriate to the conducting of business with clients and the general public. Each employee represents the agency, and the personal appearance of the employee should be professional, neat and clean. Employees will not be permitted to attire themselves in any manner of dress, decoration or jewelry which is not considered to be acceptable to the clientele that we serve, or the public and professional sector, which we depend upon for support of our agency and promotion of our services. Employees who refuse to adhere to this dress code of appearance will be disciplined up to, and including, separation.

XXI. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of R.E.A.C.H.'s computer and communications systems. These systems include individual PCs, Ipads, Iphones provided to employees, centralized computer equipment, all associated software, and R.E.A.C.H.'s telephone, voice mail and electronic mail systems.

R.E.A.C.H. has provided these systems to support its mission. Although limited personal use of R.E.A.C.H.'s systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, R.E.A.C.H.'s ethical

responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in R.E.A.C.H.'s computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of R.E.A.C.H.. R.E.A.C.H. may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in R.E.A.C.H.'s systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to R.E.A.C.H. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system. R.E.A.C.H.'s systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, R.E.A.C.H.'s systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to R.E.A.C.H.'s host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the CEO.
- Additions to or modifications of the standard software configuration provided on R.E.A.C.H.'s PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the CEO.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the CEO.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers.

Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.

- Users should not attempt to boot PCs from Cds or flash drives. This practice also risks the introduction of a computer virus.
- R.E.A.C.H.'s computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on R.E.A.C.H.'s PCs.
- Unlicensed software should not be loaded or executed on R.E.A.C.H.'s PCs.
- Company software (whether developed internally or licensed) should not be copied onto Cd's or flash drives or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from floppy diskettes before copying documents on such diskettes for delivery outside R.E.A.C.H..
- Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the CEO.

XXII. INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. R.E.A.C.H. has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of R.E.A.C.H., its ethical responsibilities or with applicable laws and regulations. Each user is

personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

R.E.A.C.H. may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, R.E.A.C.H. may restrict access to certain sites that it deems are not necessary for business purposes.

R.E.A.C.H.'s connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the CEO.
- Without prior approval of the CEO, software should not be downloaded from the Internet as the download could introduce a computer virus onto R.E.A.C.H.'s computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of R.E.A.C.H..
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to R.E.A.C.H. computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- The Internet should not be used to endorse political candidates or campaigns The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

XXIII. INTERNAL CONTROLS

Transactions are properly recorded and accounted which: 1) permit the preparation of reliable financial statements and reports; and 2) maintain accountability over assets;

Transactions are executed in compliance with: 1) laws, regulations, and the provisions of contracts or agreements that could have a direct and material effect on the program; and 2) any other laws and regulations that are identified in the program or Office of Management and Budget compliance supplements; and C. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

Record Maintenance

The Agency should establish an official file for the project. The file should contain adequate documentation of all actions in accordance with generally accepted accounting principles. Additionally, the Agency must establish separate accounting records for disbursement for each program. The Agency shall maintain books, records, documents, and other evidence sufficient to reflect properly the amount, receipt, and disposition of all project funds, and the total cost of the project. Supporting documentation for goods or services should, at a minimum include the source of good or services provided, the basis upon which the value was calculated, and the date(s) the goods, or services were provided. Receipts, signed by the recipient of the goods and/or services, should be issued and a copy retained. Generally accepted government accounting principles and adequate supporting documentation should be maintained in such detail to provide an audit trail which would permit tracing transactions from the billings to the financial statements to the accounting records to the support documentation. All records relevant to the project should be preserved a minimum of three (3) years.

The Agency has an organizational chart.

The Agency has determined adequate separation of duties exist among the CEO, Accounting, Auditor/Controller, and caseworker(s).

A) transactions received, approved, and posted by more than one employee for any one transaction (Separation of duties issue – no more than one employee may perform any of the above tasks.)

B) The Agency shall maintain written internal control procedures and flowcharts for the following procedures: 1. Receipt and deposit of REACH funds; 2. REACH funds disbursements; 3. The Agency shall have audit reports covering its internal control structure within the last two years.

CASH DOCUMENTS

The Agency shall provide cancelled checks or disbursement documents documenting the payments made to the vendors. The Agency shall provide bank statements documenting the vendor disbursements clearing the bank. The Agency shall also provide general ledgers documenting the entries for cash disbursements.

STANDARD INVOICING PROCEDURE

The REACH funded program received training on the invoicing procedure, fiscal guidelines, and program restrictions. The Program shall maintain adequate supporting documentation for all disbursements such as vendor invoices. Vendor invoices are coded/identified by line item. The Agency maintains copies of approved purchase orders or approved expenditure requests. The Agency also maintains proof of receipt of goods and verification that the expenditure is for program services. The vendor invoices include adequate detail for the work performed. If the vendor bills by percent complete, the invoices specify what work has been completed. If the vendor bills by hours, the invoices include detail for the work performed during those hours (for example, an invoice for Mental Health Services). The rates charged by the vendor comply with the contract terms.

The Agency shall have a person independent of the person who writes checks to match purchase orders to checks and invoices. The Agency should have separate individuals responsible for the receipt of cash, the disbursement of cash, and the posting of cash to ledgers.

The Agency shall follow property purchase and procurement procedures including keeping copies of the fronts and backs of all checks with the corresponding bank statement, timely issue of disbursements after they have been approved by Fiscal, and purchase orders should include appropriate account numbers, approval from management, and specific information including vendor name, product description, quantities and prices.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the CEO.

10-14-16

Approved by the R.E.A.C.H. Board of Directors