



POWERED BY UCF

## **2<sup>nd</sup> Quarter 2023 Board Meeting**

**Thursday, June 8, 2023**

**Topic: Board Meeting**

**Time: 5:30pm – 6:30pm**

**Meeting to be held in person, if virtual is needed please follow the Microsoft Teams link that is provided in the calendar invite.**

### **AGENDA**

**Call to order**

**Declaration of conflicts of interest**

**Roll call**

**Approval of minutes**

**Agenda Items:**

1. Reports on UCF activities
2. Approval of revision to HR Policies
3. Financials
4. Direction of UCF activities
5. Kaizen Strategies Invoice
6. Financials
7. Executive Compensation



# EMPLOYEE HANDBOOK

UPDATED **June** 2023

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## **BACKGROUND**

Founded in 2010, United Citizens Foundation, Inc. (UCF) is a non-profit organization whose purpose is to act responsibly and be responsive to our community's needs. We establish programs for many underprivileged and under-served families in the Las Vegas area.

We are dedicated to helping families, individuals, and students that are economically challenged. More importantly, our program seeks to support school students who are homeless or have challenging family and economic circumstances. We are constantly working to establish programs to distribute resources to underprivileged & economically challenged community members of Southern Nevada.

Our family programs helped alleviate some of the strain and stress by providing children and struggling families with necessities. We have conducted fundraising and events for critical community matters such as human trafficking and raising money for the fallen officers.

Presently, we are providing mental and behavioral health services to the students located on the Valley High School campus. The community-based services offered can be accessed by the students whenever they are experiencing a crisis. Students undergoing a mental health emergency such as suicidal ideation, behavioral issues, parent/child conflict, difficulty adjusting to peer relational issues such as bullying are supported and addressed by a licensed therapist.

Our goal is to reach as many students as possible, assist with any issues, stressors, or anxieties, and provide them with positive influence and guidance from a trained and caring adult. Our objective is to provide mental and behavioral health services to all Clark County School District students and one day be available onsite at every high school campus.

As our organization grows, we develop new programs to serve the community. We strive to make a difference and serve our community one child at a time.

## **MISSION & VISION STATEMENT**

UCF's mission is to support, educate, and provide mental health, behavioral health, and substance abuse services for students, families, and the community, regardless of economic status.

UCF's vision is to improve behavioral and mental health and end the stigma associated with it by providing compassionate care for the people and community we serve.

## **POLICIES AND PROCEDURES MANUAL PURPOSE**

The following pages contain information regarding the policies and procedures of UCF. The UCF Handbook is not an employment contract and is not intended to create contractual obligations of any kind.

UCF reserves the right to withdraw or change the policies and procedures in this handbook. Employees will be notified when an official change in policy or procedure has occurred.

UCF values the many talents and abilities of its employees. UCF seeks to foster an open, cooperative, and dynamic environment where employees and UCF alike can thrive. If you would like further

information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your supervisor.

This Employee Handbook is effective **June 2023**, and supersedes prior policies and procedures, including written or verbal communications that were previously issued on employment-related subjects.

All employees will receive a copy of the Employee handbook and will be given the time to read it and ask questions. The signed copy of the “Acknowledgement & Receipt of Understanding” will be placed in the employee's personnel file.

## **EMPLOYMENT POLICIES AND PRACTICES**

### **EQUAL EMPLOYMENT OPPORTUNITY**

UCF is an Equal Opportunity/Affirmative Action employer. UCF will not tolerate discrimination against any employee because of race, color, national origin or ancestry, gender, age, religious convictions, sex, pregnancy (including childbirth, lactation, and related medical conditions), gender preference, sexual preference, physical or mental disability, veteran status, uniformed service member status, or any other status protected by federal, state, and local laws.

UCF is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), national origin, age, disability (physical or mental), marital status, sexual orientation, gender preference, and sexual preference. We are a gender-neutral organization that respects all people and/or other characteristics protected by law.

Employees with questions or concerns about discrimination in the workplace are encouraged to discuss these issues with their supervisors. Employees can raise legitimate concerns and make good faith reports without fear of reprisal or retaliation. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including termination.

### **AT-WILL EMPLOYMENT**

UCF does not offer tenured or guaranteed employment. Unless indicated in writing, your employment is “at-will” and can be terminated by you or UCF, at any time, including after the evaluation period.

Nothing in this handbook or any other UCF document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits or employment.

## LICENSURE AND BACKGROUND CHECKS

**LICENSURE:** All therapists and interns are required to be licensed by their specific board of examiners and provide proof of their license (i.e., Marriage and Family Therapy, Alcohol, Drug & Gambling Counselors, Social Work, Clinical Professional Counselors, Psychology or Psychiatry).

Some positions may also require proof of certifications, safe driving records, vehicular insurance, or other requirements related to the job.

**BACKGROUND CHECKS:** Prior to employment, the employee must complete a background check. Employment is subject to the satisfactory completion of a background check.

UCF reserves the right not to hire or retain anyone convicted of a criminal offense.

Employees must report a criminal arrest or conviction to UCF within 24 hours of such an event. The nature of the employee's crime and circumstances surrounding the conviction will be reviewed by management before deciding the employee's employment status with UCF. After the review, the CEO, with consultation from the Board, may act necessary concerning the employment of the charged employee.

**SCHOOL ACCESS/CCSD BADGE:** All employees in direct contact with youth are required to obtain authorization to work in Clark County School District (CCSD) schools, and CCSD controls the requirements necessary to get a CCSD badge. Employees are required to complete the steps and forms needed to obtain the access and badge as a condition of employment.

## IMMIGRATION LAW POLICY

Per federal law, both new employees and re-hires must complete the Employment Verification form, I-9, and present documentation establishing identity and eligibility to work in the United States.

UCF does not hire anyone who is not a citizen of the United States or a non-citizen who is not authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they can work in the United States. If applicable, you must submit updated written verification of your permit status. You will not be allowed to work for UCF without this required documentation.

An overview of the Immigration Reform and Control Act is available through Human Resources and your supervisor.

## EMPLOYEE CATEGORIES

Employee categories:

- 1) **Full-time:** any employee regularly scheduled to work 40 hours or more per week. Full-time employees are eligible for standard UCF benefits.
- 2) **Part-time:** any employee regularly scheduled to work less than 40 hours per week. Part-time employees are not eligible for standard UCF benefits.

- 3) **Introductory:** During the first three months (90 days) of your employment with UCF, employees will be in an "evaluation period." During this time, your supervisor will continually evaluate your performance and compatibility with UCF. Employees who satisfactorily complete their 90-day introductory period will transition to the full-time category. If an employee is promoted into a new position within UCF or rehired, you must complete a new introductory period for the position.
- 4) **Temporary:** any temporary work with a predetermined start and end date of employment. Temporary employees are not eligible for standard UCF benefits.

Should your performance not meet the standards set forth by UCF, your employment may be terminated. Continuing employment beyond the evaluation period does not alter the "At-Will" relationship.

## **OUTSIDE EMPLOYMENT**

UCF prohibits unauthorized outside employment. You may be permitted to engage in outside employment ONLY if approved in writing by the CEO. Failing to report outside employment to your supervisor could result in termination. The employee's responsibility is to submit a written request for review and approval by CEO before obtaining outside employment. You will be required to sign a non-compete, non-disclose, and non circumvent agreement for your outside employment once approved. The CEO is empowered to come up with processes and restrictions from time to time depending on the business needs.

## **EMPLOYMENT OF RELATIVE/NEPOTISM**

UCF will employ relatives and cohabitants if a conflict of interest does not exist. UCF may not hire related, dating, married, or cohabitating employees if they are in a supervisor/subordinate situation, within the same chain of command, or in any situation that is a potential conflict. For this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, or corresponding in-law or "step" relation. If a relationship develops after employment begins, employees must immediately inform their supervisor. Failing to disclose a relationship contrary to this policy may result in disciplinary action, up to and including termination.

## **CONFIDENTIALITY OF AGENCY AND CLIENT INFORMATION**

UCF requires that employees do not disclose information held to be confidential by UCF and requires all employees to sign a non-disclosure agreement. All employees are required to complete a HIPAA certification before beginning employment. Employees can not disclose non-confidential and confidential internal information about UCF, its employees, patients, and suppliers. You are required to safeguard all UCF information and to use caution and discretion in all business communications and relationships.

All UCF records and documents, including personnel, payroll, accounting, client lists, price sheets, and other types of records, are considered privileged and confidential. This information may be shared and discussed only with other **authorized UCF employees** on a "need to know" basis.



Employees who carelessly or deliberately disclose or provide confidential information to outside persons or other unauthorized persons will be subject to termination.

Personal e-mail addresses cannot be used to conduct company business or transfer information. Only UCF e-mail addresses may be used. The purpose of this policy is to protect UCF's propriety information, and protect employees from unintentionally making unauthorized HIPPA disclosures. Propriety information is defined as any information that is not intended to be shared outside of UCF, including but not limited to financial information, trade secrets, and personal identifiable information. Employees are prohibited from sending or forwarding emails containing this information to their personal email addresses or to anyone outside of the organization without prior written approval from the CEO and UCF's attorney.

Confidential information must only be transmitted via email to authorized recipients who are within the organization or who have a legitimate business need for the information. Any breach of this policy may result in disciplinary action, up to and including termination of employment, and legal action may be taken in certain circumstances. Employees are responsible for reporting any suspected violations of this policy to their supervisor or the appropriate authority. By following this policy, we can help ensure the security and integrity of propriety information shared via email communication.

## **EMPLOYMENT RECORDS**

PERSONNEL FILES: UCF maintains personnel files on each employee, which are kept confidential. The files will not be copied or removed from the premises unless there is a legitimate business reason. Employees may view their personnel file by contacting their supervisor and scheduling a time to review the personnel file during regular business hours. No employee may alter or remove any document in their personnel file.

PRIVACY ACT: Healthcare information is kept confidential and private in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). UCF has a set of standards and enforcement procedures in place to maintain the confidential and private nature of your healthcare records.

Information related to the results of your drug and/or alcohol test or drug and/or alcohol treatment program participation is kept confidential and secure, and, in a filing, system separate from general employee files. Any violation of our policy that results in the release of information relating to an employee's drug and/or alcohol use, testing, discipline, or any related matter will result in disciplinary action, up to and including termination of employment. Information is only released with written permission from the employee or as required by law.

PERSONAL DATA CHANGES: It is the responsibility of each employee to notify their supervisor of any changes in personal data. Name, addresses, telephone number, marital status, citizenship, tax withholding allowances, and emergency contact information need to be accurate as this information is vital for benefits, insurance records, other UCF files, and in case of an emergency.

EMPLOYMENT REFERENCES AND VERIFICATION: Due to confidentiality considerations, UCF does not provide employment references for former employees. UCF will verify or provide dates of employment, title, and position held only. UCF may release compensation information only upon receiving written authorization to release by the employee.

## **ELECTRONIC DEVICE POLICY**

**COMPUTERS:** Beginning June 1, 2022 all employees will be assigned a UCF laptop or desk computer. All UCF related tasks and assignments requiring the use of a computer must be completed on the employee's assigned UCF device. Employees may not use personal computers for UCF related tasks unless permission is granted by the CEO.

Employees wishing to use their personal phones for UCF related business must first download the Google Voice App on their device. The Google Voice number that they choose will be recorded as their UCF work number.

# EMPLOYEE BENEFITS

## BENEFITS ELIGIBILITY

The following is a list of benefits that UCF makes available to eligible employees. The descriptions in this handbook are a summary only. Benefits may be modified, added, or terminated at any time by UCF, at its discretion.

## MEDICAL, DENTAL, AND VISION BENEFITS

UCF currently offers group medical insurance, dental, and vision insurance for full-time employees, and it is paid at 100% by UCF. Employees will pay 100% of the premium for medical, dental, and vision of spouse and family members. UCF does not offer any short or long-term disability insurance currently. Medical coverage becomes effective on the first day of the month after the initial 30 days of employment.

Human Resources or your supervisor will provide a summary of benefits upon hire.

## PAID TIME OFF (PTO)

PTO is offered to full-time employees who work 40 hours/week and is based on years of service. The years of service schedule is outlined below:

1. 0-48 months of employment: PTO accrual will begin on the first day of employment but employees will not become eligible to use PTO until after their first 90 days with the organization. PTO earned at 1.54 hours per week, for a total of two weeks.
2. 48-72 months of employment – Earns three weeks of PTO per year. PTO earned at 2.31 hours per week.
3. 72 months and above of employment – Earns four weeks of PTO per year for 3.08 hours per week.

Employees will change their weekly accrual rate on the day following their anniversary date. Upon termination or resignation of employment, the employee will not be paid any unused PTO. All PTO is based on the calendar year. **Any time you have accrued and not used will expire on December 31<sup>st</sup> of that calendar year.** Employees cannot take PTO that has not been accrued unless approved by their supervisor.

PTO includes both sick time and personal time off. Sick time is not separate. PTO must be scheduled via the Time Off Request Form and approved in advance by the employee's direct report at least two weeks in advance of the requested leave. An authorized UCF holiday that falls on a normal business day during your PTO is not counted as a PTO day.

## HOLIDAYS

The following are paid holidays for eligible, full-time employees:

- New Year's Day

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

If the official holiday occurs on a Saturday, the holiday will be observed on the Friday before the holiday. If the official holiday occurs on a Sunday, the holiday will be observed on the Monday following the holiday.

## **LEAVE OF ABSENCE**

To apply for leave or inquire into what leave may be available, an employee should contact their supervisor. An employee applying for leave, with or without pay, will need to submit the leave request form indicating:

1. Why they are requesting the leave.
2. When they want the leave to begin.
3. When they want the leave to end; and
4. If they are requesting leave with or without pay.

The supervisor will inform the employee if their leave has been approved and inform the employee which requirements, such as certification of a health condition, the employee must fulfill.

All leaves are granted for a specific period and are limited to 15 workdays unless applicable state or local law mandates otherwise. If the leave could create a hardship for the employee's department or the absence results in an unproductive work pattern, the leave may be denied.

The employees' ability to accrue PTO and continue to receive health insurance may be suspended during leave.

An employee who foresees being unable to return to work at the end of the leave period should apply for an extension of the current leave. Unless legally mandated otherwise, reinstatement is not guaranteed to any employee requesting leave. However, UCF will make reasonable efforts to return employees who took leave to their original position or a position comparable in status and pay, subject to budgetary restrictions, UCF's need to fill vacancies, and its ability to find qualified temporary replacements. UCF reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period.

At UCF, other leaves of absences include:

- Military Leave
- Maternity Leave
- Bereavement Leave
- Jury Duty
- Voting

**MILITARY LEAVE:** In compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), eligible employees may qualify for compensation, benefits, and job protection when military service calls them away from work. Employees who are absent from work to attend an annual encampment in a recognized reserve branch of the armed forces of the United States will receive a paid leave of absence of up to a maximum of two weeks per year. Leaves for military service and reinstatement after performing military service will be provided under the requirements of the law.

**BEREAVEMENT LEAVE:** When a death occurs in an employee's immediate family, a full-time employee may take up to three (3) paid days away from work. In unusual circumstances, additional time off may be granted, without pay, at the discretion of UCF.

For purposes of this policy, "immediate family" is defined as:

- Spouse
- Child
- Parent
- Sibling
- Grandparent
- Any individual legally acting in one of the above capacities

**JURY DUTY:** Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give UCF at least 15 days advance notice by providing a copy of the jury summons within one business day of receipt. UCF will pay an employee up to 5 days of jury duty. Employees may use accrued PTO for any additional time off due to jury duty absence. UCF will not pay employees the difference between their regular salary and any jury duty fees received. Employees will be expected to report to work during normal hours if their presence is not required in a jury room or court. UCF may require the employee to supply documentation from the court affirming the employee's jury duty service.

**WITNESS DUTY:** An employee may be required by law to appear in court as a witness. If the appearance is non-UCF related, the employee will be granted unpaid time to testify. Employees may use accrued PTO time to cover this absence. Employees shall notify their supervisor about the required absence within one business day of receipt.

**VOTING:** We encourage all employees to take part in the electoral process. In most cases, you can vote before or after working hours. If scheduling difficulties make this impractical, you may be able to take time off with prior approval from UCF. Please contact your supervisor if you cannot vote outside work hours and wish to vote on election day; UCF will comply with state law regarding voting leave.

# ATTENDANCE, TIMEKEEPING, AND PAYROLL

## JOB CLASSIFICATIONS

Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non-exempt employees.

(1) Exempt employees are generally salaried and regularly scheduled to work an established, customary workweek. These employees are exempt from state and federal wage and hour laws (Fair Labor Standards Act; FLSA).

(2) Non-exempt employees are paid hourly and are eligible for overtime pay under applicable provisions of wage and hour laws. Non-exempt employees must submit a time record for each pay period. Non-exempt employees must not engage in off-the-clock or unrecorded work and are not permitted or required to do so. Non-exempt employees should not work hours outside of their scheduled workday unless their supervisor has authorized the unscheduled work in advance.

## ATTENDANCE AND TIME OFF

UCF standard business operations are Monday through Friday, and schedules may vary based on UCF needs. In consideration of your family and other personal commitments, your supervisor will give you as much advance notice as possible of schedule changes. Employees may not deviate from their schedule unless their supervisor approves the change. If for any reason, there is a change in your work availability status, you must notify your supervisor at least one week before the change. Regular business hours align with business needs and are typically between 8:00 a.m. to 7:30 p.m., Monday through Friday and Saturday as needed.

Punctuality and regular attendance are essential to the smooth operation of UCF. If you are going to be absent or late, it is your responsibility to call your supervisor as soon as possible before being late. Employees must notify their supervisor if they need to take a sick day. If you are absent for more than one day, you must notify your immediate supervisor each day. If an employee would like to take time off, they must complete a time-off request form and submit it to their supervisor for approval at least two weeks before the absence.

An employee who is absent for reasons other than those permitted or excused by UCF's holiday, PTO, or leave policies, or who fails to provide notice as required, will be subject to disciplinary action, up to and including termination

## MEALS AND BREAK PERIODS

You will receive an unpaid thirty (30) or sixty (60) minute meal period if you work five hours or more in a shift and a paid 10-minute rest break for each consecutive four-hour period you work. Non-exempt employees are to clock in and out for their meal period. If possible, lunchtime should be scheduled to accommodate client or patient needs. Your supervisor may approve a thirty (30) minute unpaid lunch break in some instances.

Schedule your break as close to the middle of your shift as permissible. You are not permitted to take a break at the beginning or end of your shift. You are not allowed to accumulate or combine paid breaks with unpaid breaks.

UCF provides nursing employees with unpaid breaks as required by state law. Nursing employees must notify their supervisor that they need this break before returning to work. Nursing employees are entitled to one (1) lactation break for every three (3) hours worked. Nursing employees may also use their regular paid break or unpaid lunch break to pump breast milk.

## **TIMEKEEPING**

It is UCF policy and practice to accurately compensate employees and comply with all applicable state and federal laws. UCF non-exempt personnel must use Timeclock Hub to clock in and clock out. Employees should record time punches on the day of actual work. The employee or employee's supervisor may not alter timecards for any reason. Employees are required to clock in under their dedicated allocation and location. All staff must complete Activity-based timesheets (ABTs) to track grant activity and hours.

**OVERTIME:** Employees must receive prior authorization from their supervisor to work overtime. Non-exempt employees are paid time and one-half (1.5) for work time exceeding 40 hours during a scheduled workweek. Exempt employees are not eligible for overtime pay.

The calculation of overtime hours will not include holiday, bereavement, sick leave, or PTO days during a given scheduled workweek.

It is a violation of UCF policy for any employee to falsify a time record or alter another employee's time record (including clocking another employee in/out). It is also a violation of policy for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record to under or over report hours worked.

## **PAY PERIODS AND PAYCHECKS**

Paychecks are distributed semi-monthly on the 5th and 20th of the month. When a payday falls on a holiday or weekend, UCF will pay employees the business day before the holiday or weekend. UCF does not issue pay advances. Both exempt and non-exempt employees will have federal and state taxes withheld from their wages. With written approval in advance from your supervisor, you may arrange to have your paycheck released to someone else.

The employee is responsible for reviewing their paycheck promptly to identify and report all errors.

If you have questions about deductions from your pay, please get in touch with your supervisor. If you believe your wages have been subject to any improper deductions or your paycheck does not accurately reflect all hours worked, you should report your concerns to your supervisor immediately.

If company property is not returned upon termination of employment or is returned as damaged, the cost of any unreturned or damaged equipment will be deducted from the employee's final paycheck.

**SALARY INCREASE AND BONUSES**

Salary increases are based on performance or promotion. All salary increases are at the discretion of the CEO. As a nonprofit organization, salaries are aligned with the nonprofits' ability to raise funds for the organization to carry out its mission.

UCF may institute a bonus structure or incentive plan at any time. UCF guarantees no bonus plans. Any bonus structure will be determined by the UCF Board of Directors and the President and will likely include some level of performance achievement. Employees will receive notice of any additions, subtractions, or changes to any new or existing bonus structure.



# EMPLOYEE CONDUCT

## STANDARDS OF CONDUCT

UCF expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence another employee to act unethically. Furthermore, an employee should report any illegal activities or damaging conduct to their supervisor.

Our management team retains the right to deem any conduct as not in the best interest of UCF, its employees, clients, or patients. Any behavior designated as unacceptable and not in compliance with our standards of conduct, policies, or regulations may result in corrective action, up to and including termination. The examples of conduct listed below are considered serious violations of UCF's policy and may result in immediate termination without notification. This list is not all-inclusive, and other behavior not explicitly included below may result in immediate termination or disciplinary action. These guidelines may be changed or added to at any time by UCF.

Engaging in any one of the following acts may result in immediate termination:

- Being intoxicated during working hours.
- Selling, possessing, or using illegal or recreational drugs on company or client property.
- Acting in an indecent or immoral manner at any time.
- Use of offensive or foul language.
- Misusing, destroying, damaging, or stealing the property of UCF, a patient, client, another employee, or a visitor.
- Fighting, threatening, intimidating, or coercing other employees, patients, clients, or visitors while working for UCF.
- Removing the property of another employee, visitor, or patient property.
- Falsifying UCF or personnel records.
- Making a false, vicious, or malicious statement about a fellow employee or patient.
- Purchasing services or goods without proper approval.
- Using UCF equipment or supplies for personal gain.
- Discussing or releasing confidential information among and between employees, patients, outside persons, or other unauthorized persons.
- Violating policies or performing in a sub-standard manner after being warned that behavior requires correction.
- Failing to perform duties or committing acts of gross misconduct that result in the loss of work time or UCF money or resources.
- Failing to obtain prior approval or provide adequate notice of absence from work.
- Carrying a weapon or firearm (concealed or unconcealed) on UCF worksites
- Excessive absence from or tardy to scheduled shifts.
- Failing to adhere to or violate any company policy or regulation.
- Arrest or conviction for a criminal offense

Employees are to support and maintain the positive public image of UCF and patients. Derogatory statements, photos, or communication of any type via social media or other means that may negatively

reflect **UCF**, its patients, or its employees is strictly prohibited. Management is discouraged from sharing personal information with other employees via social media.

Employees cannot make statements or provide information in any form to the Press or Media without express written authorization from **UCF** management. Please refer all media questions to your supervisor.

If an employee becomes aware of another employee's behavior or actions, which appears to be inappropriate, illegal, problematic, or in any way inhibit or affect the job performance or UCF's work environment, you should discuss such behavior or actions with your supervisor.

UCF will promptly, thoroughly, and confidentially investigate all reasonable concerns, and, when necessary, your supervisor will take appropriate corrective action.

## **STANDARDS OF PROFESSIONAL PRACTICE**

All employees of UCF are required to adhere to ethical standards of practice.

**EMPLOYEE CLIENT RELATIONS:** Employees of UCF are to maintain clear professional boundaries with all current and past clients. Employees are not to:

- Loan money to, nor borrow from any current/past client
- Receive or give gifts to any current/past client.
- Use their personal vehicle to provide transportation for a client.
- Socialize with current or past clients when the staff is off duty.
- Sponsor a current or past client through a 12-step recovery program.
- Run errands for or provide services to any past or current client.
- Buy items from or sell items to current or past clients.
- Contract for services paid or unpaid from any current or past client.
- Engage in an intimate or romantic relationship with current or past clients.

## **CONFLICTS OF INTEREST**

UCF requires that employees not compromise UCF, its patients, partners, or suppliers for personal gain.

No employee of UCF or family members of UCF employees shall accept any gifts, money, or gratuity from any person receiving benefits or services under any program or project sponsored by or administered by UCF or performing services under contract or otherwise in a position to benefit from an employee action.

Employees are required to disclose all conflicts of interest to their supervisor. Failure to do so may result in disciplinary action, up to and including termination. All employees must adhere to and acknowledge UCF's Standards of Conduct and related ethical policies as outlined in the Standards of Conduct.

## DISCIPLINARY PROCESS

UCF attempts to deal constructively with employee performance problems and employee errors. Corrective action will occur in response to an employee's infraction of a rule infraction or a violation of UCF policies. In determining the type of corrective action, your supervisor will consider the seriousness of the case, the employee's past conduct, length of service, and the employee's previous performance.

Corrective action usually begins with a verbal warning, followed by a written warning. If the behavior continues, a second warning may be issued, or an immediate final notice will be given depending on the severity of the infraction. Corrective action will continue until the violation or infraction is corrected or may result in termination.

UCF considers some violations as grounds for immediate termination, including but not limited to undermining UCF as an organization and its management, theft, destruction of UCF property, breach of the confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or threats of violence. All corrective action documentation is kept in the employee's personnel file.

## RESIGNATION/TERMINATION

**RESIGNATION:** If you wish to end your employment with UCF, we request that you give written notice of your intent to resign at least two weeks in advance. Provide a letter of resignation stating the effective date of your resignation (the last day of work) and the reason for your resignation. Your advance notice allows us to take critical staffing action to cover your absence.

If you fail to provide at least two weeks' notice without extenuating circumstances, you may not be eligible for rehire.

**JOB ABANDONMENT:** Employees who are absent for more than three (3) consecutive days without notifying their supervisor are considered to have voluntarily abandoned their employment with UCF. The effective termination date will be the last day the employee reported for work. If an employee abandons their job, they will not be eligible for rehire.

**TERMINATION:** UCF does not have tenure or guaranteed employment. You or UCF may terminate your employment at any time for any reason.

Termination may result from any of the following:

- Corrective action measures, which include infractions for violation of UCF policies.
- Layoffs, which include the elimination of an employee's job function or headcount reduction due to redundancy or cost reduction; and
- Involuntary dismissal may include poor performance reviews or failure to demonstrate acceptable conduct in the workplace.

**RETURN OF PROPERTY:** UCF requires that employees return all documents, UCF and contract badges, files, computer equipment, uniforms, UCF tools, business credit cards, keys, all software, devices, records, data, notes, reports, proposals, lists, correspondence, specifications, materials, equipment, other documents or property, or reproductions of any items mentioned above developed by you during your employment with UCF and other UCF owned property on or before the last day of work.

Employees leaving UCF are required to sign separation documents. Employees leaving UCF will have the option of having an exit interview with management.

**NON-SOLICITATION:** During the period of your employment and for twelve (12) months after the termination of your employment with UCF, you shall not, directly, or indirectly:

- solicit for employment or employ any person who UCF employed during your employment with UCF; or
- contact, solicit or hire any person/entity or agency who was a partner of UCF during your employment with UCF.

**NONCOMPETITION:** During the period of your employment and for twelve (12) months after the termination of your employment with UCF, you shall not, directly or indirectly: engage in (whether as an employee, consultant, proprietor, partner, director or otherwise), or have any ownership interest in, or participate in the financing, operation, management or control of, any person, UCF, corporation or business that engages in or proposes to engage in a business competitive with any company in which UCF was involved during the term of my employment or in which, during the period of my employment, UCF proposed to become later engaged.

## **EMPLOYEE CONFLICT RESOLUTION**

UCF seeks to deal openly and directly with its employees and believes that communication between employees, coworkers, and management is critical to solving problems.

Coworkers who encounter a problem with one another should attempt to resolve the issue themselves. If a resolution cannot be met, both employees should approach their supervisor, who will work with the employees to determine a solution. In these instances, the decision of the supervisor is final.

Employees who have a concern with their supervisor should first go to their supervisor directly to resolve the issue. If a resolution cannot be agreed upon, the employee should present their concerns, in writing, to their supervisor's superior.

## **WORKPLACE ATTIRE**

UCF expects employees to use good judgment and taste and show courtesy to their co-workers and associates by dressing in a professional, presentable, and appropriate fashion for their role and work environment.

Additional guidelines that may pertain to your specific job/position:

- Arrive at work clean and well-groomed.
- Hairstyles and colors must be tasteful.
- Hair must be clean, neat, and well-kept.
- Facial hair (beards, mustaches, goatees) shall be neatly groomed.
- Fingernails must be clean and appropriate in length.
- Visible tattoos and piercings are only allowed if they are in good taste, as determined by the CEO.
- Tobacco should not be visible in shirts or pant pockets.

## ELECTRONIC COMMUNICATIONS USE

UCF business telephone systems, voicemail, email, computers, copiers, and other communication systems are intended for business-related use. An employee may use a company device for limited personal use from time to time. Employees should not expect privacy when using company devices or working on company property. Excessive or inappropriate use will be grounds for discipline up to and including termination. Employees are encouraged to obtain approval for personal use before using company devices for any purpose other than business use. UCF reserves the right to monitor any electronic, telephone, or other communications made using UCF's systems or property.

**TELEPHONE USE:** Employees should keep personal telephone calls and text messages to a minimum. Cell phone use while driving is strongly discouraged. Drivers are strongly encouraged to complete calls while the vehicle is parked. Employees should use "hands-free" mode via a headset or speaker while utilizing their cell phones and driving. Texting while driving is prohibited.

**VOICEMAIL AND EMAIL** All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of UCF and are for job-related purposes. Employees are not allowed to use electronic or telephone communication systems to transmit messages that may be considered inappropriate under UCF's policies, including those prohibiting harassment.

**INTERNET USE:** UCF provides internet access for employees to perform their work to support UCF's mission effectively. Excessive, unnecessary, and non-business-related use of the internet is prohibited.

The internet may also not be used for the following:

- Accessing, creating, transmitting, printing, or downloading 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.
- Accessing, sending, receiving, or soliciting sexually oriented messages or images.
- Downloading or disseminating copyrighted material available on the Internet infringes copyright law. Permission to copy the material must be obtained from the publisher.
- Without prior approval of UCF, employees should not download software from the Internet as the download could introduce a computer virus onto the organization's computer equipment. Copyright laws may cover the software so that the download could infringe on copyright law.
- Downloading personal email or Instant Messaging software to UCF computers.
- Sending or participating in chain letters, pyramid schemes, or other illegal schemes.
- Soliciting or proselytizing others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.
- Endorsing political candidates or campaigns.

Employees should safeguard against using the Internet to transmit personal comments or statements through email or to post information to newsgroups that may be mistaken as the organization's position. Employees shall guard against the disclosure of confidential information through the Internet.

**COMPUTER:** Your computer is a hub of confidential information, and thus, must be kept always secured. There are several practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Log off or lock your personal computer whenever you leave your work area or office.
- 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.

- Regularly back up any information stored locally on your individual computer (other than network-based software and documents).

## **WORKPLACE ACTIVITY MONITORING**

All UCF workspaces, including file cabinets and lockers, are the property of UCF and must be always available to management. The use of personal locks on any UCF property is strictly forbidden. Employees may not use UCF property to house personal files or items. No UCF equipment, including computers, photocopiers, or printers, may be used for personal business. Employees must return all equipment upon termination/departure. Employees will be charged for any damaged or missing equipment/keys.

MONITORING AND SEARCHES: All UCF property is always subject to monitoring and review, including desks, lockers, UCF vehicles, computers, and email files. Reasons for searches and reviews include but are not limited to personal abuse of UCF property, theft investigation, and improper disclosure of confidential information.

UCF retains the right to conduct searches at any time, including the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password to access restricted files will be subject to disciplinary action, up to and including termination.

## **SMOKING/TOBACCO USAGE**

Smoking and vaping are not allowed in UCF offices or near any school location.

## **WORKSPACE APPEARANCE**

**UCF** often has clients in the office, so surroundings should always reflect a professional appearance. Eating at your desk is acceptable but should be done in a manner to prevent damage to valuable equipment and other property. All employees are personally responsible for keeping the area around their workstations clean and presentable. Employees are also responsible for returning the break/kitchen area to a clean and presentable condition after use.

## **USE OF OFFICE MAIL AND SUPPLIES**

Postage, shipping, and office supplies paid for by UCF are for business purposes and cannot be accessed for personal use unless the employee reimburses the cost to UCF.

## **VISITORS**

Only employees, scheduled clients, and authorized visitors are permitted in UCF's offices to protect UCF from theft, frivolous lawsuits and to ensure confidentiality. UCF expects all employees to dedicate work time to job duties. Please keep any friends or family visiting you at work to a minimum if needed. Employees are responsible for the conduct of their guests.

## RECORDS RETENTION

All employees are required to adhere to the policy of record retention. In summary, all client information records are to be kept and maintained in a secure location for seven years after the patient turns 21 years of age.

Records include all email correspondence and handwritten and typed notes. Client information cannot be stored solely on any laptop or desktop hard drive. All client information should be promptly updated in the electronic health record system and filed adequately as a backup.

## WORKPLACE SAFETY, UNLAWFUL HARASSMENT, AND DISCRIMINATION

The safety of each employee's health and security is essential to UCF. The work environment at UCF should be safe and secure, and free from harassment. All employees must act professionally to accomplish this. Safety is one of an employee's most important responsibilities. If an employee sees an unsafe or potentially unsafe situation, they will immediately report the incident to their supervisor and complete an incident report. Management or approved designee may be phoned after their work hours to alert them of the situation and gain recommendations and guidance.

UCF will make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and notify management if they believe management should address a safety issue.

### SEXUAL & OTHER UNLAWFUL HARASSMENT

UCF endeavors to maintain a work environment that demonstrates respect for each individual.

It is against the policies of UCF for an employee to harass another person because of the person's sex, pregnancy (including childbirth, lactation, and related medical conditions), race, color, religion, national origin, age, disability (physical or mental), sexual orientation, gender-neutral, sexual preference, gender preference, marital status, or any other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of UCF for an employee to sexually harass another person. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission or rejection of the conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or environment.

Any employee who believes that they are unlawfully harassed should immediately contact HR or the CEO.

UCF will be promptly, thoroughly, and confidentially investigating all complaints of harassment, and, when necessary, corrective action will occur. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including termination.

## **ADA COMPLIANCE & ACCOMMODATION**

UCF complies with the Americans with Disabilities Act (ADA) and applicable state and local laws prohibiting discrimination against job applicants and employees with disabilities. We do not discriminate against individuals with disabilities in our interviewing, hiring, promotions, employee benefits, terminations, and conditions and privileges of employment. UCF does not discriminate against any qualified person because they suffer from a physical or mental impairment, have a history of impairment, or have a relationship with or are associated with a person with an impairment. We provide reasonable accommodation for individuals with disabilities per applicable laws. Without limitation, it is UCF policy to:

1. Ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment.
2. Keep all medical-related information confidential and in separate files in accordance with the ADA.
3. Provide applicants and employees with disabilities with reasonable accommodation, except where it would create an undue hardship for UCF or threaten employees.
4. Post our policy of providing reasonable accommodation to qualified individuals with disabilities in our employee handbook. As required by law, we also post the Equal Employment Opportunity Commission's poster that outlines the federal law prohibiting discrimination against individuals with disabilities and other protected groups.

UCF reserves the right to determine what, if any, reasonable accommodation should be made under the ADA. UCF will consider factors, including the employee's preferences, the safety of the employee and co-workers, the cost of the accommodation, and the financial impact on the company.

UCF will not tolerate any act of discrimination based on a person's disability. Discriminatory actions will result in disciplinary action up to and including termination.

Nevada Pregnancy Fairness Act: UCF does not discriminate against pregnant individuals in our interviewing, hiring, promotions, employee benefits, terminations, and conditions and privileges of employment. We also provide reasonable accommodation for pregnant individuals per applicable laws. UCF reserves the right to request written medical certification from the employee's physician, substantiating the need for an accommodation because of pregnancy, childbirth, or related medical conditions and the specific accommodation recommended by the physician.

## **OFFICE SECURITY**

After an employee's start date, they may receive a key to access the offices. The last employee to leave the office at night is responsible for ensuring that all doors and windows are locked, and alarm systems engaged.



**SITE SAFETY**

Employees must observe specific job or project site safety procedures and requirements to comply with all OSHA and other State and Federal safety regulations.

**WORKER'S COMPENSATION AND WORK-RELATED ILLNESS AND INJURY**

UCF provides workers' compensation insurance to all employees at the expense of UCF. All employees are eligible to receive benefits if they suffer a work-related illness. State and federal laws determine workers' compensation benefits.

Workers' Compensation benefits include medical treatment and the partial payment of lost wages. Wage benefits generally begin several days after a disability occurs. The insurance company, per state law, determines the benefit amount. If death occurs due to a work-related injury or illness, a death benefit may also be paid to surviving spouse and/or children.

Workers' compensation wage benefits generally do not cover the total salary. UCF requires that all employees report job-related accidents or injuries to their supervisor immediately, whether the accident occurred on or off UCF premises. All workers' compensation claims are paid directly to employees, and employees are expected to return to work immediately upon release by their doctor.

If you have any questions or encounter any problems, contact your supervisor.

**Reporting Work-Related Injury or Illness**

- 1) Contact your supervisor immediately if you have a work-related injury or illness. This notification is required even if the injury or illness seems minor and/or no time is lost from work.
  - a) Do not clock out if you have any injuries.
  - b) Notification is necessary to ensure that any subsequent claim is handled correctly and comply with legal reporting and record maintenance requirements.
  - c) Failure to immediately report a work-related injury could result in a delay or even a loss of benefits and could result in disciplinary action. Your supervisor will instruct you on how to complete an injury report before you leave any of our work sites.
- 2) If you are seriously injured, we will call 911, and you will be taken to the nearest emergency room.
- 3) Management will complete the employer's report of injury form and forward it to our Workers' Compensation Claims Administrator, Travelers.
- 4) Your Claims Examiner will contact you to discuss the accident. Please ensure we have your correct phone number or alternate/cell phone information.
- 5) After reporting the accident or injury to your supervisor, file a report with details of the incident. Employees must fill out an accident report in the event of an on-the-job accident or injury.
- 6) Once a report has been filed and you've received a claim number, you will receive directions to create a profile.
- 7) If you receive a prescription for medication, crutches, or medical equipment, authorization must be obtained from Claims Examiner.
- 8) After each visit to the doctor, you must provide your supervisor with a medical status report often called by one of the following names: Physician's Progress Report/Certificate of Disability/Work Status Report. Provide your medical status information to your supervisor within 24 hours of the appointment or by Monday if your appointment is on Friday.

- 9) Transitional duty is always available. You must contact your supervisor when the doctor releases you to return to work.
  - a) If you fail to accept a transitional duty assignment or if you fail to return to work after your treating physician has cleared you, you may jeopardize your workers' compensation benefits.
- 10) Make sure you go to all your scheduled doctor's appointments. Follow the doctor's recommendations regarding your restrictions, therapy, or medications.
- 11) If you are referred to a medical specialist or for diagnostic testing (MRI, X-Ray, or CT scan), notify your Claims Examiner so they can help you get the appointment scheduled.
- 12) If you encounter any problems obtaining medical treatment, please notify your supervisor.

In the case of a work-related injury or accident where an employee is subject to alcohol/drug testing, failure to submit to this test may result in a denial of workers' compensation benefits. If the test is positive for alcohol and/or illegal drugs, your workers' compensation benefits may be denied.

We will protect the company against any fraudulent claims or fraudulent extensions of claims. Worker's compensation is a valuable benefit, so promptly report any evidence of fraudulent activity related to this benefit.

### **MEDICAL EMERGENCY – PATIENT INJURY**

All employees at UCF are required to assist any co-worker or patient who has a medical emergency, illness, or injury in their presence. If this occurs, follow the below guidelines:

- Contact your supervisor and management immediately and provide as much information as possible.
- Please return to the injured or ill person and help make them comfortable without moving them. Only offer to provide first aid or other medical care that you have been trained to administer with the person's permission.
- Listen carefully if the person provides details of how the injury happened. Don't admit fault or discuss the injury's circumstances with the person.
- Get the names and phone numbers of witnesses.
- Stay at the location even if the person leaves before your manager arrives.

### **VIOLENCE & WEAPONS**

UCF takes threats of violence extremely seriously. Any act or threat of violence by or against any employee, patient, supplier, partner, or visitor is strictly prohibited. This policy applies to all UCF employees, whether on or off UCF property.

Any use or possession of weapons, whether illegal or not, is prohibited on UCF property or while on UCF business. Weapons include knives, guns, martial arts weapons, or any other object used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.

**SEVERE WEATHER**

Unless notified by UCF, you are to report to work on all regularly scheduled days, regardless of weather conditions. If you cannot go to work due to weather conditions, you must notify your supervisor as soon as possible.

If UCF closes due to severe weather conditions or another reason, employees will not be required to report to work. Employees will receive payment for that day and not need to take a PTO day.

**EARTHQUAKE**

In the event of an earthquake, follow the below guidelines:

- If you are inside the UCF office building when an earthquake strikes, remain calm and instruct and assist clients and others in the building.
- Go to a protected area by standing in a strong doorway, against walls away from windows, or climbing under tables or desks.
- Move away from dangerous items such as heavy light fixtures or other overhead devices. Stay away from tall cabinets, high shelves, and other furniture, which could slide or topple.
- When shaking stops, get outside. Help clients and others prepare for aftershocks. Stay close together for protection and follow previous instructions.

**FIRE**

In the event of a fire, follow the below guidelines:

- If you see a fire, remain calm and call 911. Always call 911, even if the fire seems small and under control.
- Sound the alarm by activating the nearest pull station in your area.
- If you have had fire extinguisher training and have an extinguisher nearby, attempt to put out the fire. Do not put yourself at risk.
- Remain at the scene if possible until help arrives.

**FIRE ALARM**

If the fire alarm sounds and you are instructed to evacuate the building, follow the evacuation procedures established at your location.

If you smell smoke or feel excessive heat, remain calm and leave your area. Help others to leave the building and go to your designated assembly point. Your supervisor can tell you where you are supposed to meet.

## **EVACUATION OF THE BUILDING**

When evacuating a building, utilize the following steps:

- Remain calm and helpful.
- Do not use any elevators.
- Know the location of all exits and use the exit door closest to you. Help others exit the building and encourage everyone to stay calm and exit the building orderly—walk rapidly and do not run.
- Feel doors before opening them. If the doors are hot, do not open them.
- Close doors as you exit them to slow the spread of fire.
- Take short breaths and breathe through your nose if you get caught in the smoke. Crawl along the floor where the air is cooler. Hold your breath if you are forced to run through smoke or flame.
- Do not enter the building/office space to obtain your personal belongings.
- Go to your assembly point and report to your supervisor.
- If you are a supervisor, take roll call in the assembly area to ensure all employees, clients, and visitors are present. Also, compile a list of patients or visitors in your area. Give the names of anyone missing to authorities.

## **POWER OUTAGE**

In the event of a power outage, stay calm. The power will be restored momentarily, or the generator will begin operating in most instances. Do not evacuate the building unless instructed to do so.

## **BOMB THREAT OR SUSPICIOUS PACKAGE**

Follow the guidelines below:

- If you find a suspicious package in your area, remain calm and immediately leave the site.
- Immediately notify an available supervisor or local law enforcement agency, and do not use a radio within 50 feet of the package.
- Please provide information about the location of the package and its size. Take note of the type of package, anything unusual about it, any noise or sounds coming from it, if it is close to any electrical panels, gas mains, or any other hazards.
- Provide your location should they need to contact you and let them assume control of the situation.
- If you receive a bomb threat over the phone, listen carefully for any identifying characteristics of the caller (sex, age, accents, speech pattern, background noise, etc.). Take notes and write down anything you remember.
- The local law enforcement agency will handle the investigation of a bomb threat.
- The local law enforcement agency will decide if an area or the entire project property needs to be evacuated.

## **HAZARDOUS MATERIAL SPILLS**

A hazardous material is any substance that can harm people or the environment if it is spilled or released in an uncontrolled manner. If you witness the spill or release of any material, check with your supervisor to see if the step of dealing with hazardous material spills needs to be followed. The steps are:

- If you witness or discover a hazardous material spill, secure the area to prevent contamination of yourself, other employees, patients, and visitors.
- Try to identify the substance spilled without risking yourself. Take note of the estimated amount of the substance spilled, color, any chemical reactions, other possible dangers in the immediate area, and the physical property of the substance (solid, liquid, or gas).
- Obtain the Safety Data Sheets (SDS) for the first aid treatment of contamination if the substance is identified.
- Notify a supervisor immediately. The supervisor or member of management will handle the situation and notify any outside agencies required (such as the fire department) and determine if any partial or complete building evacuation is required. Inform the responding staff members of your level of exposure to the spilled material and seek any medical treatment you need.

## **BIO-HAZARDOUS MAIL**

If you handle, disseminate, transport, or process any incoming mail or packages, you must be alert to the threat of biohazardous mail.

Below are characteristics to assist in identifying suspicious packages:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations, or odor
- No return addresses
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with directions such as "Personal" or "Confidential"
- The city or state in the postmark doesn't match the return address

Follow the below guidelines:

- If you detect an observable substance on or in the mail, do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package down cautiously to prevent leakage of contents and cover it with anything that will not disturb it (such as clothing, paper, trash can, etc.), and do not remove this cover. If any powder spills out, do not try to clean it up.
- Leave the room and close the door—or section off the area to prevent others from entering and keep others away.

- Gather everyone in the area when the item was opened and stay together. Report the incident immediately to your supervisor.
- When possible, wash your hands with soap and water to prevent spreading any powder to your face. If powder escapes from the envelope or package, remove your clothing (and place it in a plastic bag or another sealable container) as soon as possible. Shower with soap and water as soon as possible—do not use bleach or other disinfectants on your skin.

## **ACTIVE SHOOTER**

Employees who encounter an active shooter should:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in the building
  - If there is an accessible escape path, attempt to evacuate the premises
  - Leave your belongings behind
  - Help others escape, if possible
- If you are in an office or classroom
  - Stay there and secure the door
  - Blockade the door with heavy furniture
  - Stay out of the shooter's view
  - Silence any source of noise (i.e., cell phones, radios, televisions)
  - Hide behind large items (i.e., cabinets, desks)
  - Remain quiet
- If you are in a hallway, go in a room, secure the door and follow the same protocols as above.
- Notify local law enforcement as soon as possible and safe to do so. Provide the following information if possible:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter(s)
  - Number and type of weapons held by the shooter(s)
  - Number of potential victims at the location

## **DRUG & ALCOHOL ABUSE POLICY & ACKNOWLEDGEMENT**

UCF will not tolerate the use or possession of recreational marijuana (Cannabis), alcohol, prescribed medication that may alter the employee's work performance, or other illegal drugs on the job or UCF's property.

Employees using or possessing alcohol, recreational marijuana (cannabis), prescribed medication (opiate analgesics and chronic pain medication) or other illegal drugs on UCF's property, or while at work, or who report to work under the influence of the above will be subject to disciplinary action, up to and including termination.

Employees are responsible for reporting any use of prescription or over-the-counter medications that impair their ability to perform their jobs safely.

UCF reserves the right to maintain a safe, productive, substance abuse-free workplace by inspecting employee offices, desks, drawers, lockers, clothing, personal vehicles on company property, packages, handbags, lunch boxes, containers, and any object that might conceal alcohol, illegal drugs or other inappropriate materials. Any employee who does not consent to and fully cooperate with such inspections may be subject to disciplinary action up to and including termination.

### **Reasonable Suspicion Testing:**

If there is a reasonable suspicion that an employee is under the influence of alcohol or drugs, the employee will be referred for drug and alcohol testing. Refusal to submit to such a test at the time requested will result in termination of employment.

### **Post-Incident Testing:**

Employees will be tested for drug and alcohol use when an accident, near-miss, or incident occurs impacting safety, rules or precautions are violated, careless acts are performed, and a reasonable suspicion exists that the employee may be "under the influence" at the time. Incidents include an automobile accident involving an employee driving a **UCF** vehicle or while on company business, regardless of who is at fault, the level of damage or injury, and where no damage or injury occurs.

Employees involved in or in the vicinity of any work-related accident that requires medical attention for the employee(s) will be required to submit to drug and alcohol testing.

### **Positive Test Result:**

If an employee tests positive for alcohol or drugs, the employee will be immediately suspended from work for two weeks without pay. The employee may be required to provide evidence of attending a drug assessment program or proof of a second test with a negative result. The cost of participating in a program and the second test is at the employee's expense. Test results will be kept confidential. A positive test is grounds for disciplinary action up to and including termination of employment.

**PRIVACY ACT:** Healthcare information is kept confidential and private in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). **UCF** has a set of standards and enforcement procedures in place to maintain the confidential and private nature of your healthcare records.

Information related to the results of your drug and/or alcohol test or drug and/or alcohol treatment program participation is kept confidential and secure, and, in a filing, system separate from general employee files. Any violation of our policy that results in the release of information relating to an employee's drug and/or alcohol use, testing, discipline, or any related matter will result in disciplinary action, up to and including termination of employment. Information is only released with written permission from the employee or as required by law.

**DRUG & ALCOHOL ABUSE POLICY ACKNOWLEDGEMENT  
& TESTING CONSENT/RELEASE FORM**

I have received, read, and acknowledged the terms and requirements of UCF's Drug and Alcohol Abuse Policy. I understand and acknowledge that I am required to follow the Policy. I understand my failure to comply with this policy may result in discipline, up to and including termination of employment.

I understand that the Policy establishes terms and conditions under which I may be required to undergo drug and/or alcohol testing, and I agree to abide by such terms and conditions. UCF may require me to provide breath, blood, or urine samples for drug and/or alcohol testing. Should this occur, I hereby consent to such testing. I authorize the testing laboratory to release my test results to supervisors and managers designated by UCF to receive this information in a confidential and secure manner.

If my test results are positive, I may be required to provide information about any legal non-prescription drugs and other drugs I have a prescription that I take routinely or have taken within the last 30 days.

I understand that UCF may use this information in connection with the purposes of my employment and disciplinary actions and disclose it in response to government agencies or other valid legal requests or legal proceedings.

I understand that any communication I have with collection site personnel, testing laboratories, or UCF employees or representatives do not create or imply any form of a doctor/patient relationship.

In consideration for my ongoing employment or potential offer of employment, as the case may be, I release UCF and its subsidiaries and joint ventures, its Employees, management, and its designated medical representatives from any and all claims or causes of action related to such testing and any decisions based on the results of the testing.

Print Applicant or Employee Name: \_\_\_\_\_

Applicant or Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING

I hereby certify that I have read and fully understand the contents of this Employee Handbook, effective date \_\_\_\_\_, year: \_\_\_\_\_. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with UCF management. I agree to abide by the policies outlined in this handbook and understand that compliance with UCF's rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance, and adherence to UCF's policies, rules, and regulations.

I acknowledge that UCF reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between UCF and its employees.

I acknowledge I have received and reviewed a copy of the Handbook.

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

Manager  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONFIDENTIALITY AGREEMENT ACKNOWLEDGEMENT

As a condition and consideration of my employment with **UCF** and my receipt of the compensation now and hereafter paid to me by **UCF**, I agree to the following:

UCF Information: During my employment and thereafter, I agree to hold in the strictest confidence and not to use or disclose to any person, except for the benefit of UCF, confidential UCF information without written authorization from the President of UCF. I understand that "Confidential Information" means any UCF proprietary information, technical data, client lists, client information, finances, or other business information disclosed to me by UCF either directly or indirectly in writing or orally. I further understand that Confidential Information does not include any of the preceding items that have become publicly known and generally made available through no wrongful act of mine or of others under confidentiality obligations as to the item or items involved. If I am required by law to disclose any confidential information, I will give UCF advance written notice and assist UCF in obtaining an order to protect the confidential information from public disclosure.

Former Employer Information: I agree that I will not, during my employment with UCF, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that I will not bring into the premises of UCF any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

Third-Party Information: I recognize that UCF has received, and in the future will receive from third parties, their confidential or proprietary information, and it's UCF's responsibility to maintain the confidentiality of such information and to use it only for specific limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not disclose it to any person, UCF, or corporation or to use it except as necessary in carrying out my work for UCF consistent with UCF's agreement with such third party.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## WHISTLEBLOWER POLICY AND ACKNOWLEDGEMENT

UCF is committed to operating in furtherance of its tax-exempt purposes and compliance with all applicable laws, rules, and regulations, including accounting and auditing, and prohibits fraudulent practices by any board members, officers, employees, or employees' volunteers. This policy outlines a procedure for employees to report when another employee reasonably violates a law or regulation or constitute fraudulent accounting or other practices. This policy applies to any matter related to UCF business and does not relate to private acts of an individual not connected to the business of UCF.

If an employee has a reasonable belief that an employee or UCF has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the President. If the employee does not feel comfortable reporting the information to the President, they will convey the information to UCF's legal Counsel.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, UCF will strive to keep the identity of the complaining individual confidential while conducting an adequate review and investigation.

UCF will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a manager, to the President, the Board of Directors, or to a federal, state, or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises their rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

UCF may take disciplinary action (up to and including termination) against an employee who has engaged in retaliatory conduct in management's assessment in violation of this policy.

In addition, UCF will not, with the intent to retaliate, take any action against an employee who has provided to law enforcement personnel or the legal system information relating to the commission or possible commission by UCF or any of its employees of a violation of any applicable law or regulation.

UCF will train supervisors on this policy and UCF's prohibition against retaliation.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## NON-COMPETE ACKNOWLEDGEMENT

UCF is a mental healthcare provider that contracts with the Clark County School District and other grantors in the State of Nevada to provide mental health services, including clinical therapy and other services to children and their family members who are referred by the school district.

Employee is employed by UCF as a clinician. As such, Employee's duties shall include:

1. Providing comprehensive assessments of individuals referred or requesting services for mental health and/or related concerns in person and/or via telehealth.
2. Observing, describing, explaining, predicting and maintaining problem behaviors to provide information that will be used to design effective support plans, self-maintenance, and managing illness and wellness.
3. Provide individual, couple, family, and group treatment to address mental health and family issues.
4. Coordinate client treatment with referral sources, other agency treatment providers, and community services providers.
5. Complete all required paperwork and correspondence.
6. Coordinate care within the agency and seamless service for client and family.

In consideration for employment by UCF, Employee hereby agrees as follows:

- That during the course of Employee's employment, Employee may have access to certain proprietary information of UCF including, but not limited to UCF's policies and business strategies, financial information, personal identifiable information pertaining to UCF's employees, subcontractors, clients, vendors and patients, (insert other types of data you are concerned about protecting).
- That the disclosure of UCF's proprietary information by Employee to any third party would be damaging to UCF. Accordingly, Employee agrees not to disclose any of UCF's proprietary information to any third party without the express written permission of UCF during the period of Employee's employment by UCF and for one year thereafter, unless the disclosure is ordered by a government agency or court of law. Employee shall be held financially liable for any damages to UCF caused by Employee's unauthorized disclosures.
- That Employee shall only utilize UCF's proprietary information for purposes authorized by UCF. Employee shall not knowingly call upon UCF's employees, subcontractors, vendors, customers or clients to solicit them for any other purpose.
- That while Employee is employed by UCF, and for a period of six months thereafter, Employee will not compete with UCF by engaging in, owning, controlling an interest in, accepting employment from, or acting as a principal, director, officer or consultant to, any firm, corporation, government agency, or non profit entity engaged in a venture or business substantially similar to that of UCF, or which is in direct competition with UCF, without prior written authorization from the CEO of UCF. For the purpose of this Agreement, a "venture or business substantially similar to that of UCF" means any mental healthcare provider that contracts with, or accepts referrals from the Clark County School District.

WITNESS OUR SIGNATURES, this \_\_\_\_ day of \_\_\_\_\_, 2023.

United Citizen's Foundation: Employee:

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

## 2023 REVENUE VS EXPENSES

	January	February	March	April
<b>REVENUE</b>				
VOCA	\$63,142.73	\$70,731.27	\$19,238.97	\$0.00
MHBG	\$30,722.09	\$42,316.10	\$37,920.89	\$46,511.27
DEPOSITS	\$11,281.80	\$14,754.50	\$13,157.41	\$22,183.05
DOE	\$15,787.50	\$15,243.60	\$15,243.60	\$14,511.50
CCSD	\$41,173.75	\$34,241.38	\$25,944.81	\$217,584.06
CC ARPA	\$112,963.14	\$112,643.30	\$153,703.78	\$0.00
<b>TOTAL REVENUE</b>	<b>\$275,071.01</b>	<b>\$289,930.15</b>	<b>\$265,209.46</b>	<b>\$300,789.88</b>
<b>EXPENSES</b>				
Wage Pay	\$156,373.85	\$159,500.64	\$147,404.68	\$166,999.42
ADP Tax	\$51,727.39	\$46,193.61	\$42,857.21	\$56,684.19
ADP Payroll	\$363.75	\$366.80	\$357.65	\$394.25
Other expenses	\$29,465.72	\$45,527.58	\$39,386.62	\$48,445.92
Insurance premium	\$22,443.81	\$23,607.41	\$25,668.73	\$18,616.13
Holly	\$1,650.00	\$0.00	\$2,150.00	\$1,404.36
SBA Loan	\$2,208.00	\$2,208.00	\$2,208.00	\$2,208.00
<b>TOTAL EXPENSES</b>	<b>\$264,232.52</b>	<b>\$277,404.04</b>	<b>\$260,032.89</b>	<b>\$294,752.27</b>
<b>DIFFERENCE</b>	<b>\$10,838.49</b>	<b>\$12,526.11</b>	<b>\$5,176.57</b>	<b>\$6,037.61</b>