Welcome To Trees, Water and People

We have prepared these guidelines to provide you with information covering some aspects of your employment, and to answer many of the questions you might have about your job. These guidelines supersede all prior Trees, Water and People (hereafter “TWP”) policies and procedures, and all statements or commitments, oral and written, concerning the terms and conditions of your employment.

These guidelines are not a contract and impose no legally enforceable obligation on TWP. Provisions of the Employee Manual are only guidelines that TWP may or may not follow, and which TWP may interpret, in its sole discretion. All TWP employees are employed at will. Employees, or TWP, may terminate the employment relationship at any time, with or without prior notice, warning, procedure or formality, for any reason or no reason, with TWP's only obligation being the payment of wages earned and benefits vested through the last day worked. The nature, terms or conditions of TWP's employees' employment cannot be changed by any oral representation, custom, habit or practice, other than in a writing signed by the Board President. In the event of conflict between this disclaimer and any other statement, oral or written, present or future, concerning terms and conditions of employment, the at-will relationship confirmed by this disclaimer shall control. TWP reserves the right to change, replace, withdraw or deviate from any or all of the following guidelines without prior notice.
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MISSION

Trees, Water & People (TWP) improves people’s lives by helping communities to protect, conserve and manage the natural resources upon which their long-term well-being depends.

AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with TWP, which provides differently, all employment at TWP is “at-will.” That means that employees may be terminated from employment with TWP with or without cause, and employees are free to leave the employment of TWP with or without cause.

EQUAL EMPLOYMENT OPPORTUNITY

TWP provides equal employment opportunities to all employees and applicants for employment in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. To that end, no employee, volunteer, staff, Board Member, applicant, client or person served will be discriminated against by TWP based on race, color, religion, national origin, gender, age, sexual orientation, gender variance, marital status, military status or physical or mental disability.

WORKPLACE HARASSMENT

TWP has adopted a policy of “no-tolerance” with respect to unlawful employee harassment. In this connection, TWP expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, or status in any group protected by state or local law. Improper interference with the ability of TWP's employees to perform their expected job duties is not tolerated. VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE DISCHARGE.

It is not possible to describe or define all types of harassment. However, harassment includes verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age or disability, and that (i) has the purpose or effect of creating an intimidating, hostile, or offensive working environment, (ii) has the purpose or effect of unreasonably interfering with an individual's work performance, or (iii) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but it is not limited to, (i) epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin,
With respect to sexual harassment, TWP prohibits the following:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
   - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
   - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
   - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

2. Offensive comments, jokes, innuendos, and other sexually oriented statements.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Violating someone’s “personal space”.
- Lewd, off-color, sexually oriented comments or jokes.
- Suggestive or sexually explicit posters, calendars, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Offensive E-mail, voice-mail messages or faxes.
- Foul or obscene language, including sexually-oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one’s sex life, body, sexual activities deficiencies, or prowess.
- Questions about one’s sex life or experiences.
- Repeated requests for dates after being turned down.
Sexual favors in return for employment requests, or threats if sexual favors are not provided.

Any other conduct or behavior deemed inappropriate by TWP.

**Complaint Procedure**

All employees of TWP are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, all employees of TWP are responsible for respecting the rights of their coworkers.

If you feel that you are being harassed in any way by another employee or by a client, guest or vendor, it is your absolute right and obligation to promptly make your feelings known to your supervisor. If you are not satisfied with the way your complaint has been handled, if you do not feel comfortable discussing the matter with this individual or if this individual is the source of the problem, you should promptly report the problem to the Managing Director or the President of the Board of Directors. The matter will be thoroughly investigated and, where appropriate, disciplinary action will be taken, up to and including termination. You will not be penalized in any way for reporting such conduct concerning yourself or another person. Reprisals against any employee reporting an allegation of harassment will not be tolerated. This policy applies to all incidents of alleged harassment, including those which occur off-premises, or off-hours, where the alleged offender is a supervisor, coworker, or even a nonemployee with whom the employee is involved, directly or indirectly, in a business or potential business relationship. Harassment complaints shall be kept confidential to the extent possible.

Should the alleged harassment occur at a time other than your normal business hours, your complaint should be filed as early as practicable on the first business day following the alleged incident.

Please understand that TWP takes complaints of discrimination and harassment very seriously. TWP will undertake an investigation of any complaints.

If TWP determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

TWP prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.
DO NOT ASSUME THAT TWP IS AWARE OF YOUR PROBLEM. WE ARE NOT. IT IS YOUR RESPONSIBILITY TO BRING INFORMATION, COMPLAINTS AND/OR CONCERNS TO OUR ATTENTION IN ORDER THAT WE CAN TAKE ACTION TO RESOLVE THE PROBLEM.

OPEN DOOR POLICY

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If a situation exists that you believe is detrimental to you or to TWP, free discussion with your supervisor or the Managing Director is encouraged.

CONFLICT OF INTEREST

TWP employees are expected to avoid and protect against situations in which the objectivity or quality of their job performance can be negatively impacted or questioned because of affiliations of a business, family or other close relationship nature.

PERSONNEL FILES

TWP maintains personnel files on each employee. These files belong to TWP and TWP is not required to share the information contained in them with any person. The files contain documentation regarding all aspects of the employee's tenure with TWP, such as performance appraisals, beneficiary designation forms, disciplinary warning notices, and letters of commendation.

To ensure that your personnel file is up-to-date at all times, notify your supervisor of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employee benefits, TWP classifies its employees and other workers as follows:

- **Full time regular employees:** Employees hired to work TWP's normal, full-time, forty-hour workweek on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

- **Part-time regular employees:** Employees hired to work fewer than forty hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
• **Temporary employees**: Employees engaged to work full-time or part-time on TWP’s payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. (Note that a temporary employee may be offered and may accept a new temporary assignment with TWP and thus still retain temporary status.) Such employees may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of TWP.)

• **Nonexempt employees**: Employees who are required to be paid overtime at the rate of time and one half (i.e., one-and-one-half times) their regular rate of pay for all hours worked beyond forty hours in a work week, in accordance with applicable federal wage and law hours.

• **Exempt employees**: Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions are typically exempt. You will be informed of your initial employment classification as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed of any change in your exemption status. Please direct any questions regarding your employment classification or exemption status to your supervisor.

**SALARY BASIS POLICY**

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than $455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.
Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than $455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least $455 on a salary basis or on an hourly basis at a rate not less than $27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see TWP Policy on penalties for appropriate workplace conduct). In these circumstances, either partial day or full day deductions may be made.

TWP Policy

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all supervisors from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that TWP does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to the Managing Director.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.
HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

The normal work week for TWP shall consist of five (5), eight (8) hour days. Ordinarily, work hours are from 8:30 a.m. – 5:30 p.m., Monday through Friday, including one hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to TWP work assignments and Managing Director approval, the employee’s supervisor shall determine the hours of employment that best suit the needs of the work to be done by the individual employee.

RECORDING WORK HOURS

It is the policy of TWP to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work (including overtime where applicable) and of the accrued leave time you have taken, and to ensure that you are paid in a timely manner, you will be required to record your time worked and your absences on TWP’s time sheet which is available from the Director of Finance.

Employees are expected to take their lunch break unless permission is granted by your supervisor to skip lunch or to reschedule it.

Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsification of a time record or inputting for another employee is a breach of TWP policy and is grounds for disciplinary action, including the possibility of discharge.

LUNCH AND REST BREAKS

All full time employees must take at least a 30-minute lunch break. Employees may take two (2) ten (10) minute breaks during each workday. These breaks may not be combined with the lunch break, and may not be used at the start or the end of the employee’s workday.

Before leaving the office during business hours for any reason, employees should make suitable arrangements with other employees to ensure position coverage. Employees leaving the premise should tell their supervisor what time they would be returning.
TIME OFF PLAN

TWP currently provides time-off for non-exempt employees for hours worked in excess of regularly scheduled hours. The goal is to even out peak workloads by taking equivalent time off during the same work week. This helps employees maintain productivity and avoid burnout.

Example: If the employee has a night meeting, employee should come in later or leave early the following day or another day in the same week (week defined as 12:01 a.m. Sunday to midnight Saturday)

The Employee’s supervisor’s approval is required to work additional hours, and also to take corresponding time off.

REGULAR PAY PROCEDURES

All TWP employees are normally paid by check on the 15th and the last day of the month. If payday falls on a holiday observed by TWP, payday will be the last working day preceding the scheduled payday.

All required deductions, such as for federal, state, and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from your paychecks. From time to time TWP may offer benefits, which require a contribution from the employee. In this event, an employee’s acceptance of this benefit will be sufficient authorization for TWP to deduct a share of the premium or other payment for said benefit from the employee’s paycheck.

All employees are encouraged to set up direct deposit with the Director of Finance.

OVERTIME PAY PROCEDURES

If you are classified as a nonexempt employee (see the classifications of employment policy section for the definition of nonexempt employee), you will receive compensation for pre-approved overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all hours worked up to and including the fortieth hour in any given workweek.

2. You will be paid one-and-one-half times your regular hourly rate of pay for all hours worked beyond the fortieth hour in any given workweek or over twelve hours on any single day. Employees must actually work hours in excess of 40 in a workweek, or over 12 in a
workday, to receive overtime. Weeks in which a holiday occurs or personal leave is taken, may not qualify for overtime.

3. You will be paid one-and-one-half times your regular hourly rate of pay for all hours actually worked over twelve on any given day, regardless of the number of hours worked during the regular workweek.

For those times when an employee is asked to arrive early, work through a lunch hour, stay late or work on a holiday or during the weekend, the employee and supervisor are to make every effort to schedule an equal amount of time off during the same week so that the employee’s hours for the week do not exceed forty (40).

All overtime must be pre-approved by your supervisor.

Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

You will normally receive payment for overtime in the pay period following the period in which such overtime is worked, providing that your time record has been properly prepared, approved by your supervisor, and forwarded to payroll for processing in a timely manner.

**POSITION DESCRIPTION AND SALARY ADMINISTRATION**

Each position has a written job description. In general, the description includes the: purpose of the position, responsibilities, immediate supervisor(s), qualifications required and working conditions affecting the job, e.g., working hours, use of car, etc. The supervisor(s) or the Managing Director has discretion to modify the job description to meet the needs of TWP.

Paychecks are distributed on the 15th and the last day of each month, except when either of those days falls on a Saturday, Sunday or holiday, in which case paychecks will be distributed on the preceding workday. Timesheets for Nonexempt employees are due to the Director of Finance two days prior to each pay day. Timesheets for all Exempt employees are due on payday by noon. All salary deductions are itemized and presented to employees with their payroll information. Approved salary deductions may include: federal and state income taxes; social security, and Medicare; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

**JOB POSTINGS:** Current employees may apply for all position openings, for which the employee is qualified, and will be notified of openings when external recruitment begins. Employees’ basic eligibility for position openings is determined by the requirements of the particular job and the employees’ qualifications and skills
WORK REVIEW

The work of each employee is reviewed periodically by his/her supervisor to provide a systematic means of evaluating performance.

Performance reviews are a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past and anticipate TWP’s needs. An open and honest discussion concerning the employee’s performance is encouraged. The supervisor will communicate the needs of TWP and what is expected of the employee in contributing to the success of TWP for the coming year.

Both supervisor and employee will attempt to arrive at an understanding regarding the objectives for the coming year. Both parties will sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide to monitor employee progress relative to the agreed upon objectives.

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

BENEFITS

TWP provides a package of benefits to all eligible employees. However, plans may change or may be suspended or terminated from time to time at the sole and absolute discretion of TWP. The following outline of current 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 TWP. 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. Benefits, including the levels of deductibility, co-payments for all insurance and the provision of or continuation of any given benefit, shall be determined at the sole and absolute discretion of TWP.

A. Health Insurance

TWP provides individual medical and dental insurance benefits for eligible full-time employees.

Eligible employees may elect to participate in available health plan(s) offered by TWP. Employees must complete one month of continuous full-time employment before the benefits are offered. One month is defined as 30 days. Once an employee has completed the waiting period,
enrollment forms must be filled out and forwarded to American Insurance Consultants, Inc. An eligible employee has 30 days to submit the enrollment forms. Coverage will begin on the 1st of the month following submission of the enrollment forms.

TWP pays the *individual* premium for all eligible employees. Information about TWP’s health plan(s) will be provided to the employee at the time of employment. After June 6, 2006, no present or future employee not already receiving them may obtain *family* medical benefits through TWP and all employees currently receiving *family* medical benefits with TWP can continue family medical benefits until termination of employment.

**B. Tax Sheltered Annuity: 403B**

Eligibility: Any Employee

Employees have a choice of making a payroll deduction contribution to a retirement savings plan (403B). TWP selects the investment company that manages the tax-sheltered annuity. Pre-tax employee contributions are forwarded to the investment company. The investment 403B plan will have a variety of investment choices, which the employee selects. All funds deposited are at the control and discretion of the employee, subject to IRS and vendor regulations. Annual fees are the responsibility of the employee. There is *no* employer-matching fund.

**C. Pension Plan: SEP-IRA**

Eligibility: Employees must have completed three years of service during the past five years, be at least 21 years of age, and earn at least $500 dollars during the calendar year. (Note: The minimum earnings for eligibility are indexed.)

Annual contributions are completely discretionary on the part of Trees, Water & People, and will depend on TWP’s fiscal health and the demands placed on TWP resources.

All TWP contributions to the employee’s account are immediately and fully vested. Any annual individual account fees are the responsibility of the employee.

Trees, Water & People reserves the right to modify, amend or terminate the plan, or to reduce or suspend payments. This will not affect contributions already made on behalf of the employee.

**LEAVE BENEFITS AND OTHER WORK POLICIES**

**A. Holidays:** Full-Time Employees are eligible for 10.5 paid holidays per year as follows.

- New Year’s Day
- Martin Luther King, Jr.’s Birthday
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
The Day after Thanksgiving Day  
Christmas Eve (1/2 Day)  
Christmas Day

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 Managing Director. Part-time employees are not eligible 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 Managing Director will designate the workday that will replace the weekend holiday.

B. Vacation

Full-time employees earn Vacation benefits starting the first day of the employee’s first full month after the employee begins employment. All full-time employees earn two weeks (10 days) of paid Vacation annually. Vacation benefits will be accrued per pay period (twice a month).

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. Part-time employees are not eligible for Vacation benefits.

Employees may not accrue more than the maximum annual leave they are allowed. Once an employee reaches the 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 reaching the 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. Upon termination of employment, Employees are paid for any unused accrued vacation time.

C. Sick Leave

Sick leave benefits are earned on a prorated basis of four hours per month for full-time employees beginning at the first day of the first full month after the employee begins employment. Part-time employees are not eligible for paid sick leave benefits. Use of sick leave is subject to approval by the supervisor and the Managing Director.
Unused sick leave can accumulate from year to year up to a maximum of 30 days (210 hours) for full-time employees. Once an employee reaches this maximum number of hours, the employee shall cease to accrue any additional sick leave. If an employee's illness or injury requires a consecutive absence of five (5) days or more, physician documentation may be required.

Upon separation from employment, employees are not paid for any accrued sick leave.

D. Vacation Donation Policy

Scope

This policy applies to employees.

Policy

Any employee may voluntarily donate either a limited amount of vacation time to another employee who has exhausted all of their available sick time, vacation time and personal time.

The donor employee must provide written authorization for vacation hour donation up to a maximum of 8 hours per year. The total of regular hours worked and donated hours credited during any pay period cannot exceed the recipient employee's normal hours worked. Sick leave is not eligible for vacation donation.

Procedures

An employee who wishes to donate vacation time to another employee must submit request in writing.

The request should be submitted to Human Resources. Human Resources will verify that the employee has accrued the vacation time that they are donating. As this is intended as assistance for emergencies only, Human Resources will also verify that the employee receiving the donated time has exhausted all of their own available time off.

Once the confirmation is made, the request will be submitted to payroll for processing.

Donated vacation time may not be used in cases where the employee is receiving any financial payments from worker's compensation, disability or paid leave.
MILITARY LEAVES OF ABSENCE

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as is practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

COLORADO DOMESTIC VIOLENCE LEAVE

A Colorado employee who is a victim of domestic violence will be granted up to 3 working days of leave in any twelve-month period to: (1) seek a temporary restraining order; (2) obtain medical care for themselves or their children; (3) make their home secure; or (4) seek legal assistance or attend a court proceeding to address issues arising from the need for this leave. In accordance with state law, the employee must have been employed for one year to be eligible for domestic violence leave.

Leave will be granted provided the employee gives TWP reasonable advance notice (3 days or more) of the employee's intention to take time off and provides appropriate documentation, which could include documentation from the court or the prosecuting attorney that the employee appeared in court. In cases of imminent danger to the health and safety of the employee, reasonable advance notice is not required.

An employee must use any accrued unused vacation or paid time off before continuing leave on an unpaid basis.

To the extent allowed by law, TWP shall maintain the confidentiality of any employee requesting domestic violence leave.

VOTING TIME

Employees may take unpaid time off from work to exercise their right to vote in a federal or state election, although this time will need to be coordinated to allow phone coverage during regular office hours.
JURY AND WITNESS DUTY LEAVE

If you are a regular employee who is summoned to jury duty, TWP will continue your regular wage, during your active period of jury duty. You are also permitted to retain the allowance you receive from the court for such service.

All employees are allowed unpaid time off if summoned to appear in court as a witness.

To qualify for jury or witness duty leave, you must submit to your supervisor a copy of the summons to serve as soon as it is received. In addition, certificate of service must be submitted to your supervisor when your period of jury or witness duty is completed.

BEREAVEMENT LEAVE

Full-Time Employees shall be entitled to bereavement leave with pay of five (5) days in the event of a death in the employee’s immediate family (spouse/life partner, child, parent, grandparent, sister or brother, father-in-law, mother-in-law or grandchildren). If an employee wishes to take bereavement leave, the employee will notify the Managing Director immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with the Managing Director's approval, available paid leave for additional time off as necessary and in accordance with operating needs.

REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities such as mileage or transportation, parking fees, business telephone calls, lodging, and meal costs while traveling on TWP’s business.

Employees may be granted leave to attend a conference or professional meeting related to their professional development, and/or TWP’s current and anticipated work. Expenses for these purposes can be paid by TWP, if funds are available, and the employee obtains prior written approval of such expenses. Employees authorized to use their personal cars for TWP’s business are reimbursed at the U.S. Internal Revenue Service approved rate.

Forms are provided to request reimbursement from the Director of Finance for actual expenses. Receipts must be provided in a timely manner for all expenditures made in order to claim reimbursement.

SEPARATION

Either TWP or the employee may initiate separation. After receiving such notice, an exit interview will be scheduled by the Managing Director or his or her designee. The Managing
Director 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.

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 Managing Director has authority to discharge an employee from the employ of TWP. As stated above, all employment at TWP is “at-will.” That means that employees may be terminated from employment with TWP with or without cause, and employees are free to leave the employment of TWP with or without cause.

At the sole discretion of the Managing Director, an employee may be asked to leave immediately or be given a period of notice.

RETURN OF PROPERTY

Employees are responsible for TWP’s 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,
- Office/building keys,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Managing Director or his or her designee, employees must return all TWP’s property that is in their possession or control. TWP also may take any action deemed appropriate to recover or protect its property.

PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to the efficient operation of TWP. Employees are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and TWP.
Employees failing to adhere to proper TWP standards with respect to appearance and demeanor are subject to disciplinary action. This includes refraining from wearing inappropriate attire, such as revealing or provocative clothing to work or wearing clothing with inappropriate language or pictures, at TWP's parties and other functions and events that are directly or indirectly related to the business or activities of TWP.

GUIDELINES FOR APPROPRIATE CONDUCT

As an integral member of the TWP team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This involves respect for the rights and feelings of others refraining from any behavior that might be harmful to you, your coworkers, and/or TWP, or that might be viewed unfavorably by current or potential clients or by the public at large.

TWP expects all employees to perform their jobs to the highest professional and business standards at all times and will not tolerate inappropriate or insubordinate conduct. TWP therefore reserves the right, in all instances, to impose discipline, up to and including discharge, with or without prior warning, procedure or formality for inappropriate or insubordinate conduct. While common sense is the best guide for determining whether conduct is appropriate, if you have any questions concerning the permissibility of any action, you are responsible for contacting your supervisor, in advance, for clarification. Whether an employee's performance, conduct or behavior warrants disciplinary action is within the judgment and discretion of TWP, as is the appropriate type of discipline in a particular instance. TWP does not intend by these guidelines to create any expectation that any employees will be assured of any particular form of disciplinary action, such as warnings or notice, or progressive discipline, prior to discharge. Rather, discipline shall in all cases be imposed at TWP's discretion, in consideration of factors TWP deems appropriate.

SMOKING/CHEWING TOBACCO

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking and/or tobacco chewing is prohibited. Because TWP may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy.

DRUG-FREE WORKPLACE

It is the policy of TWP to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines TWP's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in TWP business is strictly prohibited.
SAFETY AND HEALTH

TWP is committed to providing a safe and healthful working environment. In this connection, TWP makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

TWP's policy is aimed at minimizing the exposure of our employees, clients, and other visitors to our facilities to health or safety risks. To accomplish this objective, all TWP's employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

TWP will provide and maintain a Workers Compensation policy that includes all employees.

The responsibility of all employees of TWP in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
3. Reporting to supervisors, in writing, within four (4) days of any injury a complete report of any accident or injury.
4. Reporting unsafe conditions, equipment, or practices to supervisory personnel;
5. Using safety equipment provided by TWP at all times;
6. Observing conscientiously all safety rules and regulations at all times; and
7. Notifying their supervisors, before the beginning of the workday, of any medication they are taking, that may cause drowsiness or other side effects that could lead to injury to them and their coworkers.

WORKPLACE VIOLENCE

TWP is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at TWP. In this connection, it is the policy of TWP to expressly prohibit any acts or threats of violence by any TWP employee or former employee against any other employee in or about TWP's facilities or elsewhere at any time. TWP also will not
condone any acts or threats of violence against TWP's employees, clients, or visitors on TWP's premises at any time or while they are engaged in business with or on behalf of TWP, on or off TWP's premises.

In furtherance of this policy, employees have a "duty to warn" their supervisors, of any suspicious workplace activity or situations or incidents that they observe or that they are aware of and involve other employees, former employees, clients, or visitors that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. TWP will not condone any form of retaliation against any employee for making a report under this policy.

INTERNET USAGE POLICY

This policy is designed to define expectations for employees of TWP when using TWP Internet resources. The following guidelines have been established to help ensure responsible and productive Internet usage:

All Internet data composed, transmitted or received via our computer communications systems is considered to be part of the official records of TWP. TWP has the right to view all private files that have been downloaded or to monitor Internet and E-mail communications.

- Employees should always ensure that the business information contained in the Internet, E-mail or other transmissions is accurate, appropriate, ethical and lawful.

- The equipment, services and technology provided to access the Internet remain at all times the property of TWP.

- Data that is composed, transmitted, accessed or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person.

Examples of unacceptable content may include, but are not limited to:

1. Sexual comments or images
2. Racial slurs
3. Gender specific comments
4. Any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation or any other characteristic protected by law.

- The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the Internet is expressively prohibited.
☐ Any employee who knowingly tries to propagate the Internet or internal resources with a computer virus will be subject to termination.

☐ TWP has installed systems to impede intrusion by outside hackers. It is important that the integrity of these systems be maintained. Any user who tries to override these security measures will be subject to termination.

☐ It is unlawful to download copyrighted software from the Internet without permission from the copyright holder. In carrying out this action you will assume full responsibility for and absolve TWP from your unauthorized action.

ELECTRONIC AND TELEPHONIC COMMUNICATIONS

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of TWP. The use of any software and business equipment, including, but not limited to facsimiles, telecopiers, computers, and copy machines for private purposes is strictly prohibited.

Employees using this equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized TWP representative. All pass codes are the property of TWP. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to TWP. Moreover, improper use of the E-mail system (e.g., spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with TWP's legitimate business interests, authorized representatives of TWP may monitor the use of such equipment from time to time. This may include listening to stored voice-mail messages.

MOONLIGHTING

Although TWP expects you to devote your primary efforts towards your duties and responsibilities with us, you may engage in outside employment with the prior approval of your immediate supervisor and the Managing Director. Generally, outside employment will be approved if it:

- Does not conflict with your responsibilities at TWP, including your ability to work overtime as required in your position;
- Does not interfere with your performance at TWP;
- Does not prove detrimental to the interests of TWP;
- Does not involve a conflict of interest or the appearance of a conflict of interest (such as working for a competitor, vendor, or customer); and
- Does not involve the use of confidential or proprietary information of TWP or its customers.

Before you serve as a paid officer, director, or advisor for another organization, TWP must determine that your accepting such a role is in the best interests of TWP. Such determinations will be made by your immediate supervisor.

Any issues regarding any outside employment you may be contemplating should be resolved prior to your accepting such employment.
EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of TWP's employment guidelines. I understand that TWP's guidelines are not a contract and impose no legal obligation of any kind on TWP. I understand my employment with TWP is “at will”, and may be terminated by me or by TWP at any time, without prior notice, at any time, without any procedure or formality, for any reason or no reason, TWP's sole obligation being payment of wages earned and benefits vested, if any, as of the date and hour of termination. No representative of TWP, other than its Managing Director, has the authority to enter into a contract with any employee concerning any term or condition of employment, and that authority can be exercised only in writing signed by the employee and by the Board President. In the event of any contrary statement, oral or written, now or in the future, the at-will relationship established by this paragraph shall occur. Provisions in the Employee Manual are only guidelines that TWP may or may not follow, and which TWP may interpret, in its sole discretion. No Employee Manual provision or collection of provisions creates an express or implied contract or other legal rights as to duration or any other condition of employment. TWP reserves the right to change Employee Manual provisions at any time without prior notice.

EMPLOYEE'S NAME (printed):

_____________________________________

EMPLOYEE'S SIGNATURE:

_____________________________________

DATE:

_____________________________________

[Leave in Manual for Employee]
EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of TWP's employment guidelines. I understand that TWP's guidelines are not a contract and impose no legal obligation of any kind on TWP. I understand my employment with TWP is “at will”, and may be terminated by me or by TWP at any time, without prior notice, at any time, without any procedure or formality, for any reason or no reason, TWP's sole obligation being payment of wages earned and benefits vested, if any, as of the date and hour of termination. No representative of TWP, other than its Managing Director, has the authority to enter into a contract with any employee concerning any term or condition of employment, and that authority can be exercised only in writing signed by the employee and by the Board President. In the event of any contrary statement, oral or written, now or in the future, the at-will relationship established by this paragraph shall occur. Provisions in the Employee Manual are only guidelines that TWP may or may not follow, and which TWP may interpret, in its sole discretion. No Employee Manual provision or collection of provisions creates an express or implied contract or other legal rights as to duration or any other condition of employment. TWP reserves the right to change Employee Manual provisions at any time without prior notice.

EMPLOYEE'S NAME (printed):

_____________________________________

EMPLOYEE'S SIGNATURE:

_____________________________________

DATE:

_____________________________________

[Employee Personnel File Copy]