



DRAFT MUTEH, INC.

Personnel Policies and Procedures

Effective Date: August 2, 2019

MUTEH, INC.

Personnel Policies and Procedures

Welcome and Introductory Statement

We welcome you as a member of the MUTEH staff. We will endeavor to provide a workplace that is supportive of you. We hope that you have a pleasant, productive and enriched experience with MUTEH as you work toward your personal goals.

This handbook is designed to further acquaint you with the organization and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. It is the purpose of this manual to establish and maintain a uniform system for managing personnel matters, to comply with applicable employment laws, and to provide for the standard terms and conditions of employment with MUTEH in a clear and comprehensive fashion. It is also intended that these personnel policies and procedures will serve as a guide for employees in their routine work activities and relationships so that the objectives of MUTEH and those of the employee can be achieved.

Employees are expected to read, understand, and comply with all provisions of this handbook in order to establish an employment relationship based on the complete understanding of policies, requirements, and expectations, and MUTEH's method of conducting personnel matters. It describes many of your responsibilities as an employee and outlines the programs developed by MUTEH to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. Each employee shall receive a copy of this manual upon his or her orientation to employment with MUTEH. All employees are required to sign the employee acknowledgement form provided with your copy of the handbook indicating that you have read and understand the provisions of this handbook. Employees must return this form within three (3) business days of receipt of this handbook. MUTEH Fiscal Operations Manual outlines the standards for payroll, travel, and procurement procedures. Employees will be held to these standards in the Fiscal Operations Manual.

The Board of Directors of MUTEH believe that the success of its programs and the furtherance of its Vision and Mission depends largely on the quality of its employees and the development of each employee's full potential. MUTEH also recognizes that employees differ in their skills, goals, perceptions, and values, and that conditions may arise that are either not addressed or are insufficiently addressed by this manual. This may result in conflict. In such cases, MUTEH will make personnel decisions that are fair and equitable, while at all times ensuring that the best interests of MUTEH are served.

MUTEH asserts that it has the right to employ the best-qualified persons available and that the continuation of employment is based on the need for work to be performed, the availability of

MUTEH, INC.

Personnel Policies and Procedures

revenue, effective job performance, and proper personnel conduct. Employees may be terminated at will if the proper terms of employment are violated. Nothing in the handbook is intended to, nor does it create a contract of employment for a definite term. All employment is at-will, which means that either the employee or MUTEH can terminate the relationship at any time. Simultaneously, employees deserve to be fully informed of their duties and responsibilities, to be provided with adequate supervisory direction, to be informed of their performance levels, to be compensated based on the value of their contributions, to be considered for promotional opportunities, and to be treated with dignity and respect at all times.

It is the policy of MUTEH to employ, retain, promote, terminate, or otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's gender, race, color, religion, national origin, pregnancy, age, marital status, sexual orientation, or disabling condition.

The policies and procedures set forth in this manual prescribe the terms, conditions, and standards of personnel operations for MUTEH, the conduct of which is neither contractually binding nor restrictive in terms of employment or interpretation by MUTEH. They do not alter the at-will status of employment with MUTEH.

No employee handbook can anticipate every circumstance or question about policy. Therefore, MUTEH reserves the right to revise, supplement, or rescind any policies of this handbook as it deems appropriate. It will do so at its sole and absolute discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Directors of MUTEH.

MUTEH, INC.

Personnel Policies and Procedures

Organization Description

MUTEH is headquartered in Jackson, Mississippi with offices in Meridian, Tupelo, Hattiesburg, and Merigold MUTEH's mission is to identify, engage, serve, and advocate for vulnerable populations within the state of Mississippi, while providing research-based supportive housing services; promoting affordable housing development; and to collect, analyze, and report on the data variables that guide the mission forward. As an organization, MUTEH's primary objective is transitioning vulnerable populations into stable housing while also integrating and connecting them into the community.

MUTEH has multiple programs, some of which can serve all 82 counties in the state. Local, state and federal funds are used to operate a wide range of program activities. MUTEH partners with organizations on local and state levels, as well as within cities around the state in a constant effort to serve the hardest-to-reach populations and put an end to homelessness.

MUTEH is governed by a 5 member Board of Directors. It is administered by an Executive Director and Chief Financial Officer, and staffed by personnel appointed by the Executive Director. Both the Executive Director and Chief Financial Officer are responsible to the Board; all others are responsible to the Executive Director.

MUTEH, INC.

Personnel Policies and Procedures

Nature of Employment

Effective Date: August 2, 2019

Revision Date:

Employment with MUTEH is entered into voluntarily, and the employee is free to resign at will at any time, with or without cause. Similarly, MUTEH may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between MUTEH and any of its employees. The provisions of the handbook have been developed at the discretion of the Board of Directors and may be amended or canceled at any time, at the Board's sole discretion, in writing signed by the Chair of the Board of Directors.

MUTEH, INC.

Personnel Policies and Procedures

Equal Employment Opportunities, Anti-Harassment Policy and Complaint Procedures

Effective Date: August 2, 2019

Revision Date:

MUTEH is an equal opportunity employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MUTEH will be based on merit, qualifications, and abilities. MUTEH does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran's status, or any other characteristic protected by law.

MUTEH in an effort to encourage diverse perspectives on it's teams will strive to staff from a variety of racial and ethnic backgrounds. Every single employee at MUTEH is fully respected and valued for the contributions that they bring to the organization, regardless of individual differences. This means that all individuals have equal opportunities regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran's status, or any other characteristic protected by law. Equal opportunity extends to all aspects of the employment relationship including but not limited to hiring, promotions, training and development, working conditions, compensation, and benefits.

In an effort to promote diversity and inclusion, MUTEH will conduct annual training in the workplace. Attendance at diversity and inclusion training is mandatory.

It is further the policy of MUTEH to provide a work environment free from hostile, offensive, intimidating, or harassing conduct on the basis of race, color, sex, sexual orientation, gender identity, religion, age, national origin, handicap, disability, veteran's status, or other unlawful criteria. Intimidation and harassment can arise from physical or verbal behavior and includes, but is not limited to, physical or mental abuse, racial insults, ethnic slurs, or religious slurs. Any such harassment is prohibited by MUTEH's policy and will be considered grounds for disciplinary action up to and including termination of employment.

MUTEH will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including advertisement, selection, job assignment, compensation, discipline, termination, and access to benefits and training.

MUTEH, INC.

Personnel Policies and Procedures

The cooperation of all employees is necessary to implement the equal opportunity and anti-harassment policies. If you believe that you have been discriminated against or that you have been harassed because of your sex, race, color, religion, age, national origin, disability, handicap, veteran's status, sexual orientation, gender identity or other unlawful criteria, you should contact your immediate supervisor. If you are uncomfortable discussing this matter with your immediate supervisor or do not feel that your concerns have been addressed, you should contact the EEO officer who is the Director of Compliance. If you are uncomfortable discussing this matter with the Director of Compliance or do not feel that your concerns have been addressed, you should contact the Executive Director. MUTEH prohibits any retaliatory action against persons reporting conduct which is believed by the reporting individual to be in violation of this policy. MUTEH will promptly and replace with the following language to incorporate Ledger's suggested revisions: MUTEH will promptly investigate your concerns within five (5) business days and take whatever corrective action is necessary and appropriate, up to and including termination of employment of the offender. The investigation will be fair and just (both to the accuser and the alleged offender) and will include interviews with the accuser, the alleged offender, and any applicable witnesses.

MUTEH, INC.

Personnel Policies and Procedures

Sexual and Other Unlawful Harassment

Effective Date: August 2, 2019

Revision Date:

MUTEH is committed to providing a work environment that is free from sexual harassment. MUTEH will not tolerate offensive or inappropriate sexual behavior and requires all personnel to refrain from any action or conduct that could be viewed as sexual harassment.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, firing, promotion, or salary.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, posters, calendars, graffiti, or material.
- Verbal conduct that includes making or using derogatory comments, sexual comments, epithets, slurs, or sexual jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

MUTEH, INC.

Personnel Policies and Procedures

- Sending any material, including but not limited to comments or pictures, that is of a sexual nature to an employee through text messages, e-mail, social media, or any other type of electronic forms of communication.

Sexual harassment in the workplace is unlawful and will not be tolerated by MUTEH. MUTEH views sexual harassment actions very seriously. Anyone who experiences or witnesses sexual or other unlawful harassment in the workplace should report it immediately to their immediate supervisor. If the supervisor is unavailable or an employee believes it would be inappropriate to contact that person, or if the employee does not feel that the supervisor has addressed their concern, they should immediately contact the Director of Compliance or any other member of management. If an employee does not feel that the concern has been addressed, the employee should notify the Executive Director. If an employee still does not feel that the concern has been addressed, the employee should notify the Chairperson of the Board of Directors. An employee can raise concerns and make reports without fear of reprisal or retaliation. No employee may take retaliatory action against another employee who has made a good faith complaint about harassment or discrimination prohibited by this policy.

All allegations of sexual harassment will be promptly investigated within 5 business days. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director and Director of Compliance or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

MUTEH, INC.

Personnel Policies and Procedures

Fraternization (Office Dating) Policy

Effective Date: August 2, 2019

Revision Date:

Employees may date and develop friendships and relationships with other employees (both inside and outside of the workplace) as long as it is disclosed to the Director of Compliance and the relationships don't have a negative impact on their work or the work of others. Any relationship that interferes with MUTEH's culture of teamwork, the harmonious work environment, the productivity of employees, or employees' job performance will result in disciplinary action, up to and including termination of employment. Adverse workplace behavior or behavior that affects the workplace that arises because of personal relationships will not be tolerated.

Dating relationships are not permitted between leadership and employees. These relationships may be perceived as favoritism, misuse of authority, or potentially sexual harassment, which is unlawful and will not be tolerated. The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations.

MUTEH encourages a culture of transparency for employees in order to eliminate gossip and mitigate the potential impact of two employees dating. If a relationship between employees becomes romantic, the employees must report their relationship to the Director of Compliance or the Executive Director. The employees may be asked to indicate in writing that their relationship is consensual, that neither employee will engage in favoritism, and that neither will take legal action against the employer if the relationship ends.

Employees who disregard this policy will receive disciplinary action, up to and including, termination of employment.

MUTEH, INC.

Personnel Policies and Procedures

Business Ethics and Conduct

Effective Date: August 2, 2019

Revision Date:

The successful business operations and the reputation of MUTEH are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of MUTEH is dependent upon the public's trust and we are dedicated to preserving that trust. Employees owe a duty to MUTEH to act in a way that will merit the continued trust and confidence of the Board of Directors and the public. Any acts of libel, slander, or defamation regarding MUTEH will not be tolerated and can lead to disciplinary action, up to and including possible termination of employment and legal action against the employee. In keeping with this policy employees must sign a non-defamation clause (see appendix D)

MUTEH will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Executive Director for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every MUTEH employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

MUTEH, INC.

Personnel Policies and Procedures

Federal Law on Political Activity (Hatch Act)

Effective Date: August 2, 2019

Revision Date:

All employees are governed by the provisions of the Federal Law on political activity – the Hatch Act. In accordance with this law, listed below are the political activities full-time or part-time that employees may and may not participate in:

Employees may:

- be candidates for public office in nonpartisan elections
- register and vote as they choose
- assist in voter registration drives
- express opinions about candidates and issues
- contribute money to political organizations
- attend political fundraising functions
- attend and be active at political rallies and meetings
- join and be an active member of a political party or club
- sign nominating petitions
- campaign for or against referendum questions, constitutional amendments, municipal ordinances
- campaign for or against candidates in partisan elections
- make campaign speeches for candidates in partisan elections
- distribute campaign literature in partisan elections
- hold office in political clubs or parties

Employees may not:

- use official authority or influence to interfere with an election
- solicit or discourage political activity of anyone with business before their agency
- solicit or receive political contributions (may be done in certain limited situations by federal labor or other employee organizations)
 - be candidates for public office in partisan elections or
 - engage in political activity while: on duty, in a government office, wearing an official uniform or using a government vehicle
- wear partisan political buttons on duty

MUTEH, INC.

Personnel Policies and Procedures

Immigration Law Compliance

Effective Date: August 2, 2019

Revision Date:

MUTEH is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with MUTEH within the past three years, or if their previous I-9 is no longer retained or valid.

MUTEH uses E-Verify to determine the eligibility of an employee to work in the United States.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Chief Financial Officer. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

MUTEH, INC.

Personnel Policies and Procedures

Outside Employment and Conflict of Interest

Effective Date: August 2, 2019

Revision Date:

Any outside employment must be approved by the employee's supervisor and the Executive Director.

Outside employment that constitutes a conflict of interest is prohibited. This may include services that MUTEH ordinarily provides for its membership. Employees may not receive any income or material gain from individuals outside MUTEH for services rendered while performing their jobs at MUTEH. Employees may not receive any income from MUTEH programs for renting their personal property to a MUTEH client unless permission is received by MUTEH's Board of Directors and a representative from the funding agency.

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

MUTEH, INC.

Personnel Policies and Procedures

Disability Accommodations

Effective Date: August 2, 2019

Revision Date:

MUTEH is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

Reasonable accommodations are available to all disabled employees, where their disability affects the performance of essential job functions, if the accommodation does not cause an undue hardship on MUTEH. Any employee requiring an accommodation should report this need to the Director of Compliance or Executive Director so that reasonable accommodations can be considered.

MUTEH is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

This policy is neither exhaustive nor exclusive. MUTEH is committed to taking all other actions necessary to ensure equal employment opportunities for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

MUTEH, INC.

Personnel Policies and Procedures

Employment Categories

Effective Date: August 2, 2019

Revision Date:

It is the intent of MUTEH to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and MUTEH.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay (time and ½) for every hour worked over a 40 hour work week as defined by the Fair Labor Standards Act. EXEMPT or NONEXEMPT classification may be changed only upon written notification by MUTEH management

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME PERMANENT: Employees who are funded through a grant that can reasonably expect renewal each year, scheduled for at least 35 hours per week for 12 months. Full-time permanent employees receive the full benefit package.

PART-TIME PERMANENT: Employees who are funded through a grant that can reasonably expect renewal each year, scheduled for 34 hours or less per week for 12 months. While part-time employees receive all legally mandated benefits (such as FICA, Medicare, and Workers' Compensation Insurance), they receive a pro-rata share of the benefit package.

FULL-TIME TEMPORARY: Employees who are funded through a grant that has an established ending date with no renewal, scheduled for at least 35 hours per week for the length of the grant. Full-time temporary employees may receive the full benefit package, depending on funding availability.

PART-TIME TEMPORARY EMPLOYEES: Employees who are funded through a grant that has an established ending date with no renewal, scheduled for 34 hours or less per week for the length of the grant. While temporary employees receive all legally mandated benefits (such as FICA, Medicare, and Workers' Compensation Insurance), they may receive a pro-rata share of the benefit package, depending on funding availability.

MUTEH, INC.

Personnel Policies and Procedures

Note: Fringe benefits are to include all mandated Federal and State taxes as well as health and life insurance policies made available through MUTEH, holidays, and leave.

*site FLSA- review later

MUTEH, INC.

Personnel Policies and Procedures

Job Postings

Effective Date: August 2, 2019

Revision Date:

MUTEH provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although MUTEH reserves its discretionary right to not post a particular opening.

Job openings will be posted on Indeed.com and wings.mdes.ms.gov job website. Postings normally remain open for thirty (30) days or until the position is filled. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least one year in their current position. Employees who are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a letter and resume to the Director of Compliance and/or the Executive Director and through online postings that list job-related skills and accomplishments. The letter should describe how their current experience with MUTEH and prior work experience and/or education qualifies them for the position. Employees who apply and meet job qualifications will be interviewed by the Executive Director and/or Program Director.

In addition to current employees, employees who were previously laid off due to funding availability can apply for open positions, but must follow the above processes.

MUTEH, INC.

Personnel Policies and Procedures

Employment of Staff

Effective Date: August 2, 2019

Revision Date:

Each applicant applying for a job with MUTEH must furnish the required information by submitting a resume. No person will be considered for employment in a permanent or temporary position if he or she is the spouse of the Board of Directors of MUTEH, or is in a committed relationship with a Board of Directors member. Other family members may be employed, but under no circumstances should any employee be supervised by a family member.

MUTEH relies upon the accuracy of information contained in resumes submitted, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

The Executive Director and/or Program Director and/or Director of Compliance will screen applicants. Initial salaries are based on existing staff salary structure and budget limitations. A formal hire letter will be sent to the prospective employee offering the job, stating the position and salary, and the date that employment begins. A copy of this letter will become a part of the employee's file.

All employees of MUTEH will be considered on probationary status until completion of the first six (6) months of service to ensure that the employee is willing and capable of performing the duties of the position. Both during and after the probationary period, an employee can be terminated for any or no reason, with or without cause. The Executive Director may extend the time of the probationary period if the employee shows promise but has not reached expected achievement.

MUTEH, INC.

Personnel Policies and Procedures

Job Descriptions

Effective Date: August 2, 2019

Revision Date:

MUTEH makes every effort to create and maintain accurate job descriptions for all positions with the organization.

MUTEH maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, identifying the employee's direct supervisor, establishing hiring criteria and establishing a basis for making reasonable accommodations for individuals with disabilities. New employees will be provided a job description and agency organizational chart as part of their orientation. The orientation will clearly identify the employee's supervisor.

Job descriptions are prepared by appropriate personnel when new positions are created. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. Job descriptions shall be reviewed annually at the time of the employee evaluation in order to ensure correspondence with the actual job performed by the employee. Any changes in the job description will be noted, and a new job description will be developed. The approved job description shall then be placed in the personnel file.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Employees should contact the Executive Director and/or the Director of Compliance if there are any questions or concerns about job descriptions.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. The Executive Director shall meet monthly with employees. This may be in individualized meetings, or in a group "staff" meeting. The President of the Board of Directors of MUTEH shall meet at least monthly with the Executive Director or the Personnel Committee of the organization.

Each employee, intern, and volunteer is directly responsible to a supervisor in order to ensure accountability for the performance of assigned duties and responsibilities. Interns and volunteers are supervised in the same fashion as employees.

MUTEH, INC.

Personnel Policies and Procedures

Salary Rate and Pay Adjustments

Effective Date: August 2, 2019

Revision Date:

The Executive Director will determine the salary rate for a new employee based on the employee's years of formal education, job-related experience, the requirements of the position, and revenue available for such position.

Merit-based/cost of living pay adjustments may be awarded by MUTEH in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, with approval by the Executive Director and other supervisory personnel.

Annual personnel reviews are conducted jointly between the employee and the employee's supervisor. These evaluations shall be conducted on the anniversary date of employment each year. The Personnel Committee shall perform the job evaluation for the Executive Director. The evaluation shall be filed in the employee's personnel file.

The evaluation shall be based on specific accomplishments as they relate to the job description, and supportive evidence should be provided if the job performance has not been satisfactory. Agreement should be reached on those areas where the employee's accomplishments have not met desired standards.

The evaluation should be signed by the employee and the employee's supervisor. The employee may receive a copy of the evaluation if he/she desires. Employees may make written comments regarding their evaluation if desired.

*review at a later date

MUTEH, INC.

Personnel Policies and Procedures

Employment Reference Checks

Effective Date: August 2, 2019

Revision Date:

To ensure that individuals who join MUTEH are well qualified and have a strong potential to be productive and successful, an effort will be made to contact a majority of applicant references.

The Executive Director and/or the Director of Compliance will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and positions(s) held. No additional employment data will be released without written authorization and release signed by the individual who is the subject of the inquiry.

MUTEH, INC.

Personnel Policies and Procedures

Training and Development

Effective Date: August 2, 2019

Revision Date:

Each employee shall have the opportunity to participate in an ongoing training and development program that offers the opportunity for improvement in their knowledge, skill, and ability to serve member agencies of the corporation.

The goals of the training program shall include continued development of skills and information which will enhance the employee's ability to carry out the agency's programs, the development of skills in working cooperatively and effectively with other personnel, and the development of an awareness, sensitivity and appreciation of the cultures, and perspective of consumers served by member agencies.

MUTEH may be able to pay for continuing education credits to maintain an employee's professional license if the grant can pay for it, and if it is relevant to the employee's role and within the organization's mission. In the event that MUTEH does not pay for the continuing education, the employee will be compensated for their attendance at their normal rate of pay.

MUTEH, INC.

Personnel Policies and Procedures

Personnel Record Contents and Access to Personnel Files

Effective Date: August 2, 2019

Revision Date:

MUTEH maintains a personnel file on each employee. The personnel file includes the following information:

- Application
- Resume
- Job description
- Copies of degrees or certificates
- Salary, position, start date letter from Program Director or Executive Director of MUTEH
- Approval to engage form
- Form I-9
- Policies and procedures form
- Driver's license and vehicle insurance form
- Drug-free workplace form
- State withholding form
- W-4 form
- Insurance enrollment and deduction forms (if applicable)
- Copy of awards, recognitions, and letters of recommendations
- Job evaluations (at 90 days' employment and annually thereafter)
- Individual disciplinary action
- Termination summary
- Emergency contact information
- Signed Code of Conduct (see Appendix B)
- Signed Employee Acknowledgement Form regarding handbook (see Appendix A)

The employee shall complete the application, provide letters of reference, verification of education, and licensing where appropriate.

The Program Director shall ensure that each employee receives a letter confirming the agreed-upon terms of employment. The letter should include the title of the position offered, the salary, and the starting date.

The Program Director shall ensure that termination summaries are completed and filed in the former employee's personnel record.

MUTEH, INC.

Personnel Policies and Procedures

Personnel files are the property of MUTEH, and access to the information they contain is restricted. Generally, only supervisors and management personnel of MUTEH who have a legitimate reason to review information in a file are allowed to do so.

Consistent with the requirements of the Americans with Disabilities Act, medical documents will be maintained in a separate confidential file.

Employees who wish to review their own file should contact the Executive Director and/or the Director of Compliance. With reasonable advance notice, employees may review their own personnel files in MUTEH's office in the presence of the Executive Director or his designee.

MUTEH, INC.

Personnel Policies and Procedures

Employee Protection (Whistleblower) Policy

Effective Date: August 2, 2019

Revision Date:

It is the intent of MUTEH to adhere to all laws and regulations that apply to the organization and for its employees to do the same. The support of all employees is necessary to achieving compliance with various laws and regulations. If any employee reasonably believes that some policy, practice, or activity of MUTEH is in violation of law, or that an employee has engaged in unlawful activity, a written complaint should be filed with the Executive Director or the Board Chair. MUTEH will investigate, and, if appropriate, take corrective action, which may include disciplinary action, up to and including termination of employment.

MUTEH will not retaliate against an employee who in good faith discloses or threatens to disclose to a supervisor or a public body, any activity, policy or practice of MUTEH that the employee reasonably believes is unlawful.

MUTEH, INC.

Personnel Policies and Procedures

Employee Benefits

Effective Date: August 2, 2019

Revision Date:

Eligible employees at MUTEH are provided a wide range of benefits. A number of the programs (such as Medicare, retirement, Worker's Compensation, and Unemployment Insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Benefit Conversion at Termination
- Bereavement Leave
- Family and Medical Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Military Leave
- Annual Leave
- Sick Leave
- Travel Reimbursement
- Retirement Benefits

Benefit programs are fully paid by MUTEH at this time, although MUTEH reserves the right to terminate or alter benefits at any time.

MUTEH, INC.

Personnel Policies and Procedures

Annual Leave/Vacation Leave

Effective Date: August 2, 2019

Revision Date:

Each full-time employee hired by MUTEH earns annual leave. Accrual of leave begins the first (1st) day of employment, but cannot be used until after the 180-day employee probationary period. Although employees are earning vacation days during the 180-day probationary period, those days are not available to be taken until after the probationary period has passed. All leave will be charged and recorded to the nearest one-half (1/2) hour. Leave is subject to approval by both the supervisor and the Executive Director. Leave forms are to be completed as early as possible. The immediate supervisor will approve or disapprove leave requests in writing.

Annual/Vacation Leave will be earned at varying rates due to length of employment as follows:

Service Time	Annual Leave
01 – 36 months	One day of vacation for each full month worked (12 days of vacation each year)
37-60 months	12 hours for each full month worked (18 days of vacation each year)
61-120 months	16 hours for each full month worked (24days of vacation each year)
120+ months	Unlimited vacation leave

Annual/Vacation leave must be requested in writing to the Program Director, giving at least 7 days prior notice. The Program Director may deny vacation leave if requested without proper notice, or if the person's absence from work at a particular time would be detrimental to the work of MUTEH. Annual leave shall be granted at such time as it will least interfere with efficient operations of MUTEH.

Employees are encouraged to take their full days of vacation each year. Only 83% of your vacation days may be carried forward into the next fiscal year.

MUTEH, INC.

Personnel Policies and Procedures

Annual leave may not be taken in advance of being earned unless approved by both the supervisor and the Executive Director. With their approval, up to twenty-four (24) hours may be advanced.

Annual leave must be used to supplement sick leave if all available sick leave days have been used.

Payment for unused annual leave will be made upon termination of employment.

Official Holidays, Saturdays, and Sundays are not chargeable to annual leave when they fall within a period of leave taken.

MUTEH, INC.

Personnel Policies and Procedures

Sick Leave

Effective Date: August 2, 2019

Revision Date:

Each full-time employee hired by, MUTEH earns 1 day of sick leave for each full month worked, for a maximum of 12 days each year. Unused sick leave may be carried over into the next fiscal year; the total number of days accumulated may not exceed 30 days. Sick leave may be taken for sickness, illness or injury of the employee or where the presence of the employee is actually required in the case of sickness, illness, or injury of a member of the immediate family. Immediate family is defined as an employee's spouse, parents, grandparents, siblings, children, and grandchildren. However, immediate family does not include distant relatives, such as cousins, unless the distant relative lives in the same household as the employee. A written request must be made and approved by the immediate supervisor or the Executive Director. Sick leave does not include absence from duty due to an employee injury on the job where such job injuries are subject to workers' compensation claims.

Complications of pregnancy with regard to the employee or the employee's spouse will be considered illness for purposes of this policy.

Exceptions: Occasional visits to the doctor or dentist during the course of a workday will not be counted as sick leave, so long as they do not become too frequent or extended. Prior arrangements shall be made with the immediate supervisor or Executive Director.

When sick leave is exhausted, unused annual leave will be used. If annual leave is exceeded, any health leave taken in excess of the accumulated health leave shall be considered leave without pay.

A medical excuse will be required in connection with all absences due to illness or injury in excess of two (2) consecutive days. Extended periods (five consecutive days) of sick leave will require a medical excuse and a doctor's release to return to work.

Upon termination or resignation, any unused health leave will be forfeited. Sick leave taken in excess of amount earned will be deducted from the employee's final paycheck.

Official Holidays, Saturdays, and Sundays are not chargeable to sick leave when they fall within a period of leave taken.

MUTEH, INC.

Personnel Policies and Procedures

Germes in the Workplace (per Centers for Disease Control and Prevention)

Workplaces offer many opportunities for people to interact. More interaction between people in close contact increases the risk for respiratory illnesses like the flu to spread. Preventing illness among employees can also support healthy and steady workplace operations.

Employees experiencing flu-like symptoms such as fever and chills with cough, sore throat, head and muscle ache, nasal congestion and fatigue should not come to work or should leave work to go home. Employees should stay home and avoid contact with other people until they have no symptoms for 24 hours without medication. Employees can plan to return to work 24 hours after fever subsides, without use of fever lowering medications. This will help ensure that the employee's fever is truly gone and that the employee is past the point of being contagious. Supervisors are responsible for ensuring that their staff members stay away from work when experiencing influenza-like illness. Employees have a duty to practice healthy hygiene habits to prevent the spread of disease, and an expectation of working in an environment free of influenza-like illness.

Remember to:

- Stay home when you are sick
- Cover your coughs and sneezes with a tissue
- Wash your hands frequently

MUTEH, INC.

Personnel Policies and Procedures

Military Leave

Effective Date: August 2, 2019

Revision Date:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Sections 33-1-19 and 33-1-21 of the Mississippi Code Annotated (1972). Thirty (30) days advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. An employee should submit a Request for Leave form to the Executive Director accompanied by a copy of the employee's military orders. Employees engaged in authorized training or duty for fifteen (15) or less business days shall be granted full pay with no deduction for any military pay received while on duty.

Employees on military leave for periods in excess of fifteen (15) business days will be placed on leave without pay status for the remainder of the military duty period which shall not exceed five (5) years. An employee may use accrued and available annual leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as annual leave, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled day after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees should contact the Executive Director for more information or questions about military leave.

MUTEH, INC.

Personnel Policies and Procedures

Other Leave

Effective Date: August 2, 2019

Revision Date:

Maternity Leave – MUTEH will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook. Leave with pay will be granted to employees in connection with the birth or adoption of a child. Such leave will apply to employees who are either birth/adoptive mothers or fathers. A maximum of five (5) working days will be granted for maternity/paternity leave which will be in addition to any health leave allowed in connection with an employee's pregnancy or with complications of pregnancy with regard to the employee's spouse.

Civil Leave/Jury Duty – An employee who has been subpoenaed by a court for jury duty or as a witness may be allowed civil leave. Except in cases of emergencies, this leave is to be scheduled in advance and approved by the Executive Director. A copy of the summons shall be available and presented if requested. The employee is required to report to work when not required to be present at the legal proceeding. The employee will be entitled to receive regular pay while on civil leave for a maximum of three (3) days. Since jury duty beyond 3 workdays would constitute a burden to MUTEH, after that time, an employee's absence will be charged to annual/vacation leave. When annual/vacation leave is exhausted, an employee's absence will be considered leave without pay.

Administrative Leave – Leave with pay may be granted to an employee by the Executive Director for other justifiable causes, not previously covered, including but not limited to the following:

- * Local emergencies or disasters arising to the extent that unsafe conditions, which would constitute a hazard to the employee's safety and/or health are present; such as inclement weather conditions, floods, tornadoes, riots, etc.;
- * Funeral attendance when a death has occurred in the employee's immediate family, usually for a maximum period of three (3) days, dependent upon the travel involved. Immediate family is defined as an employee's spouse, parents, grandparents, siblings, children, grandchildren, aunt or uncle, niece or nephew, or employee or spouse's former guardian or foster parent, but does not include distant relatives, such as cousins, unless the distant relative lives in the same household as the employee. Request for leave must be submitted in writing to the Executive Director.

MUTEH, INC.

Personnel Policies and Procedures

* To vote in elections.

Leave Without Pay – An employee may take up to twelve (12) workweeks during a twelve-month period from the effective date of the leave without pay for (1) the birth of a child, (2) the adoption of a child or placement of a foster child, (3) care of a spouse, child, or parent who is ill, (4) an employee's serious illness, (5) emergencies, (6) or other necessary reasons while enabling the agency to plan work schedules and to maintain continuity in the employees' length of service. An employee will not be approved for FMLA due to an employee's serious illness unless the employee submits a Certification of Healthcare Provider for Employee's Serious Health Condition that is signed by a physician who is providing medical care to the employee. While on FMLA leave, the employee will be required to furnish the Executive Director or the Director of Compliance with weekly reports of their status and intent to return to work. Employees will be required to use available paid sick and vacation leave during their FMLA absence.

In accordance with the Family Medical Leave Act of 1993, agency-paid group insurance benefits shall be continued for a maximum of twelve (12) workweeks. If the disability continues beyond three months, employees may elect to continue benefits for the duration of the approved leave by paying the full cost of the premium at the beginning of each month. Employees who plan to take extended leave may be eligible for extended coverage (COBRA) at their own expense.

An employee on leave without pay is not entitled to accrue annual or sick leave for any calendar month or part thereof, in which the absence occurred. An employee on leave without pay is not entitled to holiday pay.

At the end of the approved leave without pay, the agency shall return the employee to the position held prior to leave or to a comparable position and wage level.

MUTEH, INC.

Personnel Policies and Procedures

Holidays

Effective Date: August 2, 2019

Revision Date:

MUTEH observes the same holidays as the State of Mississippi.

January	New Year's Day	1 st Day
	Martin Luther King's Birthday	3 rd Monday
February	President's Day	3 rd Monday
March/ April	Good Friday	Friday before Easter
May	Memorial Day	Last Monday
July	Independence Day	4 th Day
September	Labor Day	1 st Monday
October	Columbus Day	2 nd Monday
November	Veterans Day	11 th Day
	Thanksgiving Day	4 th Thursday and Friday of November
December	Christmas Day	25 th Day and one additional day (2 days)

MUTEH will grant paid holiday time off to all full-time employees as well as part-time or temporary employees who would have worked those days otherwise.

MUTEH, INC.

Personnel Policies and Procedures

Workers' Compensation Insurance

Effective Date: August 2, 2019

Revision Date:

MUTEH provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and the Executive Director and/or Chief Financial Officer immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

MUTEH, INC.

Personnel Policies and Procedures

Health Insurance

Effective Date: August 2, 2019

Revision Date:

MUTEH's health insurance plan provides full-time employees and their dependents access to medical benefits. Medical insurance can be initiated on the 90th day of the 180-day probationary period. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between MUTEH and the insurance carrier.

MUTEH pays the full amount of insurance for employee individual coverage. Employees pay a portion of all other levels of coverage based on existing insurance rates and the following groups:

- * Employee/Children
- * Employee/Spouse
- * Family

MUTEH pays the premium or their portion of the premium based on availability of funds in the budget from which an employee is paid as long as an employee is not out of pay status for more than (40) consecutive hours.

A change in employment classification (become part-time or temporary) that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA Policy) for more information.

Eligibility of benefits under this plan shall not indicate an expressed or implied contract of employment with the agency.

MUTEH, INC.

Personnel Policies and Procedures

Benefits Continuation (COBRA)

Effective Date: August 2, 2019

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under MUTEH's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage. MUTEH provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the MUTEH health insurance plan. The notice contains important information about the employee's rights and obligations.

MUTEH, INC.

Personnel Policies and Procedures

Family and Medical Leave

Effective Date: August 2, 2019

Revision Date:

MUTEH provides a comprehensive Family and Medical Leave policy. Supra under Leave Without Pay provides complete details of this policy.

MUTEH, INC.

Personnel Policies and Procedures

Life Insurance

Effective Date: August 2, 2019

Revision Date:

MUTEH will offer the opportunity for enrollment in a life insurance policy after the 180-day probationary period. MUTEH will contribute to the monthly premium based on the availability of funds in the budget from which an employee is paid.

Eligibility for benefits under this plan shall not indicate an expressed or implied contract of employment with the agency.

MUTEH, INC.

Personnel Policies and Procedures

Retirement Plan

Effective Date: August 2, 2019

Revision Date:

MUTEH has established a retirement plan to provide employees the potential for future financial security for retirement.

For full-time employees, MUTEH contributes 11% of their salary to a retirement plan after the completion of the 180-day probationary period. The employee may contribute a portion of their salary to the Tax Sheltered Annuity (TSA) from the beginning of employment. The employee contributions to the TSA belong to the employee and can be withdrawn at any time. There is a declining penalty charged against withdrawals based on a sliding scale. In the event of total withdrawal of TSA contributions, an employee will be required to wait six (6) months before re-entering the TSA. Under the retirement plan (employer contribution), benefits and/or accumulated contributions will be paid in the event of death, disability, retirement, extreme hardship or termination of employment for any reason.

In the event of a conflict between this language and the terms of the benefit plan then in effect, the benefit plan language will prevail. As with all benefit plans, MUTEH reserves the right to alter or terminate the benefit plan. For additional information see the Chief Financial Officer.

MUTEH, INC.

Personnel Policies and Procedures

Separation Package

Effective Date: August 2, 2019

Revision Date:

Upon execution of a Separation Agreement, including a general release of any claims, employees with five years or more of service at MUTEH are eligible for separation pay upon leaving the employment of MUTEH, calculated at 1% per year of service completed multiplied by the employee's annual salary at separation. Separation pay is contingent upon availability of funds.

Payment of separation pay can be deferred for up to 90 days.

MUTEH, INC.

Personnel Policies and Procedures

Work Schedules *REVIEW 30m paid lunch

Effective Date: August 2, 2019

Revision Date:

Employees in the MUTEH offices of Jackson, Tupelo, Meridian, and Hattiesburg are expected to report to work Monday through Friday at 8:00 A.M. and to remain at work until 5:00 P.M., with time away from the office during the day for lunch. A 40-hour workweek is standard. The above office hours will allow for a one-hour lunchtime. Two 15-minute breaks are allowed each day (morning and afternoon). One-hour lunchtime may be scheduled at the end of the day one time per week, but must be approved by the employee's supervisor. Time for an unconditional schedule may be approved at the discretion of the Executive Director. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Such variations will be determined by the Executive Director.

If it is necessary for an employee to work past 5:00 P.M., the employee must receive permission from their direct supervisor. Comp time may be requested by an employee so as not to exceed 40 hours per week. All requests for comp time must be in writing with justification of same. Comp time must be approved in writing by the employee's supervisor prior to the employee's usage of same. Comp time must be taken within the same pay period. Any unauthorized absence may result in disciplinary action, up to and including termination of employment.

For purposes of the Fair Labor Standards Act, the workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on the following Sunday.

Employees are to maintain their Time and Attendance Reports and have them signed by the immediate supervisor on the Monday following each payday. They are to be turned in to the Executive Assistant on those days.

MUTEH's offices open at 7:00 A.M. and close at 6:00 P.M., so employees may only be present outside of those hours with permission from their supervisor and the Executive Director.

MUTEH, INC.

Personnel Policies and Procedures

Attendance and Punctuality

Effective Date: August 2, 2019

Revision Date:

To maintain a safe and productive work environment, MUTEH expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on MUTEH. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

An employee who is excessively tardy or absent shall be warned in writing and given a specific timeline for improvement. Excessive tardiness is defined as clocking in after 8:05 A.M. more than three times per month. A copy of this warning shall be made a part of the employee's personnel file. The supervisor, the Director of Compliance or Executive Director will document in detail the employee's failure to improve. The length of time specified for improvement shall constitute notice. If it is determined that an employee continues to be tardy or absent after warning, the supervisor, the Director of Compliance, or the Executive Director may terminate the employee.

Poor attendance and excessive tardiness are disruptive and either may lead to disciplinary action, up to and including termination of employment.

MUTEH, INC.

Personnel Policies and Procedures

Timekeeping

Effective Date: August 2, 2019

Revision Date:

Accurately recording time worked is the responsibility of every employee. Federal and state laws require MUTEH to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees should record any departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's timesheet may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The Executive Director will review and sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Executive Director must verify the accuracy of the changes by initialing the timesheet.

MUTEH, INC.

Personnel Policies and Procedures

Paydays

Effective Date: August 2, 2019

Revision Date:

All employees are paid bi-monthly (every other Friday). Each paycheck will include earnings for all work performed through the end of applicable payroll period.

MUTEH, INC.

Personnel Policies and Procedures

Overtime

Effective Date: August 2, 2019

Revision Date:

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. Time off on sick leave, annual leave, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations.

All employees must receive prior written approval from the Executive Director before working overtime. Failure to work scheduled overtime or overtime worked without prior authorization from the Executive Director may result in disciplinary action, up to and including possible termination of employment.

* **REVIEW LATER** : We do not pay overtime for hourly employees, only comp time at 40 hrs. Hourly employees should not be working over 40 hours a week.

MUTEH, INC.

Personnel Policies and Procedures

Business Travel Expenses

Effective Date: August 2, 2019

Revision Date:

MUTEH will reimburse employees for reasonable business travel expenses incurred while on assignments away from the MUTEH office where the employee works. This includes reimbursement for gas or for mileage if a personal car is used for trips less than 100 miles. Employees may receive a per diem meal rate, and hotel accommodations for overnight travel. Per diem rates may vary depending on the agencies funding requirements.

*Follow up with Louise about federal and state per diem rates

MUTEH, INC.

Personnel Policies and Procedures

Employee Conduct and Work Rules

Effective Date: August 2, 2019

Revision Date:

To ensure orderly operations and provide the best possible work environment, MUTEH expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization.

Certain types of violations may warrant immediate release without notice. Payment in lieu of notice will not be authorized in these types of situations. It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Willful damage to or misuse of property owned, rented, or leased by MUTEH
- Dishonesty, including theft or inappropriate removal or possession of MUTEH property
- Dishonesty, including falsification of records
- Working under the influence of alcohol, narcotics, or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol, narcotics, or illegal drugs in the workplace, while on duty
- Misconduct, such as fighting or the use of profane or abusive language toward fellow employees or others or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination, which is refusal to obey orders or perform work assigned without valid reasons or other disrespectful conduct
- Violation of safety or health rules where there exists a threat to life or human safety
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives, firearms, or dangerous weapons while on the job
- Excessive absenteeism or any absence without notice
- Unsatisfactory job performance
- Neglect of duties which includes failure to comply with the requirements of the job
- Neglect of duties which includes any unauthorized absence from the work station during the workday
- Unauthorized use of telephone, mail system, or other employer-owned equipment

MUTEH, INC.

Personnel Policies and Procedures

- Unauthorized disclosure of business “secrets” or confidential information
- Furnishing information such as organizational or employee records, or information in consumer records to unauthorized persons; or unauthorized use of information by the employee.
- Libel, slander, or defamation regarding MUTEH
- Engaging in a business likely to conflict with the Vision, Mission, or work of the programs of MUTEH
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Criminal conviction of felonies or misdemeanors while employed

Disciplinary action may consist of a verbal or written reprimand, suspension of any employee for no less than one work week, with or without pay, demotion, and employment termination. The Leadership Team and/or the Director of Compliance may make recommendations to the Executive Director for suspensions, demotions, salary reduction, and terminations. When it is in the best interest of MUTEH, the Executive Director may suspend or terminate an employee. Decisions regarding suspensions, demotions, salary reduction and termination of employment are within the sole discretion of the Executive Director and the Director of Compliance.

Employment with MUTEH is at the mutual consent of MUTEH and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Gifts and Gratuities – In view of the fact that funds are received from the US Government, all rules and regulations established for Federal Government employees regarding accepting gifts, money gratuities, etc...will apply to all MUTEH employees. This means that no employee will be permitted to accept any free gifts or any other type of payment whether cash or in-kind, as long as they are employed by MUTEH. Gifts that are for “the staff” from companies at Christmas time are not prohibited by the agency.

Conflict of Interest – Any staff relationships by blood or marriage or any other relationship that is or that would potentially cause a conflict of interest as defined in the Mississippi Code, 1972, Amended, Section 25-4-105, should be brought to the attention of the Executive Director. Employees may not directly or indirectly benefit from a contract administered by MUTEH, including, but not limited to benefitting from leasing property to the agency that the employee or relative of the employee-related by blood or marriage owns.

MUTEH, INC.

Personnel Policies and Procedures

Personal Appearance, Dress Code, and Hygiene

Effective Date: August 2, 2019

Revision Date:

MUTEH is a professional organization. In order to present a professional image and foster confidence in our staff, all employees should dress appropriately in business casual attire. The appearance of our employees is a direct reflection of the level of professionalism of our organization. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that MUTEH presents to clients and agencies in the community.

This policy applies at all times when an employee is on official business of the corporation: at work, at meetings, at workshops, when visiting agencies in the community, and on coalition meeting days. During business hours or when representing MUTEH, employees are expected to present a clean, neat and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. Employees must use good judgment in determining whether their clothing is appropriate business attire.

Inappropriate casual attire may not be worn in the offices of MUTEH or while on duty during normal business hours unless the employee is working in the field in situations that require more casual dress, such as meeting a client in an encampment, conducting case management with a client, or moving furniture. Supervisors can answer any question about the appropriateness of specific attire. T-Shirts with MUTEH logos on them may only be worn on casual Friday or for special events. Blue jeans are permitted on days other than Friday only if the jeans are without holes and are worn with an appropriate shirt and shoes (Ex – blue jeans worn with a t-shirt and tennis shoes are inappropriate casual attire and may not be worn in the office).

General guidelines for all staff:

- Clothing must be neat, pressed, in good condition, and fit appropriately
- Sleeveless dresses and blouses may be worn if they look professional. When in doubt, supervisors will determine if the sleeveless article is appropriate for work
- Hair (including sideburns, mustaches, and beards) should be clean, combed, and neatly trimmed.

MUTEH, INC.

Personnel Policies and Procedures

Examples of inappropriate attire:

- Excessively tight or baggy clothing
- Any form of clothing that is mesh, sheer, see-through, or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive, or otherwise distracting
- Tattered jeans
- Cropped shirts, halter tops, tank tops, spaghetti strap tops, or low cut tops
- Sundresses
- Shorts
- Sweat pants/jogging pants
- Beach footwear, such as plastic flip flops

Personal Hygiene

- Maintain personal cleanliness by bathing daily
- Use deodorant/antiperspirant to minimize body odors
- No heavily scented perfumes, colognes, or lotions – Apply any perfume or cologne before work. Lotion may be used at work if the scent is not overwhelming.
- Oral hygiene (brushing of teeth) required
- Wash hands after eating, or using the restrooms

Each supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job performed. If a supervisor feels that an employee's personal appearance is inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work. Supervisors should be consulted if there are questions as to what constitutes appropriate appearance.

MUTEH, INC.

Personnel Policies and Procedures

Use of Phone and Mail Systems

Effective Date: August 2, 2019

Revision Date:

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Employees should confirm information received from the caller, and hang up only after the caller has done so.

Personal calls should be limited to those that are necessary and should be as brief as possible. Personal long distance calls should be limited to emergencies and will be paid for by the employee.

Employees may not use MUTEH's postage for personal mail.

MUTEH, INC.

Personnel Policies and Procedures

Computer and E-mail Usage

Effective Date: August 2, 2019

Revision Date:

Computers, computer files, the e-mail system, and software furnished to employees are MUTEH's property and are intended solely for business use. Employees may not use any password other than their own and may only access or retrieve stored communication related to their day to day activities. To ensure compliance with its Computer and Email Usage Policy, as well as its Internet Usage Policy, MUTEH may monitor computer and e-mail usage by all of its employees without prior notice.

MUTEH strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, MUTEH prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons are not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

Employees should notify their immediate supervisor, the Director of Compliance, or the Executive Director upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

MUTEH, INC.

Personnel Policies and Procedures

Internet Usage

Effective Date: August 2, 2019

Revision Date:

Internet access to global electronic information resources on the World Wide Web is provided by MUTEH to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications system is considered to be part of the official records of MUTEH and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and 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 MUTEH. As such, MUTEH reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems, without prior notice.

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, sexual comments or images, racial slurs, gender-specific comments, or 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, gender identity, or any other characteristic protected by law.

Abuse of the Internet access provided by MUTEH in violation of law or MUTEH policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action.

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Failing to observe licensing agreements

MUTEH, INC.

Personnel Policies and Procedures

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's product or services
- Sending e-mails that breach client confidentiality – Do not use a client's name or disclose personal information regarding a client in an e-mail. Messages sent in the MUTEH AWARDS database may use a client's name and/or disclose personal information regarding a client.
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

MUTEH, INC.

Personnel Policies and Procedures

Social Media Usage

Effective date: August 2, 2019

Revision Date:

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of MUTEH as well as personal use of social media.

- Employees need to know and adhere to MUTEH's Personnel Policies and Procedures when using social media.
- Employees should be aware of the effect that their actions may have on their image, as well as MUTEH's image.
- Employees should be aware that MUTEH may observe the content and information that employees post on social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to MUTEH, its employees, or its clients.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with their supervisor.
- Social media postings, blogs, or other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to an authorized spokesperson (Executive Director).
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before referring to or posting images of current or former employees or clients.
- Social media shouldn't interfere with employees' responsibilities at MUTEH. MUTEH's computers are to be used for business purposes only during office hours. When using MUTEH's computers, use of social media for business purposes is allowed, but

MUTEH, INC.

Personnel Policies and Procedures

personal use of social media networks or personal blogging of online content is discouraged during office hours and could result in disciplinary action.

- Subject to applicable law, after office hours online activity that violates MUTEH's Personnel Policies and Procedures may subject an employee to disciplinary action or termination.
- It is highly recommended that employees keep MUTEH related social media accounts separate from personal social media accounts.

MUTEH, INC.

Personnel Policies and Procedures

Smoke Free/Tobacco Free Workplace

Effective Date: August 2, 2019

Revision Date:

In keeping with MUTEH's intent to provide a safe and healthy work environment, the use of tobacco products is prohibited in the workplace. This policy applies equally to all employees, clients, and visitors.

Vaping is permitted within an employee's office, but is permitted in public areas of the office only when the vaping does not occur in the vicinity of other employees, clients, or visitors.

MUTEH, INC.

Personnel Policies and Procedures

Drug and Alcohol Use *review policy

Effective Date: August 2, 2019

Revision Date:

It is MUTEH's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on MUTEH's premises and while conducting business-related activities off MUTEH's premises, no employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol, illegal drugs, or a controlled substance. If an employee is found unlawfully using, possessing, manufacturing, distributing, or selling alcohol, illegal drugs, or a controlled substance in the workplace or while conducting business-related activities off MUTEH's premises, appropriate action will be taken against the employee, up to and including termination.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify MUTEH of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five calendar days of the conviction. Additionally, criminal convictions for felonies or misdemeanors (whether committed in or outside of the workplace), while employed by MUTEH, may warrant the release of an employee without notice.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor, the Director of Compliance, or the Executive Director without fear of reprisal.

MUTEH, INC.

Personnel Policies and Procedures

Work Place Safety

Effective date: August 2, 2019

Revision Date:

The health and safety of employees and others on property leased by MUTEH for its operations is of high concern. It is the policy of MUTEH to strive for the highest possible level of safety in its operations and to carry out a commitment of compliance with health and safety factors so as to ensure that conditions are free of hazard for employees.

Employees are expected to be conscientious about workplace safety, including proper work methods, reporting of potential hazards, and avoiding possible hazards. Each employee should survey their work area and work habits to eliminate unsafe conditions, such as outlined below:

Falls: slippery surfaces

Strains: improper lifting techniques

Falling or moving objects: improper storage of equipment

Electrical shock: worn-out equipment, plugs, cords, or underground equipment

Employees who are injured on the job or whose injuries are directly related to the performance of job duties should report all injuries to their supervisor, the Director of Compliance, or the Executive Director immediately, regardless of how minor the injury may be. If medical care is needed, the supervisor, the Director of Compliance, or the Executive Director should assist the employee in getting the necessary medical attention promptly. Workers compensation should be made immediately. The Executive Director will notify the MUTEH Board of Directors in writing.

Entrance to MUTEH is permitted only with access to the code that unlocks the door. MUTEH employees are entrusted with the discretion of who they allow into the office space. The door should not be opened for any visitors or clients who are known or suspected to be dangerous or violent. If the employee does not recognize the visitor or client, then the employee may consult a supervisor, Director of Compliance, or the Executive Director before allowing entry to MUTEH's premises.

MUTEH, INC.

Personnel Policies and Procedures

Employment Termination

Effective Date: August 2, 2019

Revision Date:

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation or Retirement – voluntary employment termination initiated by an employee
- Discharge – employment termination initiated by the organization

MUTEH will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to MUTEH or return of MUTEH owned property. Suggestions, complaints, and questions can also be voiced. For further details regarding the exit interview, refer to Exit Interview, *infra*.

Since employment with MUTEH is based on mutual consent, both the employee and MUTEH have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay on the next regularly scheduled payday.

Employee benefits will cease at the time of termination. Information regarding continuation of certain benefits will be provided as required by law.

MUTEH, INC.

Personnel Policies and Procedures

Reduction in Force

Effective Date: August 2, 2019

Revision Date:

Based on, budget constraints, elimination of a position, program terminations, or other issues, it may become necessary for MUTEH to reduce its workforce. Selection of employee(s) will be based on factors such as job functions, job performance, skills and experience – in other words, the potential of each employee to help MUTEH carry out its goals. Tenure and current department assignments will not be determining factors.

If budget constraints, elimination of a position, program termination, or other issues result in the dismissal of an employee, notification will be given as early as possible and severance pay equal to two-weeks salary will be paid to the employee. These employees may apply for any vacant position, if such shall exist.

If termination pay is not considered an allowable and reimbursable expense by the funding agency, no termination pay will be granted to employees by the funding agency or MUTEH.

MUTEH, INC.

Personnel Policies and Procedures

Resignation and Retirement

Effective Date: August 2, 2016

Revision Date:

Resignation and retirement are voluntary acts initiated by the employee to terminate employment with MUTEH. Employees who have completed the 180-day probationary period and who resign are expected to give at least two-weeks notice. The employee must put their intention to resign in writing. They will be expected to fulfill their notice unless the supervisor, the Director of Compliance, or Executive Director feels that the employee should be terminated earlier due to poor work record, personal circumstances, or other reasons.

For employees who have not completed the ninety 180-day probationary period, no notice is expected and no pay in lieu of notice will be granted.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

MUTEH, INC.

Personnel Policies and Procedures

Exit Interview

Effective date: August 2, 2019

Revision Date:

A termination (whether dismissal or resignation) generally requires an exit interview by the Director of Compliance or the Executive Director.

The Director of Compliance will arrange for the exit interview with the terminating employee on his/her last day of work to cover the following:

1. The final paycheck. Final paychecks will be available to the employee at the next regular pay period;
2. The amount of vacation pay to which the employee is entitled;
3. The terminating employee will be required to surrender all MUTEH property including keys, laptops, phone, gas cards, all MUTEH records, files, lists of consumers, clients, donors, mailing lists, etc.;
4. The terminating employee will be reminded that use of any information or sharing of information, including names of consumers, clients, donors, contributors, employee records, etc. is a violation of the confidentiality laws of the State of Mississippi and/or a violation of the Code of Ethics for certain professions which may result in civil and criminal penalties. The exit interview will include a review of MUTEH's confidentiality policy, especially as regards to client records;
5. Each employee will be provided with a copy of the termination summary;
6. Employees will be invited to share their experiences as a MUTEH employee, whether negative or positive.

MUTEH, INC.

Personnel Policies and Procedures

Termination Summary

Effective date: August 2, 2019

Revision Date:

Each employee may receive a termination summary at the end of his or her employment with MUTEH. The termination summary shall include the employee's beginning date, the ending date, the position held and a brief description of job performance. The termination shall also contain the reason(s) for termination. If the termination was not voluntary, the summary will briefly state the reasons. The termination summary shall be a part of the personnel file. The information on the termination summary shall be used to provide a reference for the employee as they search for new employment, however, job performance and reason(s) for termination, if negative, shall not be provided to potential new employers as a reference.

MUTEH, INC.

Personnel Policies and Procedures

Return of Property

Effective Date: August 2, 2019

Revision Date:

Employees are responsible for all MUTEH property, materials, or written information issued to them or in their possession or control.

Employees must return all MUTEH property to their supervisor immediately upon request or upon termination of employment.

MUTEH, INC.

Personnel Policies and Procedures

EMPLOYEE ACKNOWLEDGEMENT FORM

The Personnel Policies and Procedures describes important information about MUTEH, and I understand that I should consult my supervisor, the Director of Compliance, or the Executive Director, regarding any questions not answered in the handbook.

I have entered into my employment relationship with MUTEH voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or MUTEH can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Director has the ability to adopt any revisions to the policies in the handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I have read and understand that no person or group other than the Board of Directors has the authority to enter into any agreement, express or implied, contrary to forgoing policies, including MUTEH's employment-at-will policy. I further understand that any revisions to MUTEH's employment at will policy will be provided to me in writing.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

33283045v1

MUTEH, INC.

Personnel Policies and Procedures

APPENDIX A Employee Acknowledgment Form

APPENDIX B Code of Conduct

APPENDIX C Arbitration Agreement

APPENDIX D Non-Defamation Clause